



National Archives of Canada

Performance Report

For the period ending
March 31, 2002

Canada

The Estimates Documents

Each year, the government prepares Estimates in support of its request to Parliament for authority to spend public monies. This request is formalized through the tabling of appropriation bills in Parliament.

The Estimates of the Government of Canada are structured in several parts. Beginning with an overview of total government spending in Part I, the documents become increasingly more specific. Part II outlines spending according to departments, agencies and programs and contains the proposed wording of the conditions governing spending which Parliament will be asked to approve.

The *Report on Plans and Priorities* provides additional detail on each department and its programs primarily in terms of more strategically oriented planning and results information with a focus on outcomes.

The *Departmental Performance Report* provides a focus on results-based accountability by reporting on accomplishments achieved against the performance expectations and results commitments as set out in the spring *Report on Plans and Priorities*.

The Estimates, along with the Minister of Finance's Budget, reflect the government's annual budget planning and resource allocation priorities. In combination with the subsequent reporting of financial results in the Public Accounts and of accomplishments achieved in Departmental Performance Reports, this material helps Parliament hold the government to account for the allocation and management of funds.

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Foreword

In the spring of 2000, the President of the Treasury Board tabled in Parliament the document “Results for Canadians: A Management Framework for the Government of Canada”. This document sets a clear agenda for improving and modernising management practices in federal departments and agencies.

Four key management commitments form the basis for this vision of how the Government will deliver their services and benefits to Canadians in the new millennium. In this vision, departments and agencies recognise that they exist to serve Canadians and that a “citizen focus” shapes all activities, programs and services. This vision commits the Government of Canada to manage its business by the highest public service values. Responsible spending means spending wisely on the things that matter to Canadians. And finally, this vision sets a clear focus on results – the impact and effects of programs.

Departmental performance reports play a key role in the cycle of planning, monitoring, evaluating, and reporting of results through ministers to Parliament and citizens. Departments and agencies are encouraged to prepare their reports following certain principles. Based on these principles, an effective report provides a coherent and balanced picture of performance that is brief and to the point. It focuses on outcomes - benefits to Canadians and Canadian society - and describes the contribution the organisation has made toward those outcomes. It sets the department’s performance in context and discusses risks and challenges faced by the organisation in delivering its commitments. The report also associates performance with earlier commitments as well as achievements realised in partnership with other governmental and non-governmental organisations. Supporting the need for responsible spending, it links resources to results. Finally, the report is credible because it substantiates the performance information with appropriate methodologies and relevant data.

In performance reports, departments and agencies strive to respond to the ongoing and evolving information needs of parliamentarians and Canadians. The input of parliamentarians and other readers can do much to improve these reports over time. The reader is encouraged to assess the performance of the organisation according to the principles outlined above, and provide comments to the department or agency that will help it in the next cycle of planning and reporting.

This report is accessible electronically from the Treasury Board of Canada Secretariat Internet site:
<http://www.tbs-sct.gc.ca/rma/dpr/dpre.asp>

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Minister of Canadian Heritage

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Executive Summary

This *Performance Report* tells the story of the National Archives' progress towards meeting its key commitments and its longer-term goals. The National Archives is especially proud of its service to Canadians, its investment in staff renewal and the expansion of its diverse collections.

In the past few years, the National Archives has gone from serving 40,000 or so researchers to serving more than one million Canadians on line. Many archival services have been adapted to a Web environment and the Archives is well advanced for putting on line a full guide to its varied holdings. More than ever before, Canadians are being told about the records that are held in Canadian archives. The National Archives is leading eight hundred other archives in the country in establishing a comprehensive on-line directory of archival holdings. The National Archives is opening the archival record in ways our predecessors barely imagined.

The National Archives has brought in senior managers from elsewhere in the public service who, together with the existing senior management team, demonstrate the importance of modern management skills. For its professional core, the Archives launched a national recruiting campaign for twenty-seven new archivists, attracting more than eight hundred applicants and hiring a group representative of regions, perspectives and backgrounds. Competencies for managers and employee groups were defined and a human resources strategy was put into place.

This past year was extremely active in addressing the issues of the integrity of the official record. The National Archives worked with Treasury Board towards defining a new structure for information management in government and collaborated with the Social Sciences and Humanities Research Council on a national data archives strategy. The Archives worked with the University of British Columbia on the InterPARES project, researching standards for preserving electronic record-keeping systems with integrity and authenticity for the long term; it also helped the Privy Council Office recover extensively damaged records.

The Archives' collections cannot be static — they grow with Canada. After twenty years of discussion and negotiation, with the active support of many people, the National Archives acquired the Peter Winkworth collection of more than 4,000 works of documentary art relating to Canada in the 18th and 19th centuries. This past year also saw the acquisition of the records of the World Council of Indigenous Peoples, an important addition to the Archives' collections, and marked the receipt of the final series of the papers of the Right Honourable Pierre Elliott Trudeau, as well as a significant portion of the extensive maps and plans of CN Railways.

The Archives owes all of its achievements in great part to its staff and to the co-operation of a host of partners across the government and across Canada. Most especially, full credit must be given to the Department of Canadian Heritage; its encouragement and active support enabled the National Archives to achieve success.



The National Archives of Canada continues to be instrumental in fostering a strong and vibrant Canadian society. Ours is a country that is diverse and dispersed, but there is something that connects us no matter where we are, or who we are.

That something is our culture. It is what defines us as a society, and it is what we are referring to when we talk about our Canadian identity. Our goal is to strengthen and promote the diverse elements that make us a country that is respected for its bilingualism, multiculturalism, valuing our cultural and natural heritage, and our creativity, innovation and cohesiveness.

The National Archives of Canada stores Canada's memories, but by no means are they trapped in the past. New technology such as the Internet and digitization initiatives have made it even easier for Canadians and people throughout the world to access Canada's past, to understand the events which have shaped us, and to enjoy our stories.

In a constantly evolving world, the National Archives and the 18 other Canadian Heritage Portfolio members, as well as a broad range of other partners across the country, strive to create programs and policies that represent what matters to Canadians.

This Performance Report highlights the outcome of the partnerships and collaborations established by the National Archives of Canada, a key member of the Canadian Heritage Portfolio. It emphasizes the pride that the Government of Canada and its employees take in its artists, athletes, language and cultural community, cultural and natural resources, and our commitment to making Canada's stories, culture, and values available to the world and right here at home.

Sheila Copps

Canada

Message from the National Archivist

“The surest basis of national feeling is found in interest and pride in the past, and the sooner Canadians study and understand the complex movements involved in their origin, the better for their ambition to be a nation.”

(Editorial in the *GLOBE*, Toronto, October 31, 1907)

The National Archives of Canada has evolved to be one of the pre-eminent national archives in the world. On the eve of its 130th anniversary, this institution is exploring and demonstrating the potential of the “People’s Archives”, a place where Canadians, who are deeply interested and proud of their past, have the opportunity to study and understand their origins and their nation’s development.

The Archives is undergoing a fundamental transformation in order to remain flexible and relevant to the people it serves. The “People’s Archives” offers services which are user-friendly and easy to navigate. It takes advantage of new technologies to reach Canadians, particularly youth and lifelong learners, in their homes, schools and places of work. Its client base is broadening, including genealogists, high school students, members of the media and academics. Its focus is expanding to encompass not only traditional paper records but also electronic records. The Archives is moving from being a research source to an information provider.

Transition, change, flexibility, relevance, people and service are fundamental to the accomplishments of the National Archives. These key elements are embodied in its strategic directions to serve Canadians and to connect them to their heritage, to support and promote the integrity of the government record, to be a leader in information management, and to be a place of excellence, revitalizing management and business practices.

It is a privilege to lead this institution in a period characterized by continuity of purpose while undergoing a fundamental transformation in the ways in which we achieve this purpose. Canadians have inherited extraordinary multimedia collections documenting the history of Canada — collections which are continually being developed to reflect the diversity of our people and the complexity of our experience. Although not capitalized like other assets, this irreplaceable treasure has inestimable legal, evidential, cultural and indeed monetary value for Canadians now and for future generations. The National Archives has a tradition of public service and of advancing public knowledge of our past, and it also has the skills to balance the imperative of preserving the archival collections with the demands of making them accessible.

New technology is enabling us to take the fragile archival holdings to new audiences, opening the detailed, meaningful historical record to all Canadians. The pace of change in the National Archives is hectic, but I am very pleased with the professionalism, creativity and enthusiasm that staff are bringing to the task, and the close co-operation with the Canadian Heritage Portfolio and a myriad of supportive partners.

Ian E. Wilson
National Archivist

Agency Context

Mandate

The National Archives of Canada was established in 1872, making it both one of the oldest heritage institutions within the Canadian Heritage Portfolio and the first cultural initiative undertaken by the Government of Canada following Confederation.

The dual role of the National Archives, as a national heritage institution and an administrative arm of the federal government, was confirmed in the *National Archives of Canada Act* in 1987.

The National Archives preserves the nation's recorded memory, including the Government of Canada's documentary records. By making these records accessible to all Canadians, the National Archives contributes to the protection of the rights of every Canadian and enhances their understanding of Canada. The National Archives is therefore able to serve Canadians by connecting them to the sources of their past and their histories.

Strategic Directions

The National Archives' vision as the original source for Canada's stories and the foundation of Canadians' rights and responsibilities, preserved and accessible, will manifest over time and regenerate as — in the future — the present becomes the past, and as Canada's continuing stories are added to the Archives' collections, instructing, guiding and inspiring today's and tomorrow's generations.

In the spirit of this vision, the National Archives is guided by three strategic directions, each signaling outcomes and long-term benefits to Canadians.

- i) Serving Canadians — Connecting them to their heritage
- ii) Commitment to the integrity of the government record — Leadership in information management
- iii) A place of excellence — Revitalizing management and business practices.

A Changing Environment

“The Government of Canada has a central goal to improve the quality of life for all Canadians. Achieving this requires a balance of economic and social measures and an approach that reinforces shared Canadian values and a sense of community. This is the Canadian Way, which recognizes that economic and social progress must be pursued together, that the real value of a strong economy is the opportunity it generates for

Canadians, and that a strong society allows all of its members to participate.”
(*Canada's Performance 2001: Annual Report to Parliament by the President of the Treasury Board*, p. 1, /www.tbs-sct.gc.ca/report/govrev/01/cp-rc_ehtml)

The Government of Canada is in the midst of a major transformation that is geared to improving the quality of life of Canadians and making “e-government” a reality. “E-government stands for enabled government, a modern institution that delivers different and better programs and services to Canadians.” (*Opening the E-Government File: Governing in the 21st Century*, speech given at the Crossing Boundaries National Conference, Ottawa, March 30, 2001, by Mel Cappe, Clerk of the Privy Council and Secretary to the Cabinet)

E-government will change the way government works, does business, organizes itself, manages and engages citizens and other partners. Modern leadership, modern business practices and modern human resources strategies, based on strong public service values, are key components of the Government of Canada's transformation towards serving Canadians better in the 21st century.

