

**SFU** Simon Fraser University Archives and Records  
Management Department

## Finding Aid - Archives and Records Management Department fonds (F-51)

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# Archives and Records Management Department fonds

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## Summary information

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Repository:	Simon Fraser University Archives and Records Management Department
Title:	Archives and Records Management Department fonds
ID:	F-51
Date:	1963 - 1999 (date of creation)
Physical description:	1.75 m of textual records 244 photographs : negative prints 26 photographs : contact sheets
Dates of creation, revision and deletion:	
Note [generalNote]:	PHYSICAL DESCRIPTION: 244 photographs (negative prints)/26 photographs (contact sheets) located in F-51-7-0-0-1, F-51-7-0-0-2, F-51-7-0-0-3

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## Administrative history / Biographical sketch

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### Note

The University Archives acquires, preserves and makes available three categories of materials: (1) the official records of the University, including those created by the Board of Governors, Senate, University committees, faculties, departments and administrative offices; (2) materials documenting the wider University community; and (3) historical research collections that promote the teaching and research activities of the University. The Archives was established within the University Library in 1968 when librarian Liisa Fagerlund was appointed University Archivist on a half-time basis. She continued in this post until 1975 when she left the University. From 1975 to 1978, the Archives functioned within the Special Collections division of the Library. Archival duties were carried out by various library staff members. In 1978, the University Archives was established as a separate administrative unit outside of the Library. Donald Baird, recently retired as University Librarian, became University Archivist and held this position until his retirement in 1990. Jim Ross served as University Archivist from 1991 to 1993, and was succeeded by Ian Forsyth in 1994.

When the Archives was a function of the University Library, the University Archivist reported to the University Librarian. When the Archives was established as a separate administrative unit, the University Archivist reported directly to the University President. The reporting structure changed in 1986 when the University Archivist reported to the Vice-President, Research/Information Systems; in 1990, when the University Archivist reported to the

Associate Vice-President, Academic; and in 1996, when the University Archivist reported to the Registrar/Dean of Students.

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## Scope and content

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The fonds consists of records arising from the activities of the University Archives. Fonds includes correspondence, memoranda, reports, classification and description records, Archives and Records Management Advisory Committee records, and materials arising from special projects and conferences.

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## Notes

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### Title notes

- Source of title proper: Title based on provenance.

### Restrictions on access

Some files may contain personal or confidential information. Access to these files may be restricted as required by law. Files marked 'pending review' must be reviewed by an archivist prior to release, and as a result of the review access restrictions may apply. Please see the file lists and consult the archivist for more details.

### Finding aids

Series descriptions, subseries descriptions, and file lists are available.

### Accruals

Additional material has been accessioned but not yet processed (as of September 2002: 67 cm., 1992-1995). Please consult the archivist for information about using these materials; restrictions may apply. Further accruals are expected.

### Other notes

- Publication status: published
  - Level of detail: Full
  - Status description: Revised
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## Access points

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- Don Baird (subject)

- Photographic material (documentary form)
- Textual record (documentary form)

## Series descriptions

### Series F-51-1: University Archivist

Date: 1963 - 1991 (date of creation)

Scope and content:

Series consists of records arising from the work of the University Archivist. Series includes correspondence, memoranda, and monthly reports.

Physical description: 1.11 m of textual records

Restrictions on access:

Some files may contain personal or confidential information. Access to these files may be restricted as required by law. Files marked 'pending review' must be reviewed by an archivist prior to release, and as a result of the review access restrictions may apply. Please see the file lists and consult the archivist for more details.

#### File / item list

Ref code	Title	Dates	Access status	Container
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### Sub-series F-51-1-1: Correspondence and memoranda

Date: 1968 - 1991 (date of creation)

Scope and content:

Subseries consists of correspondence and memoranda of the University Archivist. Subseries includes letters and memoranda received, and copies of letters and memoranda sent. Correspondents include the University President, other University officers, external organizations and individuals, and members of the archival community. Subseries also includes some accompanying reports.

Physical description: 1.06 m of textual records

Restrictions on access:

Some files may contain personal or confidential information. Access to these files may be restricted as required by law. Files marked 'pending review' must be reviewed by an archivist prior to release, and as a result of the review access restrictions may apply. Please see the file lists and consult the archivist for more details.

