

出國報告（出國類別：其他）

出席 2015 年加拿大檔案人員學會 第 40 屆年度研討會暨考察報告

服務機關：國家發展委員會檔案管理局

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派赴國家：加拿大

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摘要

加拿大檔案人員學會（Association of Canadian Archivists，簡稱 ACA）為加拿大聯邦一級合作的非營利團體，成立於西元 1975 年，以提供檔案專業領導能力及促進對加拿大檔案文化遺產的瞭解與認同為其使命。本次藉派員出席該學會第 40 屆年度研討會，瞭解檔案專業新知及發展趨勢，藉以進行國際交流。另，參訪薩斯喀徹溫省檔案理事會（Saskatchewan Archives Board, SAB）及瑞吉納市檔案館（City of Regina Archives, CRA），汲取他人優點，作為我國檔案管理實務之參考。

本次與會及考察，提列建議事項如次：

- 一、善用媒體行銷，多元方式推廣檔案應用：檔案管理機構應善用媒體行銷，並運用網路社交媒體，開發多元管道行銷檔案館。
- 二、重新思考檔管人員的角色與定位：重新思考如何使檔案更貼近民眾，期許自己積極社會參與之角色，而非僅止於傳統的檔案守門員。
- 三、重視電子檔案長期保存議題：在雲端環境下，電子檔案保存議題更趨複雜，我國應提早研議電子檔案涉及所有權及隱私權等相關規範，以為因應。
- 四、善用對外合作關係，提升檔案數位化成效。
- 五、重視照片及影音檔案整理，提升檔案應用成效。

表 次

表 1	2015 ACA年會議程表	3
表 2	2015 ACA年會海報展示一覽表.....	18

圖 次

圖 1	Archivematica系統架構.....	12
圖 2	Historypin網站	14
圖 3	CRA virtual archive資料庫檢索畫面	22
圖 4	CRA檔案應用收費標準	23
圖 5-1	CRA-The Early Years 資料庫	25
圖 5-2	CRA-The Early Years 資料庫照片館藏.....	26
圖 6	SAB組織架構圖	34
圖 7	ARMS2014 系統範例.....	36
圖 8	ORS系統範例	37
圖 9-1	檔案清理申請書	38
圖 9-2	檔案清理清單	38
圖 10	SAB線上展覽	42

第一章 前言

第一節 緣起

加拿大檔案人員學會（Association of Canadian Archivists，簡稱 ACA）為加拿大聯邦一級合作的非營利團體，成立於西元 1975 年，並為加拿大歷史學會(Canadian Historical Association)檔案部門之成員。ACA 會員超過 600 位檔案管理人員，分布於加拿大各地，總部設於渥太華（Ottawa），以提供檔案專業領導能力及促進對加拿大檔案文化遺產的瞭解與認同為其使命。

ACA 的願景為建構一動態式、充分資訊專知能及策略性環境，以確保：

1. 妥善保存及應用加拿大資訊資源及文件遺產。
2. 民眾認知文化資源及遺產之重要性。
3. 加拿大檔案團體認知其在文化資源保存及應用角色之重要性。

為達到以上的願景，ACA 提供有力及多樣化的專業領導訓練；支持加拿大檔案團體以確保檔案的公開與透明；培育會員；促進國內、外合作；發展專業的計畫與活動等。

ACA 年度會議係每年於加拿大境內不同城市舉行，每年年會之參與對象除 ACA 之會員外，亦開放國際間非會員之個人、政府機關及機構報名參加。使得檔案管理人員、學界及檔案業界經由此專業平台，進行實務經驗交流及跨界合作，藉以提升檔案管理人員之專業知能及國際觀。

第二節 出國目的

加拿大檔案人員學會為促進檔案專業發展與交流，每年皆舉辦年會，進行檔案理論與實務分享。本次藉派員出席該學會第 40 屆年度研討會，瞭解檔案專業新知及發展趨勢，藉以進行國際交流，除可吸收國外經驗作為我國檔案管理理論與實務發展參據，並期望建立合作關係。另，規劃參訪薩斯喀徹溫省檔案館（Saskatchewan Archives Board）及瑞吉納市檔案館（City of Regina Archives）。透過參訪當地檔案館實際管理情形，汲取他人優點，作為我國檔案管理實務之參考。