The National Archives, like the nation of whose heritage it is the proud custodian, is part of this transformation. As the “People's Archives”, entrusted with one of the country's most valuable assets, its archival collections, the National Archives seeks to improve the quality of life of all Canadians. The Archives is fast becoming the source of choice for Canadians seeking access to authentic and reliable information about their past, about government business and about legally significant evidence to defend their individual and collective rights. And, by opening its collections to all Canadians, the National Archives generates opportunity for them to participate in society and to better their future by learning from the past.

For the National Archives, transition demands balancing the needs of Canadians today to know their past, while ensuring that archival collections accessed now will also be preserved and as accessible to Canadians in the future as they are today. As its collections continue to grow, the National Archives faces critical accommodation needs. The Gatineau Preservation Centre in Gatineau, Quebec, was designed to provide state-of-the-art facilities for only half of the Archives' permanent collections; the other half is stored in a former factory in Renfrew, Ontario, one hundred kilometres away. The distance between the Archives' storage facilities and its headquarters is cause for concern. Moving Canada's documentary heritage back and forth by truck every day in all kinds of weather exposes irreplaceable and fragile records to significant risks of deterioration, accident and theft. The Archives' enormous challenge is to find a solution that brings together, on one site, its staff, the public and the most frequently consulted collections.

The Web and new information and communications technologies enable the Archives today to achieve what its predecessors dreamt of: to make the National Archives and its unique collections conveniently accessible to all. But while the Archives invests in new service delivery opportunities and plans for the broader transformation to e-government, it cannot abandon traditional services nor forget the skills and abilities needed to deal

with old documentary technologies; it must build on them. The National Archives is embracing change, yet it is struggling to deal with the opportunities and demands of a world that is becoming increasingly interconnected, defined by speed, innovation and complexity at increasingly higher costs. The Internet has opened up an additional business venue for the Archives and is attracting new clientele with increasing expectations and demands for new services. With little additional resources, the Archives' current service base is stressed to meet the demands of becoming the Digital Archives of Canada, the success of which is measured by timely, reliable, efficient and cost-effective electronic service delivery to Canadians. The influx of more and more electronic archival records and the need to preserve them throughout their entire life cycle, which is inherently more expensive than preserving their paper counterparts, is putting further stress on the Archives' current service base. The National Archives cannot wait to preserve electronic records. It must act right away to guarantee their accessibility and authenticity over the long term. It must apply as much diligence now to preserving electronic records as it devotes to preserving traditional formats of archival records.

Changes in information and communications technologies affect the National Archives in ways that one might not first recognize. For example, when Sir Wilfrid Laurier delivered his address announcing the 20th century to be Canada's, it was heard only by those assembled and was preserved as text on paper. Today, when the Prime Minister addresses the nation, all Canadians from coast to coast may hear and see him. Preserving his message, however, involves a vast array of technologies, expertise and resources.

Digitization has allowed more Canadians than ever before to access their archival heritage from their homes and communities. But digitization comes with a very high price tag. With ever-changing technological requirements, the maintenance of digital objects is many times more expensive than the cost of producing them.

As keeper of the Government of Canada's institutional memory, the Archives' role in information management is in transition. Its mandated role to facilitate the management of government information is becoming more widely recognized, understood and valued. A crucial challenge for the Archives is to promote a common vision and understanding of information management in the Government of Canada, a veritable necessity as the focus of the knowledge economy shifts from technology to information. A well-managed and accountable government that is well placed to serve the citizens of Canada into the next decade, in person and on line, depends upon good information, and good information means paying attention to sound information management practices and policies.

For the National Archives of Canada to reach its goal of being the most accessible of Canada's heritage resources by 2008 and thus improve the quality of life of Canadians, and for e-government to be effectively realized, Canada's documentary history must be acquired, so that it may be preserved; described, so that it may be found; preserved, so that it is available now and in the future; and accessible by Canadians whenever they need it, wherever they need it.

Partners

Without the help of its many partners, the National Archives would not be able to provide all the programs it offers to the public. This close co-operation with private firms and the vast Canadian network of heritage, arts and cultural institutions is much more than a question of mere cost-effectiveness. It allows all partners to share knowledge with one another and enhance their visibility.

Heritage Portfolio Partners

To achieve some of its objectives, the National Archives of Canada relies on the support and co-operation of the Department of Canadian Heritage and the other members of the portfolio.

The National Archivist co-chaired the Heritage Advisory Group, together with the Assistant Deputy Minister, Arts and Heritage, of the Department of Canadian Heritage. This Group, composed of key representatives of federal and provincial heritage/cultural agencies as well as advocates from the business sector, addressed ways to develop and advance heritage policy, and to foster alliances with the national heritage community to ensure policy cohesion.

The National Library is the National Archives' closest partner, an alliance which is only natural since the two institutions share the same building and have many common interests. The National Archivist and the National Librarian are proponents of the value that the converging professions of archivist and librarian bring to information access and information management. In their keynote address to an audience of educators at the October 2001 "Giving the Future a Past" conference in Winnipeg, they promoted the greatest skill of both professions: knowing how to turn information into knowledge.

Staff of the National Archives and the National Library work hard to connect Canadians to the sources of their past and to make information about Canada more accessible. Together, they prepare cultural activities and participate with other partners such as the Department of Justice, the Famous Five Foundation of Calgary and the J'Nikira Dinqinesh Education Centre in digitizing materials that highlight their collections. Through close collaboration and sharing of expertise, rich Canadian content materials such as the *Famous Five* exhibition on the Persons Case decision of 1929, the *Susanna Moodie and Catharine Parr Traill* Web site and the *Anti-Slavery Movement* Web sites, enriched with publications and records from the Library and the Archives, are available for Canadians. Over the next three years, through the National Archives' partnership with the Department of Canadian Heritage and the National Library, Canadians will have a Canadian Genealogy Centre, a single portal for genealogists and family historians to authoritative genealogical sources, content and services on the Internet.

Information Management Partners

As keeper of the Government of Canada's institutional memory, the National Archives of Canada is committed to leadership in information and knowledge management. The National Archives is working with the Chief Information Officer Branch of the Treasury Board Secretariat and with other federal government departments to champion the value of good information management throughout its life cycle and of good record-keeping practices.

Some joint initiatives that are under way include the development of records management metadata, the development of a new Management of Government Information Policy, the development of information management governance and accountability frameworks, and an information management infrastructure for the citizen-centred Government On-Line initiative. The National Archives co-chairs the Information Management Forum, an inter-departmental group of director-level information managers mandated to identify information management issues common across government and to find solutions.

The Archives' active participation in the International Standards Organization (ISO) was instrumental in the launch of the ISO Records Management Standard (15489-1) and Technical Report (15489-2) in October 2001. As a result, the work of information managers in many parts of the world can be based on these internationally accepted records management standards. The Government of Canada will develop its information management standards and practices within this larger context. The National Archives became a member of three new ISO Records Management Standard Committees established to address records management metadata standardization, the relationships between records management and related disciplines (e.g. information management, knowledge management, etc.), and access rules in records management.

As a participant in the Canadian General Standards Board Committee's work to develop a Standard for Electronic Evidence, the Archives is contributing to the establishment of a framework to assist in the admissibility and credibility of electronic records and electronic business transactions in court proceedings.

Partnerships with Public Works and Government Services

Public Works and Government Services Canada (PWGSC) and the National Archives are working together to ensure that 100 Wellington Street in Ottawa is a suitable place for the Portrait Gallery of Canada's exhibitions and public programming when it opens in fiscal year 2005-2006. They are also working together to build, by early 2004, a new cellulose nitrate film collection facility at Shirley's Bay, Ontario, where the National Archives can safely conserve that part of Canada's cinematic and photographic heritage for Canadians to view, study and enjoy, now and in the future.

Close collaboration between the Archives and PWGSC resulted in Treasury Board approval of \$1.67 million to fund the fit-up of 5,700 square metres of space in the Federal Records Centre in Québec City, complete with shelving. As a result, the

growth requirements of the Centre in Québec City were met and the first phase of the consolidation of buildings in the Montreal Federal Records Centre was completed through the transfer of less frequently consulted holdings from one of the three buildings in Montreal to the Québec City Records Centre.

Other Partners

As part of the 150th anniversary of the Province of Canada assuming postal authority from Great Britain, the National Archives and Canada Post worked together to make our philatelic and postal heritage more accessible. Canada Post contributed \$125,000 in 2001-2002 to launch the *Canadian Postal Archives* Web site. For the first time, Canadians have access to a truly Canadian Web site on philately. With Canada Post creating philatelic treasures and the National Archives preserving them, this alliance is not only a winning partnership, but a virtual goldmine for stamp collectors, art enthusiasts and all Canadians. Canada Post will continue its support and cooperation over the next few years as the content of the site is further enriched.

The National Archives partnered with the Canadian Council of Archives and with provincial, territorial, municipal and private Canadian archives to develop the Canadian Archival Information Network (CAIN), giving Canadians a fully bilingual gateway to descriptive records and digitized archival content from archival collections across Canada.

Historica, a foundation devoted to Canadian history education, partnered with the National Library and the National Archives in the Canadian History Quiz as part of Heritage Day celebrations on February 18, 2002. All three institutions also worked together on Historica-sponsored Heritage Fairs to celebrate Canada's history with Canada's youth.

The National Archives continued its partnership with Industry Canada and Veterans Affairs Canada to digitize the attestation papers of the Canadian Expeditionary Force of the First World War.

The Nunavut Sivuniksavut training program in Ottawa and the Department of Culture, Language, Elders and Youth of the Nunavut Government collaborated with the National Archives to identify the people and events depicted in 73 photographs of Igloodik taken by Arctic photographer Richard Harrington. The information that the youth and elders provided about Inuit culture was added to the National Archives' photographic database on *ArchiviaNet*, with links to the actual photos. In the future, these photos and descriptions will accompany an on-line exhibition on the Canadian North.

“This project provides us with the tools to literally put names to the faces of our Inuit past. Using the knowledge of our people who are still with us will ensure that this is done before today's elders are gone. I am proud that the Department has been able to contribute to such a worthy cause.”