File / item list				
Ref code	Title	Dates	Access status	Container
F-51-1-1-0-1	File - Correspondence	1963 - 1971	Pending review	51-1
F-51-1-1-0-2	File - Correspondence	1968 - 1986	Pending review	51-1
F-51-1-1-0-3	File - Correspondence	1969 - 1973	Pending review	51-1
F-51-1-1-0-4	File - Correspondence	1970 - 1974	Pending review	51-1
F-51-1-1-0-5	File - Correspondence	1975	Pending review	51-1
F-51-1-1-0-6	File - Correspondence	1976	Pending review	51-1
F-51-1-1-0-7	File - Correspondence	1977	Pending review	51-1
F-51-1-1-0-8	File - Correspondence	1978	Pending review	51-1
F-51-1-1-0-9	File - Correspondence	1978	Pending review	51-1
F-51-1-1-0-10	File - Correspondence	1979	Pending review	51-1
F-51-1-1-0-11	File - Correspondence	1979	Pending review	51-2
F-51-1-1-0-12	File - Correspondence	1980	Pending review	51-2
F-51-1-1-0-13	File - Correspondence	1980	Pending review	51-2
F-51-1-1-0-14	File - Correspondence	1980	Pending review	51-2
F-51-1-1-0-15	File - Correspondence	1981	Pending review	51-2
F-51-1-1-0-16	File - Correspondence	1981	Pending review	51-2
F-51-1-1-0-17	File - Correspondence	1981	Pending review	51-2
F-51-1-1-0-18	File - Correspondence	1982	Pending review	51-3
F-51-1-1-0-19	File - Correspondence	1982	Pending review	51-3
F-51-1-1-0-20	File - Correspondence	1982	Pending review	51-3
F-51-1-1-0-21	File - Correspondence	1982	Pending review	51-3
F-51-1-1-0-22	File - Correspondence	1983	Pending review	51-3
F-51-1-1-0-23	File - Correspondence	1983	Pending review	51-3
F-51-1-1-0-24	File - Correspondence	1983	Pending review	51-3
F-51-1-1-0-25	File - Correspondence	1983	Pending review	51-3
F-51-1-1-0-26	File - Correspondence	1984	Pending review	51-3
F-51-1-1-0-27	File - Correspondence	1984	Pending review	51-3
F-51-1-1-0-28	File - Correspondence	1985	Pending review	51-4
F-51-1-1-0-29	File - Correspondence	1985	Pending review	51-4
F-51-1-1-0-30	File - Correspondence	1985 - 1990	Pending review	51-4
F-51-1-1-0-31	File - Correspondence	1986	Pending review	51-4
F-51-1-1-0-32	File - Correspondence	1986	Pending review	51-4
F-51-1-1-0-33	File - Correspondence	1987	Pending review	51-4
F-51-1-1-0-34	File - Correspondence	1987	Pending review	51-4
F-51-1-1-0-35	File - Correspondence	1988	Pending review	51-5
F-51-1-1-0-36	File - Correspondence	1988	Pending review	51-5
F-51-1-1-0-37	File - Correspondence	1989	Pending review	51-5
F-51-1-1-0-38	File - Correspondence	1989	Pending review	51-5
F-51-1-1-0-39	File - Correspondence	1990	Pending review	51-5
F-51-1-1-0-40	File - Correspondence	1990	Pending review	51-5
F-51-1-1-0-41	File - Correspondence	1991	Pending review	51-6
F-51-1-1-0-42	File - Correspondence	1991	Pending review	51-6
F-51-1-1-0-43	File - Chronological correspondence	1974	Pending review	51-6
F-51-1-1-0-44	File - Chronological correspondence	1975	Pending review	51-6
F-51-1-1-0-45	File - Chronological correspondence	1976	Pending review	51-6
F-51-1-1-0-46	File - Chronological correspondence	1977	Pending review	51-6
F-51-1-1-0-47	File - Chronological correspondence	1978	Pending review	51-6
F-51-1-1-0-48	File - Chronological correspondence	1979	Pending review	51-6
F-51-1-1-0-49	File - Chronological correspondence	1980	Pending review	51-6