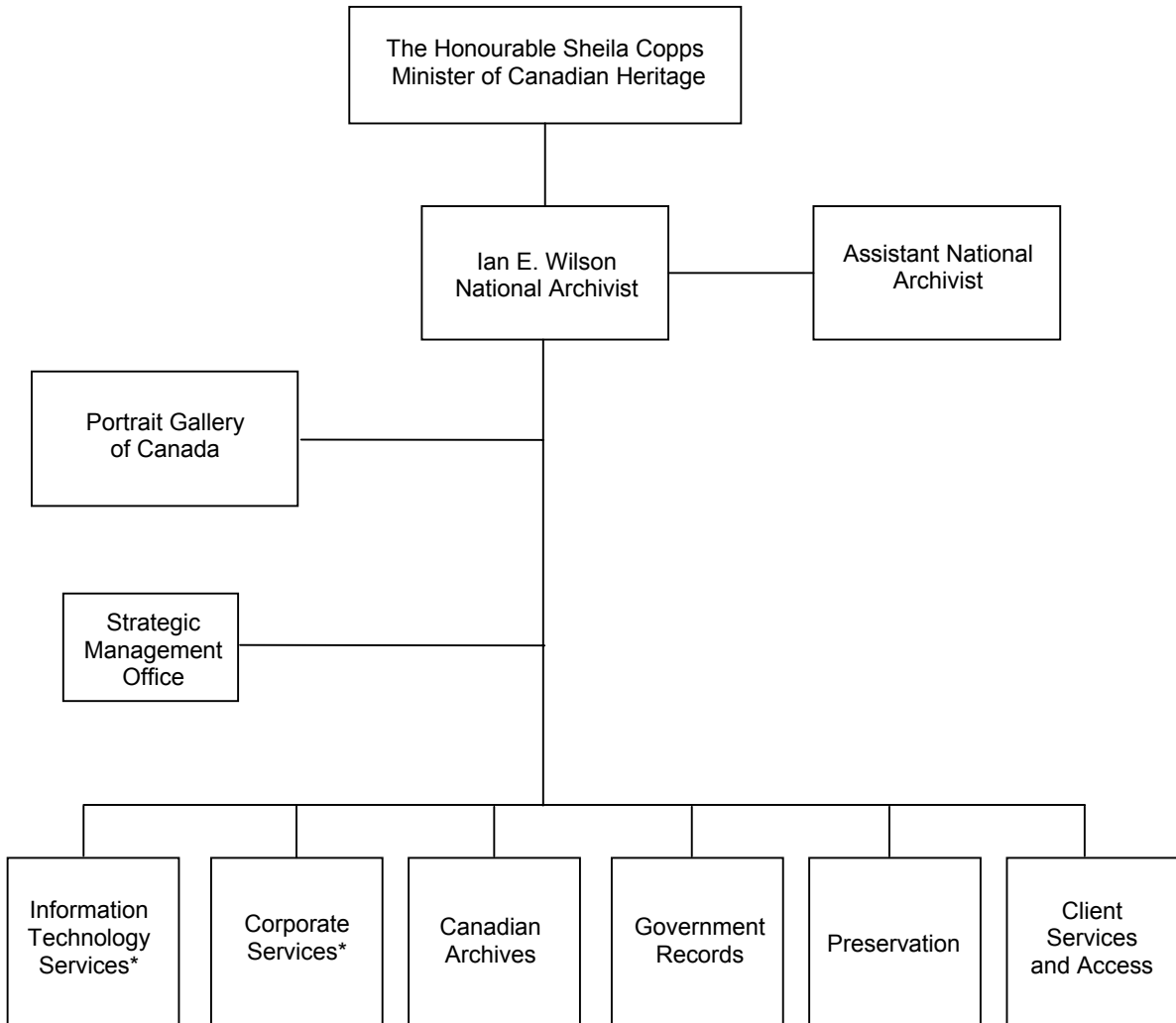
(Jack Anawal, Minister of Culture, Language, Elders and Youth, Government of Nunavut)

In cooperation with the Social Sciences and Humanities Research Council, the National Archives sponsored the National Data Archives Consultation Working Group to assess the need for a national facility mandated to preserve and manage digital research data, and for a national data strategy. The report will be issued in early June 2002.

The Canadian Feature Film Policy enabled the National Archives to work with Telefilm Canada and the AV Preservation Trust.ca in placing the preservation of feature films on a systematic basis and to increase the quality, diversity and accessibility of Canadian feature films.

The National Archives is participating in the InterPARES (International Research on Permanent Authentic Records in Electronic Systems) project, which is coordinated by the University of British Columbia. With major national archival institutions, including the United States National Archives and Records Administration (NARA), and with university researchers, technology experts and private firms around the world, the National Archives continued to support and to participate in developing strategies, policies, standards and tools to assist in the permanent preservation of electronic records.

Agency Structure



*Common services for both the National Archives and the National Library

Holdings of the National Archives of Canada¹

The Archives holds millions of records including letters, photographs, films, maps, videos, books, paintings, prints and government files, that bring the past to life.

| Type of Records | Extent of Holdings |
|-----------------------------|------------------------|
| Government Textual Records | 110,660 linear metres |
| Private Textual Records | 44,826 linear metres |
| Electronic Records | 3.18 million megabytes |
| Maps | 1,518,569 items |
| Architectural Drawings | 1,053,129 items |
| Photographic Images | 21,327,956 images |
| Documentary Art Records | 343,030 items |
| Library Items | 62,957 items |
| Audiovisual Records — Sound | 161,721 hours |
| Audiovisual Records — Video | 110,510 hours |
| Audiovisual Records — Film | 71,578 hours |

¹ Statistics are current to the end of the 2001-2002 fiscal year.

Agency Performance

The National Archives' performance focuses on accomplishments and progress made towards achieving strategic outcomes. The Archives' ultimate goal is to make a difference in the lives of Canadians. There is a one-to-one relationship between each of its strategic outcomes and its business lines. The Portrait Gallery of Canada incorporates all business lines. The National Archives currently tracks its financial information by business line.

| Business Lines | Strategic Outcomes | Demonstrated by: |
|--|--|---|
| Acquisition and Holdings Management 2001-2002 Actual Spending: \$24,418,200 | An archival resource documenting the Canadian experience and protecting citizens' rights | <ul style="list-style-type: none"> ▶ acquisition of archival records in core collecting areas ▶ standardized descriptions of archival records ▶ preservation of archival records |
| Management of Government Information 2001-2002 Actual Spending: \$7,537,600 | The preservation of the corporate memory of the Government of Canada | <ul style="list-style-type: none"> ▶ effective disposition of government records ▶ management of government records ▶ optimal space utilization for federal records centres' operations |
| Services, Awareness and Assistance 2001-2002 Actual Spending: \$16,464,000 | Access for Canadians to their archival heritage | <ul style="list-style-type: none"> ▶ effective services to Canadians through the use of information technology and quality service initiatives ▶ awareness by Canadians of their archival heritage through dissemination of information about the National Archives and its holdings ▶ development of national and international archival networks |
| Corporate Services 2001-2002 Actual Spending: \$16,130,200 ¹ | The efficient administration of the National Archives of Canada program | <ul style="list-style-type: none"> ▶ staff motivated and qualified to deliver quality services ▶ increased use of information resources and information technology ▶ implementation of a long-term accommodation strategy |
| All Business Lines | Portrait Gallery of Canada | <ul style="list-style-type: none"> ▶ The Portrait Gallery of Canada opens in fiscal year 2005-2006. ▶ Canadians are connected to the stories of the men and women from all walks of life who have built and shaped our nation. |

¹ Includes \$5.1 million for corporate services to the National Library of Canada.

Performance Accomplishments by Strategic Outcome

Strategic Outcome 1 — An archival resource documenting the Canadian experience and protecting citizens' rights

Acquisition of archival records in core collecting areas

The National Archives keeps a constant watch on Canadian society in order to document its development and cultural diversity. It acquires, from various sources, collections that bear witness to Canada's past and present history. Consequently, researchers have comprehensive and timely access to the foremost resource of Canadian historical and cultural records wherein they can find a range of perspectives on the most significant aspects of Canada's history, from both the public and private sectors, in traditional paper records, photographs, maps, works of art, audio-visual records and electronic records.

The *Our Millennium* Web site and the Peter Winkworth Collection were hallmarks of the Archives' acquisitions in 2001-2002.

- The *Our Millennium* program, coordinated by Canada's network of community foundations and supported by the Government of Canada's Millennium Partnership Program, invited Canadians to get together and give a gift to their community to mark the new millennium. More than 4.6 million volunteers from cities, towns and rural areas all across Canada participated, and thousands of millennium projects were recorded on the *Our Millennium* Web site. This Web site provides a tremendous snapshot of Canada in the millennium year. Acquiring it was an appropriate "first" for the National Archives as the keeper of national memory. Its commitment to maintain the Web site for the future enjoyment of Canadians underscores the National Archives' leadership in documenting the 21st-century realities of the virtual environment.

"This Web site will ensure that Canadians have access to a permanent record of the gifts they gave to their communities at the turn of the century."
(The Hon. Herb Gray, Deputy Prime Minister and Minister Responsible for the Government of Canada's Millennium Initiative)

- With \$6 million provided by the Government of Canada, the National Archives acquired an extensive and highly valuable collection of Canadiana. The Peter Winkworth Collection at the National Archives of Canada documents more than four centuries of Canadian history through works of art. It includes more than 700 watercolours and drawings, 3,300 prints, nine oil paintings, as well as maps and related material collected over fifty years by Peter Winkworth, a Canadian-born scholar and collector. It comprises such national treasures as the first known Canadian-made lithographic views of the construction of the Chaudière Falls Bridge in Hull, Quebec, and vistas of Newfoundland, Nova Scotia, Quebec and British

Columbia, none of which are found anywhere else. The subjects in the collection range from sailing ships in Halifax to Prairie Schooners in the Cariboo District, from the death of Wolfe to lumber rafts, from Inuit in Labrador to a panoramic view of Montreal.

“These documents and images are a valuable resource for Canadian historians, critics, researchers and the general public, and I congratulate the National Archives for its skill and effort in bringing the collection home where everyone can have access to it.”
(Dr. Shirley L. Thomson, Director, Canada Council of the Arts, speaking about the Winkworth acquisition)

- The National Archives continued to acquire Canadian feature films to meet the objectives of Canada’s Feature Film Policy. Using the \$600,000 it receives annually through 2003-2004 under the Preservation and Access component of the Policy, the Archives acquired forty Canadian feature film titles for preservation purposes. Some of the film titles acquired include *The Emperor Jones*, *High 1967*, *Les Années de Rêves* and *Requiem pour un beau sans-cœur*, to name a few. Perhaps the most notable film acquired was *Atanarjuat, the fast runner*, Canada’s first feature-length fiction film written, produced, directed and acted by Inuit. The film won six Genie Awards and was named best Canadian feature film at the 2001 Toronto International Film Festival; it was also awarded the Caméra d’Or for best first feature film at the 2001 Cannes Film Festival. *Atanarjuat, the fast runner* “is part of a stream of oral culture carried forward into the new millennium through a marriage of Inuit storytelling skills and new technology. It gives audiences a view of Inuit culture and oral tradition through Inuit eyes.” (www.atanarjuat.com/) The Archives’ investment in Canadian feature films offers Canadian audiences of today and tomorrow increased opportunities to access feature films and to experience their significant contribution to Canada’s cultural life.