F-51-1-1-0-50	File - Chronological correspondence	1981	Pending review	51-6
F-51-1-1-0-51	File - Memoranda	1982	Pending review	51-6
F-51-1-1-0-52	File - Memoranda	1983	Pending review	51-6
F-51-1-1-0-53	File - Memoranda	1984	Pending review	51-7
F-51-1-1-0-54	File - Memoranda	1985	Pending review	51-7
F-51-1-1-0-55	File - Memoranda	1985	Pending review	51-7
F-51-1-1-0-56	File - Memoranda	1986	Pending review	51-7
F-51-1-1-0-57	File - Memoranda	1986	Pending review	51-7
F-51-1-1-0-58	File - Memoranda	1987	Pending review	51-7
F-51-1-1-0-59	File - Memoranda	1987	Pending review	51-7
F-51-1-1-0-60	File - Memoranda	1988	Pending review	51-7
F-51-1-1-0-61	File - Memoranda	1988	Pending review	51-7
F-51-1-1-0-62	File - Memoranda	1989	Pending review	51-7
F-51-1-1-0-63	File - Memoranda	1989	Pending review	51-8
F-51-1-1-0-64	File - Memoranda	1990	Pending review	51-8
F-51-1-1-0-65	File - Memoranda	1990	Pending review	51-8
F-51-1-1-0-66	File - Memoranda	1991	Pending review	51-8
F-51-1-1-0-67	File - Memoranda	1991	Pending review	51-8
F-51-1-1-0-68	File - Correspondence with President	1978 - 1979	Pending review	51-9
F-51-1-1-0-69	File - Correspondence with President	1980	Pending review	51-9
F-51-1-1-0-70	File - Correspondence with President	1981	Pending review	51-9
F-51-1-1-0-71	File - Correspondence with President	1982	Pending review	51-9
F-51-1-1-0-72	File - Correspondence with President	1983	Pending review	51-9
F-51-1-1-0-73	File - Correspondence with President	1984	Pending review	51-9

### Sub-series F-51-1-2: Reports

Date: 1970 - 1983 (date of creation)

Scope and content:

Subseries consists of reports compiled by the University Archivist. Reports include information summarizing the activities of the University Archives. Most reports are monthly. The individuals to whom the reports are directed change according to the place of the Archives within the organizational structure of the university. For instance, when the Archives was a function of the University Library, all reports were directed to the University Librarian.

Physical description: 5 cm of textual records

Restrictions on access:

Some files may contain personal or confidential information. Access to these files may be restricted as required by law. Files marked 'pending review' must be reviewed by an archivist prior to release, and as a result of the review access restrictions may apply. Please see the file lists and consult the archivist for more details.

File / item list				
Ref code	Title	Dates	Access status	Container
F-51-1-2-0-1	File - Monthly Reports	1970 - 1976	Pending review	51-9
F-51-1-2-0-2	File - Monthly Reports	1978 - 1979	Pending review	51-9
F-51-1-2-0-3	File - Monthly Reports (includes some memoranda)	1980 - 1981	Pending review	51-9
F-51-1-2-0-4	File - Monthly Reports	1982 - 1983	Pending review	51-9

### Series F-51-2: Administration

Date: 1987 - 1993 (date of creation)

Scope and content:

Series consists of records arising from the general administration of the University Archives.

Physical description: 13 cm of textual records

Restrictions on access:

Some files may contain personal or confidential information. Access to these files may be restricted as required by law. Files marked 'pending review' must be reviewed by an archivist prior to release, and as a result of the review access restrictions may apply. Please see the file lists and consult the archivist for more details.

File / item list				
Ref code	Title	Dates	Access status	Container

### Sub-series F-51-2-1: General staff meetings

Date: 1993 (date of creation)

Scope and content:

Sub-series consists of records arising from general meetings of Archives staff members. Sub-series includes agendas and draft minutes. Materials relate to staff activities, Archives policy formulation, and other matters.

Physical description: 2 cm of textual records

Restrictions on access:

Some files may contain personal or confidential information. Access to these files may be restricted as required by law. Files marked 'pending review' must be reviewed by an archivist prior to release, and as a result of the review access restrictions may apply. Please see the file lists and consult the archivist for more details.

File / item list				
Ref code	Title	Dates	Access status	Container
F-51-2-1-0-1	File - General staff meetings	1993	Pending review	51-10



## Sub-series F-51-2-2: Advisory Committee for Archives and Records Management

Creator: Advisory Committee for Archives and Records Management

Date: 1987 - 1993 (date of creation)

Scope and content:

Subseries consists of records of the Advisory committee for archives and records management. Subseries includes meeting agendas and minutes, memoranda, reports, and other materials. Materials relate to archival policies, procedures, and practices; records management policies; Freedom of Information/Protection of Privacy issues; and other matters.