Other Private Sector Acquisitions in 2001-2002

- The World Conference for Indigenous Peoples fonds comprises minutes and records of the World Council for Indigenous Peoples from 1977 to 1997. The World Council was founded in 1975 by George Manuel, then President of the Indian Brotherhood of Canada; its membership included organizations of indigenous peoples from North and South America and from Europe.
- The Covert, Massie, Harrington and Turner families fonds includes the papers of the Covert and Harrington families, 1830-1884; of Almon Penfield Turner, 1884-1916; and of the Massie family, ca. 1820-1996. The papers document the history of these prominent Upper Canada families and provide a perspective on how families of a particular socio-economic, political, ethnic and religious background developed over several generations and how they were affected by political events and social change.
- Three maps which belonged to Lord Dalhousie, Governor-in-Chief of Canada, 1820-1828, were purchased by the Friends of the National Archives of Canada. The maps of Upper Canada, 1823, and Lower Canada, 1817, appear to be rare since research to date has not located copies in other institutions in Canada or abroad, nor references to them.
- The TVA fonds holds over 4,000 16-mm films which constitute the main body of programming of Canada's first private francophone television station, Télé-Métropole Inc. The fonds spans the station's full array of broadcasts since its founding in 1961 and into the 1980s, including news, public affairs, religious and cultural programs as well as interviews with popular personalities of the time.
- The First World War diary of Captain W. A. White, Chaplain of No. 2 Canadian Construction Battalion, Canada's one-and-only Black battalion, was acquired. The existence of the diary was brought to the attention of the Archives by Anthony Sherwood and his film production, *Honour Before Glory*, which had a public screening at the National Archives as part of Remembrance Week activities. The Rev. White's personal diary complements and supplements the official military diaries of the Battalion, which are also held at the National Archives.

Although the National Archives has made some significant additions to its collections, it is facing a challenge. With a total acquisitions budget of \$200,000, the Archives has little purchasing power in a global economy where the value of the Canadian dollar is relatively low. Many private collections with high national significance are accompanied with high price tags in today's market, making it very difficult for the Archives to acquire heritage collections for Canada. To try to meet the challenge, the National Archives has relied, to build its collections, on gifts and on institutional and private bequests from all parts of the country. Bequests and gifts, however, are not sufficient, nor are they always appropriate options. The lack of adequate resources may delay an acquisition — and this, due to inflation, inevitably increases the cost — or add greater cost to our nation if an acquisition is lost to Canadians when it is acquired by foreign institutions or collectors.

- In December 2002, twenty-four documents on the Péan de Livaudière family and the military history of the New France period were put up for sale by a private collector in Montreal. The Archives was not the successful bidder at \$25,000 and the items sold to a private collector for \$50,000.
- The National Archives bid £12,000 on an album of 88 identified prints of the North American Boundary Commission, tracing the line between the United States and British Columbia, 1859-1861. The item went for £35,000 to a London representative reportedly acting on behalf of an American dealer.

Standardized descriptions of archival records

If the multitude of archival records held by the National Archives are to be effectively located and readily accessible to Canadians and researchers worldwide, they must be properly described. Specialists at the National Archives use a nationally recognized standard called the *Rules for Archival Description (RAD)* and exhaustive research methods to prepare descriptions of the holdings. The demands of becoming the Digital Archives of Canada, as well as those of the Government On-Line initiative, require the Archives to move towards an electronic service environment where not only are standard descriptions of archival records available on the Web, but also archival holdings in digital form.

The first crucial step is to develop an integrated electronic archives system. To reduce the huge costs associated with the development of such a system, the National Archives partnered with the National Library to use its AMICUS system platform to develop a system called MIKAN Version 3, designed to integrate all processes for the description, control of and access to its archival holdings. Over the last two years, the Archives also reallocated \$1.2 million of its operating budget and invested \$1.4 million of the supplementary funding it received from the Treasury Board towards the development of MIKAN Version 3. This system will be an integrated, scalable, robust electronic archives system that will replace the Archives' current suite of aging systems and will make it easier and faster for Canadians to find the information they need. Progress has been made, but much remains to be done in 2002-2003 to make the system fully functional and to maintain it on an ongoing basis.

Preservation of archival records

Once documents in all media, including electronic records, arrive at the National Archives, they go through a series of preservation processes to protect them against the ravages of time and frequent handling, and to ensure their validity and accessibility. One of the Archives' challenges is to capture and preserve for future use the archival materials in its custody which are often, by their nature, fragile and impermanent. All records eventually require some intervention; electronic records, however, stored using hardware, software systems and standards that change rapidly, pose the greatest challenge.

The inherent cost of preserving records has increased with new information and communication techniques. A paper document has an average life span of one hundred years before intervention may be required while early videotape technology, on the other hand, is already obsolete. The life span of current videotape technology is only fifteen years and requires continual migration from one format to another to ensure that information on the tape can be viewed in the future.

Preservation of all archival records requires expensive specialized equipment and human resources. Leading-edge technologies and associated expertise cost thousands, even millions of dollars.

With additional resources from the Treasury Board's Program Integrity Initiative (\$2.07 million received in 2001-2002 and \$0.79 million to be received in 2002-2003), the National Archives has only begun to fully address its preservation needs. It is implementing its Technology Readiness Plan in phases as well as its Digital Technology Platform Plan, which specifies the technical infrastructure, equipment and operational requirements needed to digitize collections, process image files and store them for long-term use. Some of the new funds are also being applied towards the purchase of new preservation equipment to maintain present standards of care and service, and to anticipate increasing demands of electronic records, digital reproduction, storage and circulation of archival holdings. Microfilm scanning equipment, as well as a Thomson Shadow Telecine unit for the transfer of film to digital, videotape and the copying of high definition broadcasts, were purchased.

Preservation Treatment and Copying

Each year, a large number of National Archives records in all media are given specialized preservation treatment and, in some cases, are copied to facilitate their longevity as well as continued public access.

In 2001-2002,

- approximately 450,000 records were digitized;
- thousands of attestation papers of the Canadian Expeditionary Force were treated for mould so that the documents could be handled safely by staff and the public;
- rolled panoramic photographs were relaxed and encapsulated to allow safe viewing;
- sound recordings of Gratien Gélinas were formatted so that Canadians could listen to them on the Archives Web site;
- tens of thousands of pages from war diaries of Canadian units in the First World War were microfilmed and over 10,000 pages of these diaries were photocopied for client access.

For the National Archives, preserving the electronic business records of government poses an enormous challenge that will be even larger as the Government of Canada moves closer to an electronic workplace. Preserving e-mail alone constitutes a formidable challenge of which the full impact is yet to be felt. The Archives is under pressure to find additional resources over the next three to four years to fully develop and implement a preservation infrastructure and to design, construct and maintain an electronic records preservation system that will receive electronic records of enduring value and preserve their authenticity and reliability.

The Archives is also under pressure to fill the gap for qualified staff to manage and preserve the integrity of its electronic records. The collections management workload has tripled, demanding more uniquely skilled staff who are at a premium and in high demand in the private sector. The skills shortage not only poses a risk for the collections of the National Archives but also for those of the National Library, because twenty-five percent of the Archives' preservation experts work on projects for the Library.

Urgent professional disaster recovery assistance and expertise were provided by the National Archives to the Privy Council Office (PCO) Records Office in Ottawa when the basement where the records were located was flooded on September 6, 2001. Thanks to the quick response by the Archives and a well-orchestrated recovery operation, over 1,033 linear metres of government records such as Cabinet Conclusions and PCO Registry documents from the 1960s were either recovered or identified for specific recovery treatment.

Strategic Outcome 2 — The preservation of the corporate memory of the Government of Canada

In an environment where information and technology are primary drivers in the global economy, and where Government On-Line and electronic service delivery are key to the government's success in connecting Canadians, the National Archives' envisioned outcome of a preserved corporate memory of the Government of Canada embodies its commitment to the integrity of the government record and its leadership in information management.

Records disposition

By virtue of its enabling legislation, the National Archives is responsible for controlling the destruction of any federal government record. No record under the control of a government institution and no ministerial record can be destroyed without the consent of the National Archives; in addition, government and ministerial records that, in the opinion of the National Archives, are of historic or archival importance, must be transferred to the care of the National Archives.

The National Archives' approach to records disposition (the systematic identification and appraisal of government records, and the issuance of records disposition authorities) is changing from a review of departmental records by file lists or classification schemes to a more comprehensive review of the business processes and activities that, in each

department, produce records. The National Archives has adopted this new methodology for appraising records of archival and historic value and for more effectively determining their national significance within the context of the business activities of the Government of Canada. The National Archives of Canada itself, Veterans Affairs Canada and the Department of Citizenship and Immigration were some of the departments that undertook this new functional approach to the appraisal of their records in 2001-2002.

To assist government departments in implementing their internal records disposition plans, the National Archives issued the Multi-Institutional Disposition Authorities (MIDA) for common administrative records related to the Real Property Management function. As a result, the National Archives has completely replaced the older *General Records Disposal Schedule* with a more function-based instrument to assist all government institutions in managing the disposition of their common administrative records. The Archives continued to develop strategies based on the MIDA approach of issuing a single Records Disposition Authority applicable across several government institutions. This past year, the MIDA for Audio-Visual Records stored by the Communications Co-ordination Services Branch of Public Works and Government Services Canada was issued and the terms and conditions for seventeen Port Authorities were completed. The National Archives also modified the generic Records Disposition Authorities for the Institutional Records in the Office of a Minister and for the Records of Deputy Heads of Government Institutions.

Management of government records

The National Archives is strengthening its role in information management, shifting its approach from the identification, acquisition and management of archival records to a concentration in providing advice and guidance on the full cycle of government records.

The National Archives will receive \$1.2 million from the Treasury Board in short-term funding for fiscal year 2002-2003 to assist government departments in meeting their immediate information management needs. The National Archives will also receive \$1 million in permanent funding beginning in fiscal year 2002-2003, of which \$300,000 will be allocated to begin developing an Electronic Records Archival Infrastructure. Both projects will allow the Archives to begin to address the provisions of the new Management of Government Information Policy, which will come into effect in 2002. The Policy will support the fact that electronic systems will be the government's preferred means of creating, using and managing information.

In 2001-2002, the Archives started the Government Information Management Infrastructure Initiative, in anticipation of 2002-2003 Treasury Board funding, to address real information management issues in government departments and to offer solutions that can be applied across government. It established and staffed the project team, and developed a project charter, a "Communications and Engagement Strategy" and a document titled "A Case for Action for an Information Management Strategy in the Government of Canada" (http://www.archives.ca/06/docs/action_e.pdf). This pre-planning was done to get the project off to a full start in 2002, contribute to an increased knowledge and understanding of the importance of information management for good governance and accountability, and set up a shared plan of action.