Physical description: 11 cm of textual records

Restrictions on access:

Some files may contain personal or confidential information. Access to these files may be restricted as required by law. Files marked 'pending review' must be reviewed by an archivist prior to release, and as a result of the review access restrictions may apply. Please see the file lists and consult the archivist for more details.

### File / item list

Ref code	Title	Dates	Access status	Container
F-51-2-2-0-1	File - Advisory Committee for Archives and Records Management	1987	Pending review	51-10
F-51-2-2-0-2	File - Advisory Committee for Archives and Records Management	1988	Pending review	51-10
F-51-2-2-0-3	File - Advisory Committee for Archives and Records Management	1989	Pending review	51-10
F-51-2-2-0-4	File - Advisory Committee for Archives and Records Management	1990	Pending review	51-10
F-51-2-2-0-5	File - Advisory Committee for Archives and Records Management	1991	Pending review	51-10
F-51-2-2-0-6	File - Advisory Committee for Archives and Records Management	1992	Pending review	51-10
F-51-2-2-0-7	File - Advisory Committee for Archives and Records Management	1993	Pending review	51-10

## Series F-51-3: Municipal records deaccession

Date: 1965 - 1999 (date of creation)

Scope and content:

When the University Archives was established, a policy was formulated for collecting the records of local municipalities including Burnaby, Coquitlam, Port Coquitlam, Maple Ridge, and Mission. In 1993, the decision was made to return these materials to their respective municipalities. Series consists of records arising from the University Archives original accessions and subsequent deaccessions of various municipal records. Series

includes correspondence, memoranda, notes, copies of agreements, research papers, articles, lists, and inventories.

Physical description: 13 cm of textual records

Restrictions on access:

Some files may contain personal or confidential information. Access to these files may be restricted as required by law. Files marked 'pending review' must be reviewed by an archivist prior to release, and as a result of the review access restrictions may apply. Please see the file lists and consult the archivist for more details.

File / item list

Ref code	Title	Dates	Access status	Container
F-51-3-0-0-1	File - Burnaby correspondence and reference material	1970 - 1991	Open	51-11
F-51-3-0-0-2	File - Burnaby inventory	1980 - 1989	Pending review	51-11
F-51-3-0-0-3	File - Burnaby maps and plans inventory	1990 - 1999	Pending review	51-11
F-51-3-0-0-4	File - Coquitlam lists and reference material	1979	Pending review	51-11
F-51-3-0-0-5	File - Port Coquitlam correspondence and lists	1975 - 1997	Pending review	51-11
F-51-3-0-0-6	File - Port Coquitlam inventories	1976 - 1981	Pending review	51-11
F-51-3-0-0-7	File - Maple Ridge correspondence	1974 - 1990	Pending review	51-11
F-51-3-0-0-8	File - Mission correspondence	1965 - 1994	Pending review	51-11

Series F-51-4: Arrangement and description

Date: 1968 - 1978 (date of creation)

Scope and content:

Early records classification and description practices at the University Archives resulted in the establishment of a record group system of arrangement for university records, and a manuscript group system for records from private sources. This system is no longer in place, and the Archives is currently undertaking the redescription of its holdings. Series consists of records arising from the development of records classification schemes and descriptive practices at the University Archives. Series includes drafts and revised lists of records groups, and copies of early descriptions of records held at the University Archives.

Physical description: 4 cm of textual records

Restrictions on access:

Some files may contain personal or confidential information. Access to these files may be restricted as required by law. Files marked 'pending review' must be reviewed by an

archivist prior to release, and as a result of the review access restrictions may apply. Please see the file lists and consult the archivist for more details.

File / item list

Ref code	Title	Dates	Access status	Container
F-51-4-0-0-1	File - Record Groups - Classification	1968	Pending review	51-12
F-51-4-0-0-2	File - Record Groups - Preliminary	1978	Pending review	51-12
F-51-4-0-0-3	File - Record Groups - Revised	1978	Pending review	51-12
F-51-4-0-0-4	File - Record group descriptions [file missing]		Pending review	51-12

### Series F-51-5: Reference

Date: 1973 - 1994 (date of creation)

Scope and content:

Series consists of records arising from reference activities of the University Archives. Series includes researcher log books.

Physical description: 7 cm of textual records

Restrictions on access:

Some files may contain personal or confidential information. Access to these files may be restricted as required by law. Files marked 'pending review' must be reviewed by an archivist prior to release, and as a result of the review access restrictions may apply. Please see the file lists and consult the archivist for more details.