The National Archives began a pilot project with Health Canada to clear the department's "paper mountain" of an estimated 140,000 linear feet of records. This exercise will result in Health Canada disposing of large volumes of records no longer having value, while locating, organizing and preserving those records that have ongoing utility. Information management activities planned for 2002-2003 include:

- a review of all disposition authorities, related terms and conditions;
- pilot projects with other departments to clear paper mountains;
- pilot assessments of the state of information management in some departments using an information management maturity model (a high-level road map for departments to follow in improving their capacity) developed by the Archives;
- the development of records management guidelines for records classification and guidelines for e-mail messages;
- the development of records retention periods for common administrative functions that will give departments the capacity to routinely dispose of a considerable percentage of their records;
- the development of a strategy and practices for archiving electronic records within a larger Government of Canada electronic records infrastructure; and
- a funding strategy for the permanent funding that will be required.

The interest and support that government departments have already shown in the preliminary development of the Government Information Management Infrastructure indicate that the National Archives has correctly identified issues of vital concern to them and that departments are eager to take advantage of the services offered by the Archives.

National Archives Information Management Tools

- *Managing Cartographic, Architectural and Engineering Records in the Government of Canada*
www.archives.ca/06/docs/eguidecart.pdf
- *Managing Documentary Art Records in the Government of Canada*
- *Guidelines for Records Created Under a Public Key Infrastructure Using Encryption and Digital Signatures*
www.archives.ca/06/0618_e.html
- In the *2001-2002 Report on Plans and Priorities*, the National Archives had planned to develop an Information Management (IM) Review Guide to assess components of Information Management programs in the Canadian Heritage Portfolio. With the establishment of the Government Information Management Infrastructure Initiative, the Archives decided not to produce the guide as a stand-alone product. The IM Maturity Model will instead serve as the tool to assist departments in improving their IM capacity. Work done on the Review Guide has been incorporated into the Maturity Model.

Optimal space utilization for federal records centres operations

The National Archives manages the operations and holdings of federal records centres located in Vancouver, Edmonton, Winnipeg, Toronto, Ottawa, Montreal, Québec City and Halifax. Regional records centres allow for the transfer and storage of dormant and semi-active records from the offices of departments and agencies — usually located in expensive, downtown sites in Canadian cities — into less expensive, centralized operations that are strategically located across the country.

Given that an acceleration in the use of the electronic record is not predicted to have an impact on space requirements for paper records in the federal records centres over the coming decade, the National Archives developed a National Accommodation Strategy for the Federal Records Centres to plan for their future needs into 2010. The National Archives aims to position the federal records centres so that they effectively address the challenge of keeping the dormant and semi-active records of the Government of Canada in the present hybrid paper and electronic environment. The Strategy was submitted to the Treasury Board for its approval.

In 2000-2001, the National Capital Region Federal Records Centre facilities were partially consolidated by making use of available space in the Federal Records Centre in Winnipeg. Subsequent to these changes, in 2001-2002, another element of the National Accommodation Strategy was achieved by the National Archives, together with Public Works and Government Services Canada. At the end of August 2001, with the assistance of \$1.65 million from the Treasury Board, the Federal Records Centre in Québec City was fit up with 5,700 m² of additional space equipped with new shelving. The funding also covered the move of records from the Montreal Centre to the Québec City Centre, a move that freed up space and allowed the Montreal Centre to reduce the number of its buildings from three to two. Consolidations enabled the centres to operate more efficiently and to respond more effectively to the needs of client departments for

managing their dormant and essential records holdings. Some savings in office costs were also realized.

The National Archives met its goal to manage the special cost-recovered service to house and manage the semi-active records of the Canada Customs and Revenue Agency (CCRA) as it moves to depend less on the documentary record and more on the electronic record.

| Special Cost-Recovered Services Provided to the CCRA | | | | |
|---|------------------|------------------|------------------|------------------|
| 2001-2002 | 2000-2001 | 1999-2000 | 1998-1999 | 1997-1998 |
| \$1,190,000 | \$880,000 | \$935,000 | \$958,000 | \$1,000,000 |

Whereas, in prior years, the demand for service was declining, as predicted by the CCRA, the surge in 2001-2002 indicates that the CCRA's transition to the electronic record is not happening as quickly as anticipated.

The National Archives provided \$29,364 in special cost-recovered services to house and manage certain records of the Ontario Region of Veterans Affairs Canada in 2001-2002. For the same period, the Archives also provided \$6,123 in special cost-recovered services to manage certain records of the Canadian Broadcasting Corporation.

Strategic Outcome 3 — Access for Canadians to their archival heritage

Government of Canada's Service Improvement Initiative

To meet the Government of Canada's Service Improvement Initiative's goal to increase client satisfaction with its services by ten percent over the next five years, the National Archives had originally planned, as stated in its *2001-2002 Report on Plans and Priorities*, to improve its reference, consultation, inter-institutional loans and copying services. This approach changed in the fall of 2001, however, when the National Archives initiated the "Accessible Archives" project, specifically designed to take a client-centred approach to define the National Archives' vision for access to its rich holdings in today's and tomorrow's connected environment. The "Accessible Archives" project challenges the status quo for archival access in order to bring archives to the people in creative new ways and to place archives at the centre of Canada's national life. The National Archives has developed a detailed six-year action plan, including resource requirements, to achieve this vision of access for improved client-centred service. (<http://accessible.archives.ca>)

In 2001-2002, with the receipt of \$350,000 under the Department of Canadian Heritage's Canadian Culture Online Program, the National Archives, with the National Library as a partner, developed a prototype of the Canadian Genealogy Centre.

The 2001 edition of *Tracing Your Ancestors in Canada*, which describes the major genealogical sources available at the National Archives and makes reference to sources in other Canadian repositories, was made accessible on the National Archives Web site at www.archives.ca/04/0420_e.html.

Over the next three years, genealogists and family historians will be better served with a single portal to authoritative Canadian genealogical sources, content and services on the Internet.

As part of the Government On-Line initiative, the National Archives had planned to develop a digital archival reference service, as stated in its *2001-2002 Report on Plans and Priorities*. This project will be undertaken in 2002-2003.

Effective services to Canadians through the use of information technology and quality initiatives

“If you're a stamp collector, a history buff, a genealogist, or if you're simply curious and keen on finding out more about the heritage carved out and bequeathed to us by those who came before, you have to keep in mind that the National Archives of Canada has thought of you.” [translation]

(*Journal La Réussite*, vol. 3, no. 7, September 2001, p. 13)

Archives serve no purpose unless they are accessible. Acquisition, archival descriptions and access go hand in hand. The role of the National Archives is to unite Canadians with the evidence of their past and, in so doing, the Archives becomes a vital link in the creation of social memory.

The National Archives serves Canadians who are interested in the documentary history of Canada and their own personal stories by providing comprehensive, client-centred reference assistance both in person and on line. The service to researchers includes responding to written, phone, Internet and in-person requests for information; making original archival records available for consultation; loaning microfilms; reviewing government records to apply the provisions of Access to Information and Privacy legislation, and providing copies of archival material.

Responses to Reference Inquiries

| | |
|------------------|---------|
| 2001-2002 | 103,408 |
| 2000-2001 | 109,715 |
| 1999-2000 | 118,457 |
| 1998-1999 | 120,256 |

In 2001-2002, the National Archives met its service standards 98 percent of the time. Clients were very satisfied with the service improvement in comparison with 2000-2001, when the standard time frame of thirty calendar days to reply to written requests for information, requests for photocopies and requests to borrow microfilms was not adhered to until the third quarter.

| Number of Pages Copied for Clients | |
|---|-----------|
| 2001-2002 | 1,638,930 |
| 2000-2001 | 1,114,711 |
| 1999-2000 | 1,473,606 |
| 1998-1999 | 1,527,374 |

Statistics on the number of responses provided to reference inquiries reveal a decrease from the previous reporting period. This decrease reflects the tremendous popularity of the Archives Web site, which gives researchers greater independence by quickly providing information that previously had to be requested in writing, by phone or in person. The Internet and new electronic technologies have undeniably transformed the provision of services at the National Archives. They have also created new expectations: a more demanding public would now like to have documents digitized on request, be able to submit requests for document reproduction on line and interact with the Archives on line.

A true measure of the role of the Archives in the cycle of learning is seeing the fruits of archival research based on its collections bring Canada's history alive through television, documentaries, books, videos and films.

The National Archives, an important point in the cycle of learning, brings Canada's history to life

- The Archives responded to the numerous requests from Canadians for photographs of the Right Honourable Pierre Elliott Trudeau following his death in September 2000. The Archives was pleased to provide the new Pierre Elliott Trudeau School in Montreal, Quebec, with specialized research material for display at the school.
- Not only did Canadian author Jennifer Niven use the collections of the National Archives to find authentic and reliable material for her first book, *The Ice Master*, which tells the story of the 1913-1914 Canadian Arctic expedition, she did the same for her next book on the 1921-1923 Wrangle Island Arctic expedition.
- Author R. B. Fleming used copies of photographs from the Archives for his publication on the Royal Tour of 1939.
- Audio-recordings of Canada's Royal Commission on the *Ocean Ranger* Marine Disaster were supplied by the National Archives to the Canadian Broadcasting Corporation in Newfoundland for a *Newsworld* television documentary on the anniversary of the sinking of the *Ocean Ranger* oil rig; the documentary was screened on February 14, 2002.
- The Archives supplied video copies of film footage to Buffalo Gal Pictures to produce five vignettes entitled *The Famous Five*, commissioned by the Women's Television Network.
- The distribution company Canamedia Production Ltd. in Toronto used a video master of the Academy Award-winning film, *The Man Who Skied Down Everest*, featuring adventurer, poet and world champion skier Yuichiro Miura, to release the video for public distribution.

While the majority of government information in the Archives' custody is open to the public, certain government documents are subject to the provisions of the *Access to Information Act* and the *Privacy Act* before their contents can be handed over to researchers. The National Archives is responsible for applying these acts with respect to the Government of Canada's historical and personnel documents it holds.

| Formal requests received under the <i>Access to Information (ATI) Act</i> and the <i>Privacy Act</i> | | | |
|---|------------------|------------------|------------------|
| | 2001-2002 | 2000-2001 | 1999-2000 |
| Requests received under <i>ATI Act</i> | 2,004 | 2,140 | 2,114 |
| Requests received under <i>Privacy Act</i> | 3,998 | 4,097 | 3,814 |
| Total pages reviewed | 730,057 | 716,114 | 706,300 |
| Percentage of <i>ATI Act</i> requests completed within 30-day standard | 96.7% | 96% | 90.7% |
| Percentage of <i>Privacy Act</i> requests completed within 30-day standard | 99.1% | 99% | 98.5% |

To better serve Canadians, the National Archives offers a complementary method of access to government information. This approach normally allows for the sharing of a greater number of historical documents in response to client requests, without clients having to submit a formal request under access to information and privacy legislation. The National Archives uses this method of access on a regular basis, which involves an informal review in keeping with the provisions of this legislation.

| Informal Review of Government Documents | | | |
|--|------------------|------------------|------------------|
| Under the <i>Access to Information Act</i> and the <i>Privacy Act</i> | | | |
| | 2001-2002 | 2000-2001 | 1999-2000 |
| Pages reviewed informally | 856,977 | 1,000,009 | 1,700,000 |

In addition, the Archives is actively working to implement a multi-year plan for the systematic or "block" review of historical documents for dissemination. The process allows the Archives to locate, examine and convey a large amount of government information frequently requested by researchers, without requiring clients to submit a formal or informal request. In response to the ongoing client interest in the records of the Department of Transport, the Archives examined and opened several blocks of records in this group.