File / item list

Ref code	Title	Dates	Access status	Container
F-51-5-0-0-1	File - Researcher log book	1973 - 1981	Pending review	51-12
F-51-5-0-0-2	File - Researcher log book	1982 - 1994	Pending review	51-14

### Series F-51-6: Projects, conferences, and workshops

Date: 1973 - 1991 (date of creation)

Scope and content:

Series consists of records arising from special projects which the Archives completed, and records from workshops and conferences in which Archives staff participated. Series includes records of an oral history conference held at SFU (including programmes and papers), records from a records management workshop, and records of an Archives survey of university committees (including lists of committees and committee members).

Physical description: 13 cm of textual records

Restrictions on access:

Some files may contain personal or confidential information. Access to these files may be restricted as required by law. Files marked 'pending review' must be reviewed by an archivist prior to release, and as a result of the review access restrictions may apply. Please see the file lists and consult the archivist for more details.

## File / item list

Ref code	Title	Dates	Access status	Container
F-51-6-0-0-1	File - Canadian Aural/Oral History Conference at S.F.U.	1974	Pending review	51-12
F-51-6-0-0-2	File - Survey of Committees	1973 - 1974	Pending review	51-12
F-51-6-0-0-3	File - Manual for Small Archives	1981 - 1990	Pending review	51-12
F-51-6-0-0-4	File - Records management workshop Feb.17	1983	Pending review	51-12
F-51-6-0-0-5	File - ACA Canadian University Archives Survey	1985	Pending review	51-12
F-51-6-0-0-6	File - Task Force for College Archives	1986 - 1991	Pending review	51-12
F-51-6-0-0-7	File - Handbook for Records Management and College Archives	1987 - 1989	Pending review	51-12
F-51-6-0-0-8	File - SFU Archives Automated Photo Index Project	1984	Pending review	51-14

## Series F-51-7: Photographs

Date: 1981 - 1986 (date of creation)

Scope and content:

Series consists of negatives and contact sheets of Archives faculty and staff, University functions (Convocation guest speakers) and construction. Series includes Fine and Performing Arts posters, Simon Fraser Student Society events, students and faculty.

Physical description: 3 cm of textual records

244 photographs : negative prints

26 photographs : contact sheets

Note:

PHYSICAL DESCRIPTION: 244 photographs (negative prints)/26 photographs (contact sheets) located in F-51-7-0-0-1, F-51-7-0-0-2, F-51-7-0-0-3

Restrictions on access:

Some files may contain personal or confidential information. Access to these files may be restricted as required by law. Files marked 'pending review' must be reviewed by an archivist prior to release, and as a result of the review access restrictions may apply. Please see the file lists and consult the archivist for more details.

## File / item list

Ref code	Title	Dates	Access status	Container
F-51-7-0-0-1	File - Photographic negatives	1981 - 1985	Pending review	51-15

F-51-7-0-0-2	File - Photographic negatives	1985 - 1986	Pending review	51-15
F-51-7-0-0-3	File - Photographic contact sheets	1981 - 1986	Pending review	51-15

### Series F-51-8: Archives establishment and organization

Date: 1967 - 1987 (date of creation)

Scope and content:

Series consists of records dealing with the establishment of the University Archives, the evolution of policies and procedures, and the history of the position of University Archivist. Includes correspondence, reports and other documents.

Physical description: 13 cm of textual records

Restrictions on access:

Some files may contain personal or confidential information. Access to these files may be restricted as required by law. Files marked 'pending review' must be reviewed by an archivist prior to release, and as a result of the review access restrictions may apply. Please see the file lists and consult the archivist for more details.

#### File / item list

Ref code	Title	Dates	Access status	Container
F-51-8-0-0-1	File - Policy and procedures	1967 - 1972	Pending review	51-13
F-51-8-0-0-2	File - Policy and procedures	1972 - 1977	Pending review	51-13
F-51-8-0-0-3	File - Policy and procedures	1975 - 1980	Pending review	51-13
F-51-8-0-0-4	File - Policy and procedures	1979 - 1984	Pending review	51-13
F-51-8-0-0-5	File - University Archivist position	1973 - 1987	Pending review	51-13

### Series F-51-9: Moving images

#### File / item list

Ref code	Title	Dates	Access status	Container
F-51-9-0-0-0-1	Item - Archives and other "events" <u>Note:</u> Source of supplied title: Annotation on videocassette label (OBJ-2492).	December 1997	Pending review	OBJ-2492