Systematic “Block” Review of Historical Documents

| | 2001-2002 | 2000-2001 | 1999-2000 |
|----------------|------------------|------------------|------------------|
| Pages released | 1,584,200 | 2,600,000 | 4,200,000 |

The National Archives has enjoyed wide success over the last two years in putting quality digital Canadian content from its holdings on the Internet with the support of \$2.85 million in short-term funding, received under the Canadian Culture Online Program for 2001-2002. The Archives, together with partners including the National Library of Canada, furnished an exciting range of informational, educational and research support products on the Web to help Canadians know and celebrate Canada’s history, achievements and stories. Highlights include:

- *The Canadian West* Web site, which describes the rich and varied pattern of settlement in the Canadian West in the years prior to 1930. Its focus on the relationship between land and people fascinates researchers, genealogists and students of all ages with photographs, sketchbooks, personal diaries, letters, posters, government records and maps from the National Archives holdings on the history of Canada’s western provinces.
- *Métis Scrip Records*, a digital collection of documents referred to as “Scrip”, records the federal government’s issuing of one-time land grants to Métis heads of family and their children; the collection was mounted on the Web to complement the *Canadian West* Web site. The Métis scrip are of great significance to the Métis and their descendants. Their European ancestors were the first contacts of the Aboriginal population of the West, and the scrip are among the few artifacts that speak to this connection and to the place of the Métis in the settlement of the West. Over 14,000 images are now accessible through the Métis Scrip database.
- *Featuring... Gratien Gélinas* is a virtual tour of 300 archival records highlighting the work of this well-known Quebec actor, playwright, producer and director. The Web site contains some 280 documents from Gélinas’ own personal archives, now held at the National Archives of Canada.

The funding from the Canadian Culture Online Program not only resulted in digitized archival collections but also enabled the Archives to leverage \$575,000 in new financial partnerships to create Canadian digital content with Canada Post, Industry Canada and the Millennium Bureau of Canada. The funding also provided the seed money to establish other non-financial collaborative initiatives with Veterans Affairs Canada and the Government of Nunavut.

- The *Canadian Postal Archives* Web site, launched in partnership with Canada Post, contains the first 5,000 philatelic documents that have been digitized for easier access by all Canadians. The site will be fully developed over the next three years to provide a single point of entry, in both official languages, to the core philatelic archival collections and library of the National Archives, and will eventually contain some 16,000 digitized items. This site is extremely popular with the community of Canadian philatelists. The site has received a gold medal of excellence by an Internet community of philatelists at Stamp2.com, and many articles praising the site appeared in journals such as the *Canadian Philatelist*, *American Philatelist*, *Canadian Stamp News*, the *Canadian Forces Philatelic Society Bulletin*, *Philatélie Québec* and *The Calgary Philatelist*. Three interactive games on the site invite young Canadians to learn about the history of Canadian stamps.
- “Collectors of Canadian issues are indeed lucky that the National Archives in Ottawa has devoted so much time and money to putting that country’s philately and postal history on line.... But the real gem is the “Research” link that leads to “Philatis, the National Archives of Canada’s postal archives database.”
(*American Philatelist*, January 2002, p. 18)
- The virtual exhibition *Mary Riter Hamilton – Traces of War* paints an indelible picture of the destructive consequences of the First World War in France and Belgium. According to the artist, her paintings reflect “only dimly” the visions of the soldiers. Visitors to this site can experience these visions through the eyes of Mary Riter Hamilton.
 - The *Famous Five* Web site highlights the lives of Emily Murphy, Henrietta Muir Edwards, Nellie McClung, Louise McKinney and Irene Parlby, vocal supporters of women’s suffrage and legal rights in early 20th-century Canada, who played an instrumental role in the Persons Case decision of 1929. The Web site, which tells of the enormous impact of these women on Canadian civil rights, was the result of a partnership with the National Library of Canada, the Department of Justice and the Famous Five Foundation of Calgary. An extensive bibliography and eight essays included on the site target students and lifelong learners.
 - The *Anti-Slavery Movement in Canada* Web site, developed in partnership with the J’Nikira Dinqinesh Education Centre and the National Library of Canada, is of interest to all Canadians. It documents early Black settlement and later 19th-century Black communities in Canada, refugees from the United States, Anti-Slavery Societies and the impact of the American Civil War on Black Canadians and on Canada. Children and students studying the history of African Canadians, and those interested in the origins of Canadian refugee policy are the targeted audiences of this site.
 - The virtual exhibition *Sporting Lives: Images of Canadian Athletes* was created to showcase some of Canada’s best-known and successful athletes, in conjunction with the IV Games of La Francophonie and the 25th anniversary of the 1976 Summer Olympics held in Montreal. The site documents Canada’s proud amateur and

professional athletic tradition which spans at least two centuries. Canadians interested in sport, and children and students studying the history of sport in Canada come to this site to share in the accomplishments and international recognition of Canada's athletes, past and present.

- A large portion of the 1970 Cabinet Conclusions and Documents of the twentieth Ministry of the Right Honourable Pierre Elliott Trudeau were digitized and made available on the National Archives Web site to give Canadians a unique look into the workings of the federal Cabinet. Through these records, they can trace how government works by following the development of policy on matters ranging from regional development to health care, culture and foreign affairs. The Archives will continue to add to this Web site in 2002-2003.

| Use of the National Archives Web Site | | | | |
|--|------------------|------------------|------------------|------------------|
| | 2001-2002 | 2000-2001 | 1999-2000 | 1998-1999 |
| Page views | 12,227,283 | 13,278,000* | 14,046,693 | Not available |
| Visits (unique hosts) | 2,666,307 | 1,613,584 | 1,543,565 | 796,260 |
| * The figure of 23,014,413 reported in the <i>Performance Report</i> for the period ending March 31, 2001, was revised using a new methodology for tracking Web use. | | | | |

In 2001-2002, there were 65.2 percent more visits to the National Archives Web site than in the previous fiscal year. On average, there were 7,318 visits per day.

The number of page views (i.e., Web pages consulted by or downloaded to a researcher by their computer) was lower in 2001-2002 than it was in 2000-2001. This drop can be attributed to the fact that many users now know the site well and go directly to the specific pages that they need rather than “surf”.

The National Archives has digitized over a million documents; this figure, however, represents only a fraction of its holdings. If the Archives is to sustain its digital access activities, the sunset funding of \$3.65 million from the Canadian Culture Online Program must be maintained on a permanent basis. Without this funding, the National Archives will not be able to digitize its holdings, maintain the current electronic resources on its Web site, foster alliances or seek out new digitization partners.

Awareness by Canadians of their archival heritage through dissemination of information about the National Archives and its holdings

In 2001-2002, the National Archives took every opportunity to open its doors to the world and to highlight its collections. It held exhibitions, both physical and virtual, and participated in a host of public programs to reach out to a broad audience. At the same time, the Archives began to take a fresh perspective on its communications, which entails a fundamental shift from an emphasis on exhibits towards a model of enhanced electronic and community outreach.

A strategic communications plan was developed to enhance the Archives' profile as an accessible, responsive and relevant national resource, and to showcase its strengths through a broader community outreach program. An action plan to pave the way towards even greater communications successes will be further addressed in 2002-2003 and beyond.

In 2001-2002, the Archives took steps towards being the "People's Archives", a destination for Canadians, a place to meet, to discover, to use and to share information about themselves and their past. The National Archives was featured in full colour in the Saturday, February 16, 2002, special marketing issues of the *The Globe and Mail* (Toronto) and *La Presse* (Montreal). This special segment in two of Canada's leading newspapers brought the Archives into the homes of thousands of readers who are now, more than ever before, aware of their National Archives as a national resource, a guardian of the Government of Canada's documentary heritage and the voice of Canadians not only of the past, but into the 21st century and beyond.

The people of Thunder Bay were delighted with the opportunity to see first-hand, in their city, the unique paintings of Mary Riter Hamilton, one of Canada's leading war artists, who lived in Thunder Bay from 1889 to 1893. The National Archives of Canada, the War Amps of Canada and the Thunder Bay Museum opened the exhibition entitled *No Man's Land: The Battlefield Paintings of Mary Riter Hamilton, 1919-1922* on October 2, 2001. "Not only are these works significant to the development of Canadian art, but they are important to the people of our city and region." (Dr. Tory Tronrud, Director and Curator of the Thunder Bay Museum (*The Chronicle-Journal*, Thunder Bay, Ontario))

The National Archives reached out to engage young Canadians

- In conjunction with Historica, National Librarian Roch Carrier and National Archivist Ian E. Wilson invited Canadians to join in on the “Great Canadian History Challenge” on February 18, 2002, Heritage Day. The quiz challenged teams of high school students in the National Capital Region with tough questions on Canadian history.
- As part of Citizenship Week 2001, the National Archives presented genealogy workshops at Halifax’s Pier 21. This program, primarily geared to students aged ten and eleven, introduced the young people to the concept of family history and to the value of family records. Partners for this series of workshops, which attracted 200 students over three days, were the Department of Citizenship and Immigration, Pier 21 and the Nova Scotia Archives and Records Management.
- Each year, the Forum for Young Canadians brings more than five hundred senior high school students from across Canada to Ottawa to learn how government works. It is a bilingual program of the Foundation for the Study of Processes of Government, a non-profit, non-partisan agency of which the National Archivist is a member. The National Archivist spoke to the participants of the 2002 Forum and welcomed them on a visit to the Archives. The students, who spent a week learning about the issues and challenges faced by the Government of Canada as it seeks to make decisions about our present and our future, also gained an understanding of the National Archives and of the essential government records that it holds. They appreciated the National Archives as a valuable source of information, evidence and knowledge to draw on as they return to their home provinces to pursue their education, build their lives and shape their communities and country.

The National Archives was “the place to be” in 2001-2002 for many young Canadians interested in learning more about Canada. Heritage Day celebrations at the Archives, regional and local heritage fairs, classroom visits and the Forum for Young Canadians were among the many activities that focused the attention of Canada’s youth on the National Archives of Canada.

A field trip to the Archives by a Grade 10 class at the Smith Falls District Collegiate Institute made the pages of the March 20, 2002, edition of the *Record News* (Smith Falls, Ontario). The students came to the Archives to research the names of World War One soldiers listed on their local cenotaph. They were amazed at the information they found about the men from their town who died for Canada in the war. Their school project was more than successful because the original and unique archival records brought the students close to the soldiers, who previously were just names on a cenotaph. The students shared in the soldiers’ lives by reading through military papers, diaries of the soldiers’ battalions and other correspondence at the Archives.

Visitors to the National Archives were welcomed with interesting exhibits based on its diverse collections. The on-site exhibitions are portals into Canada’s past, where hundreds of rare documents tell the stories of our country. Many Canadians had the opportunity to see first-hand Canada’s archival treasures at exhibitions held in their own cities. In 2001-2002, the Archives loaned 328 documents from its collections to 22 cultural institutions in Canada. Although there were no loans internationally, this figure is slightly higher than the average number of loans made over the last few years.

Archives on Display at 395 Wellington in Ottawa

- On May 16, 2001, in celebrating the acquisition of its first Web site, the Community Foundations of Canada's *Our Millennium* Web site, the National Archives opened the exhibition *Our Millennium*, that celebrated the rich diversity of gifts given by hundreds of thousands of Canadians to their communities. The related manuscripts and photographs, in addition to the Web site, are now part of the National Archives' collections. When viewed as a whole, they form a snapshot of Canada, a time capsule marker of today to be discovered by future generations.
- *Sporting Lives: Images of Canadian Athletes*, an exhibition showcasing some of Canada's best-known athletes through archival photographs, paintings, texts, maps, films, audio-recordings and government records, opened on June 21, 2001. Carolyn Waldo, double gold medal winner in synchronized swimming, and the Honourable Don Boudria, President of the IV Games of La Francophonie, were the special guests. The exhibition, which ran until January 2002, coincided with the IV Games of La Francophonie and with the 25th anniversary of the 1976 Summer Olympics in Montreal.
- Canadians who view *Treasured Memories*, the National Archives' flagship exhibition, updated with new original and unique documents ranging from maps, diaries, photos and film, travel through four centuries of Canada's past to discover some of the people and events that have shaped Canada. An activity centre for children offers a quiz, puzzles and more to challenge and amuse.
- *Prisoners of Age*, in collaboration with the Correctional Service of Canada, a compelling exhibition of photographs of inmates by photographer Ron Levine, encouraged viewers to consider the human dimension of doing time while growing old in prison.

The National Archives lent maps, prints and paintings to the Stewart Museum at the Fort on Île Sainte-Hélène in Montreal, Quebec, for its exhibition called *In Search of Paradise: the South Pacific with Cook and Bougainville*. Canadian works of art from the National Archives' collections are on loan for the exhibition *Qu'Appelle: A Tale of Two Valleys*, presently held at the Mendel Art Gallery in Saskatoon, Saskatchewan, and scheduled to travel to the Mackenzie Art Gallery in Regina, and then on to the McMichael Canadian Art Collection in Kleinberg, Ontario. An exhibition on "The Arctic" at the Art Gallery of Windsor and also held at the Edmonton Art Gallery showcased twenty-four of the Archives' most precious works on the North.

Development of national and international archival networks

The National Archives provides grants and contributions to the Canadian Council of Archives in order to support the objectives of over 800 Canadian archives across the country. The Archives also cooperates with the AV Preservation Trust.ca as an ex-officio Board and Executive Committee member.

In 2001-2002, a total of 197 provincial and territorial councils and professional associations shared in the \$1,286,896 in grants distributed by the Canadian Council of Archives. This funding supported local archival community projects across Canada, including programs for the control of holdings; professional development and training; special archival projects; the conservation of Canadian archival records; preservation management, preservation training and information.

With the support of \$2.3 million received from the National Archives through the Department of Canadian Heritage's Canadian Culture Online Program, the Canadian Council of Archives has been helping to lay the foundation for the Canadian Archival Information Network (CAIN), a fully bilingual gateway to descriptive records and digitized archival content from archival collections across Canada, which was launched on October 20, 2001. There is a match at the highest level of purpose between CAIN's focus, the strategic direction of the National Archives to serve Canadians, and the goal of the Department of Canadian Heritage, which is to provide Canadian cultural content on the Internet for Canadians and for all those who are interested in learning about Canada. In 2001-2002, the Canadian Council of Archives approved and assisted in the management of 133 projects carried out by archival institutions across the country to develop CAIN. Their work also made updates to the CAIN database possible. CAIN now contains over 53,000 archival descriptions, 110,000 digital images attached to those descriptions and 17 virtual exhibits. CAIN's inter-connectivity with all Canadian archives makes information about the records of enduring value that reflect Canada's linguistic and cultural duality accessible on the Internet.

The National Archives enhanced the leadership of Canada in the international archival community by hosting the Executive Committee of the International Council on Archives in Ottawa from May 2 to May 5, 2001. The National Archivist chaired the XXXVth International Conference of the Round Table on Archives (CITRA) meeting held in Reykjavik, Iceland, in October 2001; the conference theme was "Archives and Society: What to Preserve? Acquisition and Selection". Together with major archival institutions around the world, including the United States National Archives and Records Administration, and with university researchers, technology experts and private firms in North America, Europe, Asia and Australia, the National Archives continued to support and to participate in the InterPARES (International Research on Permanent Authentic Records in Electronic Systems) project, which is coordinated by the University of British Columbia. All partners will benefit by sharing their expertise and will learn from one another as they develop theoretical knowledge, model strategies, policies, standards and practical tools for archives and others to meet the challenges associated with the permanent preservation of electronic records.

Strategic Outcome 4 — The efficient administration of the National Archives of Canada program

Staff motivated and qualified to deliver quality services

To remain a centre of excellence in archival science, preservation, information management and client service, the National Archives seeks to have a knowledgeable, diverse and competent workforce, an adequate work environment and a focus on clients, driven by modern business practices, values, results and accountability.

The National Archives focused on recruitment, retention and learning. In April 2001, the National Archivist welcomed two members of the government's Accelerated Executive Development Program to his management team and personally began to mentor them towards developing their potential for senior management responsibilities.

In developing a program called "Strategic Focus on People", the Archives demonstrated its commitment to building and retaining a workforce capable of achieving the Archives' vision, mandate and strategic goals. Steps were undertaken to establish a "Learning Strategy", including the development of core competencies for managerial positions for use in training, development and succession planning, as well as the development of generic competencies as tools of performance measurement, career development, training and recruitment. Resources were reallocated to support the National Archives' staffing and training requirements.

An orientation and training program was specifically designed for twenty-seven new archivists hired by the National Archives. It consisted of a series of activities aimed at integrating them into their new work environment and professional milieu. A mentoring program provided the new archivists with advice and guidance on approaches to work and career management. A rotational learning assignment program was also established to familiarize the new archivists with all aspects of archival work and to contribute to the attainment of their learning plan.

The Human Rights Commission concluded its audit of the National Archives and found it to be compliant with the twelve statutory requirements of the *Human Rights Act*. The National Archives undertook certain measures to correct areas of under-representation as part of its three-year Employment Equity Plan. In 2001-2002, a national recruitment campaign resulted in the hiring of twenty-seven new archivists. Among the new recruits, five percent are persons with disabilities and eleven percent are members of visible minorities. The Archives also offered a workshop on "Bias-free Competency-based Selection Interviewing" to all recruiting managers, supervisors and Human Resources Officers. The course provided them with the skills needed to increase the reliability, validity and fairness of the recruitment process, to sensitize managers to differences and to help them understand the notion of diversity.

With a revitalized management team, the National Archives confirmed its vision, values and strategic directions, and defined priority activities to meet challenges and achieve results. The National Archives' public service values were underscored, as was the importance of the role that staff play in serving Canadians and connecting them with their past.

Continued progress has been made in implementing the government-wide priority of modern comptrollership, a management reform initiative focused on the sound management of resources and effective decision making. To this end, the National Archives has completed an assessment to identify its current capacity in a number of key management areas. The focus is now turning towards the identification of priority areas for action and the development of an action plan to improve management capacity in these key areas. This initiative will provide Canadians with continuous improvement of management practices, an increased focus on results, and responsible spending and accountability.

The Financial Information Strategy (FIS) has been implemented and, for the first time, the National Archives has prepared year-end financial statements for 2001-2002 which are based on accrual accounting. Under FIS, monetary values have been assigned to all of the Government of Canada's assets, excluding information assets. This system has a tremendous implication for the National Archives of Canada, given its substantial collections of information assets. Although the value of the collections of the National Archives of Canada has been recorded at a nominal level in the financial accounts of the Government of Canada, the collections have in fact inestimable legal, evidential and cultural value, and are arguably one of Canada's most valuable assets in the knowledge economy of the 21st century.

Increased use of information resources and information technology

The merger of the information technology branches of the National Archives and the National Library into a consolidated Information Technology Services branch within the National Library, serving both institutions, marked its first full year of operation in 2001-2002. The merger permitted a reduction in the number of support staff, the rationalization of information technology support per building, a sharing and cross-fertilization of information technology expertise between departments, the standardization of the information technology infrastructure and cost savings for software licences. The merger has helped both institutions respond to the needs of Canadians by delivering products and services more rapidly.

Implementation of a long-term accommodation strategy

An important critical building block for the Archives is to find appropriate accommodation to house and protect its archival holdings. Not only will new accommodations help the Archives maximize its mandate, they will contribute to the health, safety, security and well-being of staff, visitors and clients.

The National Archives, working closely with the Department of Canadian Heritage, the National Library, and Public Works and Government Services Canada, has defined long-term accommodation requirements and developed options to address the Archives' and the Library's common accommodation needs for secure appropriate space for collections, preservation, public access and staff. These options will be presented to a Steering Committee in summer 2002.

On March 22, 2001, the Treasury Board gave the National Archives and Public Works and Government Services Canada preliminary project approval to build a new cellulose nitrate film collection facility to safely preserve Canada's early cinematic and photographic heritage. The cost of the facility, which should be completed in early 2004, is estimated at \$10 million.

Strategic Outcome 5 — The Portrait Gallery of Canada

Canadians are eagerly awaiting the opening, in fiscal year 2005-2006, of the Portrait Gallery of Canada, a new associate institution of the National Archives to be located across from Parliament Hill at 100 Wellington Street in Ottawa. By establishing the Portrait Gallery, the Government of Canada cemented its commitment to maintain the National Archives of Canada as a place of excellence and to celebrate Canadians through the portrait treasures presently held in the National Archives.

In April 2001, an Interim Director of the Portrait Gallery of Canada was named. Since that time, a core team has been established, and a development and partnership strategy for the Gallery has been completed. Representatives of the Portrait Gallery of Canada met with Canadian government and business leaders to introduce the Gallery and explore future partnership opportunities. The acquisition program was established and showed immediate growth as donors and vendors offered important portraits for consideration. Among the works acquired through the Portrait Gallery and by other National Archives staff were portraits of Roy Herbert, First Baron Thomson of Fleet by John Bratby, 1967; Nicol Hugh Baird, his wife Mary Telfer (née White) and their daughter Mary, by Nelson Cook, 1833; and a Newfoundland hunter by Paul-Émile Miot, 1857.

With regard to the Gallery's accommodation initiative, significant progress was made on the selection of an architect to develop designs and on the development of substantive cost estimates for the building project. Final approval from the Treasury Board to proceed with the construction phase is expected in the fall of 2003, with the completion of the building project planned for fiscal year 2005-2006.

“From Wilfrid Laurier to Mr. Dressup, from Wayne Gretzky to Leonard Cohen, from Pauline Johnson to Julie Payette, visitors will see the faces and learn about the lives of people who helped to shape our country and enrich our history.” (*The Globe and Mail*, Special Marketing Supplement for the National Archives of Canada, Saturday, February 16, 2002). Canadians can catch a glimpse of what the Portrait Gallery of Canada has to offer and learn of new developments as they happen through a virtual visit at www.portraits.ca.

Annex A — Financial Performance Overview

The National Archives' Main Estimates for 2001-2002 were \$50,834,000, including contributions to employee benefit plans. The National Archives carried forward approximately \$1.8 million from operating budgets for 2000-2001 to 2001-2002 operating budgets. It also received approximately \$2.4 million to cover increased salary costs resulting from collective bargaining agreements. Additional temporary funding was received during the year for specific initiatives, including:

- Transfers from the Department of Canadian Heritage of \$1.2 million for the Archives' Canadian Digital Cultural Content Initiative and of \$2.3 million for contributions to the Canadian Council of Archives for the development of the Canadian Archival Information Network;
- \$6.0 million for the acquisition of the Winkworth Collection;
- \$0.4 million for the expansion of the Federal Records Centre in Québec City; and
- \$0.4 million from the Millennium Bureau for the digitization of the W. L. Mackenzie King diaries.

These and other adjustments brought the total funds available for the year to \$65,266,223, excluding proceeds from the disposal of surplus Crown assets (see Table 1).

The National Archives manages its program through four business lines. Three of the business lines, Acquisition and Holdings Management, Management of Government Information and Services, and Awareness and Assistance, account for 75% of total National Archives spending (see Table 2). The Corporate Services business line includes resources used to provide services without charge to the National Library; in 2001-2002, this amounted to approximately \$5.1 million.

Revenues in the amount of \$212,532 generated by the National Archives came mainly from the sale of photocopies of archival records (see Table 4). The Archives also received \$223,134 during the year from the sale of surplus Crown assets, of which \$223,129 was used in its general operations.

Table 1: Summary of Voted Appropriations

During the year 2001-2002, the National Archives received additional funding through a transfer from the Department of Canadian Heritage in the amount of \$6.0 million, of which \$2.5 million was included in the 2001-2002 Main Estimates, and a transfer of \$0.4 million from the Millennium Bureau for the digitization of the W. L. Mackenzie King diaries. Other funds were provided through the Supplementary Estimates to acquire the Winkworth Collection and expand the Federal Records Centre in Québec City.

| Financial Requirements by Authority (\$ thousands) | | | | |
|--|--|-----------------------------|------------------------------|-----------------|
| 2001-2002 | | | | |
| Vote | | Planned Spending | Total Authorities | Actual |
| | National Archives | | | |
| 55 | Program Expenditures—Operating | 57,021.0 | 59,313.2 | 58,374.0 |
| (S) | Contributions to Employee Benefit Plan | 5,713.0 | 5,953.0 | 5,953.0 |
| Total Agency | | 62,734.0 | 65,266.2 | 64,327.0 |
| Note: Total Authorities include Main Estimates plus Supplementary Estimates. They do not include the proceeds from the disposal of Crown assets (\$223,100). | | | | |

Table 2: Comparison of Total Planned Spending to Actual Spending

| Agency Planned versus Actual Spending by Business Line (\$ thousands) 2001-2002 | | | | | | | |
|--|------------|-----------------|----------|------------------------|---------------------------|----------------------------|------------------------|
| Business Lines | FTEs | Operating | Capital | Grants & Contributions | Total: Gross Expenditures | Less: Respendable Revenues | Total Net Expenditures |
| Acquisition and Holdings Management | | | | | | | |
| (Planned spending) | 229 | 18,410.0 | - | - | 18,410.0 | - | 18,410.0 |
| <i>(Total authorities)</i> | 245 | 24,169.8 | - | - | 24,169.8 | - | 24,169.8 |
| (Actuals) | 245 | 24,418.2 | - | - | 24,418.2 | - | 24,418.2 |
| Management of Government Information | | | | | | | |
| (Planned spending) | 121 | 9,523.0 | - | - | 9,523.0 | - | 9,523.0 |
| <i>(Total authorities)</i> | 128 | 8,190.2 | - | - | 8,190.2 | - | 8,190.2 |
| (Actuals) | 128 | 7,537.6 | - | - | 7,537.6 | - | 7,537.6 |
| Services, Awareness and Assistance | | | | | | | |
| (Planned spending) | 113 | 13,846.0 | - | 1,765.0 | 15,611.0 | - | 15,611.0 |
| <i>(Total authorities)</i> | 125 | 12,490.0 | - | 4,065.0 | 16,555.0 | - | 16,555.0 |
| (Actuals) | 125 | 12,399.0 | - | 4,065.0 | 16,464.0 | - | 16,464.0 |
| Corporate Services | | | | | | | |
| (Planned spending) | 151 | 19,190.0 | - | - | 19,190.0 | - | 19,190.0 |
| <i>(Total authorities)</i> | 117 | 16,599.4 | - | - | 16,599.4 | - | 16,599.4 |
| (Actuals) | 117 | 16,130.2 | - | - | 16,130.2 | - | 16,130.2 |
| Total | | | | | | | |
| (Planned spending) | 614 | 60,969.0 | - | 1,765.0 | 62,734.0 | - | 62,734.0 |
| <i>(Total authorities)</i> | 615 | 61,449.4 | - | 4,065.0 | 65,514.4 | - | 65,514.4 |
| (Actuals) | 615 | 60,485.1 | - | 4,065.0 | 64,550.1 | - | 64,550.1 |
| Other Revenues and Expenditure | | | | | | | |
| Non-Respendable Revenues | | | | | | | |
| (Planned spending) | | | | | | | - |
| <i>(Total authorities)</i> | | | | | | | (125.0) |
| (Actuals) | | | | | | | (212.5) |
| Cost of services provided by other departments | | | | | | | |
| (Planned spending) | | | | | | | 22,765.0 |
| <i>(Total authorities)</i> | | | | | | | 25,977.2 |
| (Actuals) | | | | | | | 25,977.2 |
| Net Cost of the Program | | | | | | | |
| (Planned spending) | | | | | | | 85,374.0 |
| <i>(Total authorities)</i> | | | | | | | 91,279.1 |
| (Actuals) | | | | | | | 90,314.8 |
| Note: Total Authorities include Main and Supplementary Estimates and proceeds from the disposal of Crown assets. Numbers in bold denote actual expenditures/revenues in 2001-2002. (Due to rounding, figures may not add to totals shown.) | | | | | | | |

Table 3: Historical Comparison of Total Planned Spending to Actual Spending

| Historical Comparison of Agency Planned versus Actual Spending by Business Line (\$ thousands) | | | | | |
|---|---------------------|---------------------|---------------------|----------------------|-----------------|
| Business Lines | Actual 1999-2000 | Actual 2000-2001 | 2001-2002 | | |
| | | | Planned Spending | Total Authorities | Actual |
| Acquisition and Holdings Management | 14,523.6 | 15,322.5 | 18,410.0 | 24,169.8 | 24,418.2 |
| Management of Government Information | 7,009.1 | 7,522.5 | 9,523.0 | 8,190.2 | 7,537.6 |
| Services, Awareness and Assistance | 10,912.7 | 13,569.1 | 15,611.0 | 16,555.0 | 16,464.0 |
| Corporate Services | 17,006.4 | 16,621.0 | 19,190.0 | 16,599.4 | 16,130.2 |
| Total | 49,451.8 | 53,035.1 | 62,734.0 | 65,514.4 | 64,550.1 |

Note: Total Authorities include Main Estimates and Supplementary Estimates plus proceeds from the disposal of Crown assets.

Table 4: Revenue

The increased popularity of the National Archives Web site over the past two years resulted in a significant growth in demand for the photocopying of archival documents. Revenues in 2000-2001 increased by 26.7% over 1999-2000 activity, while 2001-2002 revenues decreased slightly over 2000-2001 by \$11,700 or 5.2%.

| Revenue by Business Line | | | | | |
|--|---------------------|---------------------|---------------------|----------------------|--------------|
| Non-Respendable Revenues by Business Line (\$ thousands) | | | | | |
| Business Line | Actual 1999-2000 | Actual 2000-2001 | 2001-2002 | | |
| | | | Planned Revenues | Total Authorities | Actual |
| Services, Awareness and Assistance | 177.0 | 224.2 | 125.0 | 125.0 | 212.5 |
| Subtotal | 177.0 | 224.2 | 125.0 | 125.0 | 212.5 |
| Unplanned | - | - | - | 87.5 | - |
| Total Non-Respendable Revenues | 177.0 | 224.2 | 125.0 | 212.5 | 212.5 |

Note: Non-Respendable Revenue does not include proceeds from the disposal of Crown assets. Proceeds in 2001-2002 were \$223,100. The amount spent during the current year was \$223,100. This expenditure is included in Operating Costs.

Table 5: Transfer Payments

Contributions provided to the Canadian Council of Archives were increased by \$700,000 in 2000-2001 and by \$2,300,000 in 2001-2002 for the development of the Canadian Archival Information Network (CAIN). The increase for the year 2001-2002 was funded via a transfer from the Department of Canadian Heritage.

| Transfer Payments by Business Line (\$ thousands) | | | | | |
|--|-----------------------------|-----------------------------|-----------------------------|------------------------------|----------------|
| Business Lines | Actual 1999-2000 | Actual 2000-2001 | 2001-2002 | | |
| | | | Planned Spending | Total Authorities | Actual |
| GRANTS | | | | | |
| Services, Awareness and Assistance | 625.0 | 625.0 | 625.0 | 625.0 | 625.0 |
| Total Grants | 625.0 | 625.0 | 625.0 | 625.0 | 625.0 |
| CONTRIBUTIONS | | | | | |
| Services, Awareness and Assistance | 1,139.8 | 1,840.0 | 1,140.0 | 3,440.0 | 3,440.0 |
| Total Contributions | 1,139.8 | 1,840.0 | 1,140.0 | 3,440.0 | 3,440.0 |
| Total Transfer Payments | 1,764.8 | 2,465.0 | 1,765.0 | 4,065.0 | 4,065.0 |
| Note: The National Archives provides grants and contributions to the Canadian Council of Archives. | | | | | |

Annex B — Other Information

Legislation Administered by the National Archives of Canada

The National Archivist has sole responsibility for the *National Archives of Canada Act*, R.S.C., 1995, c.1 (3rd suppl., c. N-2.5). He shares responsibility for the *Access to Information Act*, R.S.C., 1985, c. A-1, and the *Privacy Act*, R.S.C., 1985, c. P-21.

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