第二章 2015 年 ACA 年會

第一節 議程

本次年會選在加拿大薩斯喀徹溫省瑞吉納市舉行，會議為期 3 天，從當地時間 6 月 11 日(星期四)至 13 日(星期六)。議程研討重點包括檔案數位保存(digital preservation、含網路資源保存及雲端環境之數位資料保存)、檔案管理標準(archival standards)、檔案徵集及描述(acquisition and descriptive)的新挑戰、檔案應用(archives accessible)、檔案管理人員新角色與功能等，謹整理年會議程如表 1。

表 1 2015 ACA 年會議程表

Thursday, June 11, 2015			
Time	Sessions		
9:00 - 10:00 am	1. Opening Keynote: 25 Years of Writing Joanne Kilbourn Shreve		
10:30 am - noon	2a. Where We Go from Here: Challenges in Digital Preservation	2b. Reconciliation Archiving: Building the NRC for Truth & Reconciliation	2c. Community archives and the future of provincial councils
1:30 - 3:00 pm	3a. Extending Our Reach—Engaging the public with new media and old	3b. Standing Our Ground: Archives and Social Justice	3c. Looking to the Horizon – Partnerships and Quality of Work
Friday, June 12, 2015			
Time	Sessions		
9:00 - 10:00 am	5. Plenary Session: The Horizon from LAC' s Perspective		
10:30 am - noon	6. Poster Session: (Poster Presenters) (1) Michael Smith, LAC (2) Theresa Rowat, The Archive of the Jesuits in Canada		

	<p>(3) Anne Daniel & Amanda Jamieson, Western University with Amanda Oliver, Archives Society of Alberta</p> <p>(4) Anne Daniel, Western University & Amanda Oliver, Archives Society of Alberta</p> <p>(5) Stevie Horn & Laurie Wing, U. of Saskatchewan</p> <p>(6) Taryn Day, Lululemon Athletia</p> <p>(7) Andrew Chernevych, Galt Museum & Archives</p> <p>(8) Mary Horodyski, U of Manitoba</p>		
2:00 - 3:30 pm	7a. Student Session – New Voices, New Ideas	7b. Deriving full potential from archival content on the Web	7c. Metamorphosis: Change and Transformations
4:00 - 5:30 pm	8a. New takes on the old lifecycle concept of archives and records management	8b. Making Archives Accessible: The Current View and New Horizons	8c. Documenting Transformation: Technology, Access, & Understanding
Saturday, June 13, 2015			
Time	Sessions		
9:00 - 10:00 pm	9. Plenary: Do not go gently into that good night, or are we? The future of the archival profession		
10:30 am - noon	10a. Beyond the Horizon: Innovative Approaches to Archival Challenges	10b. Clouds on the horizon: The Present and Future of Digital Preservation in the Cloud	10c. Learn All About It! — archivists in the classroom
1:30 - 2:30 pm	11a. Retaining Walls? Building and Sustaining Government Archives	11b. Stories From the Edge: Activist Archiving and Community Archives	11c. Reaching Out by Digging Deep — innovations in outreach
2:30 - 3:30 pm	12. Plenary: Closing Keynote Archives and Cemeteries - A treasure chest for researchers		



本次年會在 Radisson Plaza Hotel Saskatchewan 舉辦，此為飯店外觀



本局人員於年會報到處會場



本局人員於年會報到處會場



年會會場

第二節 研討會議

本次會議連續 3 天，除共同場次外，每一時段安排 3 場次，參加者依興趣之議題選擇參加。總計有 18 場分別研討，謹就參加場次之會議重點摘述如下：

一、2a 場次

數位化保存的挑戰(Challenges in Digital Preservation)

此場次主要探討在數位科技不斷進步之環境下，有關數位保存或是原生型電子檔案(born-digital records)長期保存的議題，對於各類型的檔案保存機構而言，都是一項挑戰。Alanna Mayer 首先說明，經由對於加拿大檔案管理機構的調查，整體性瞭解各機構對於原生型電子檔案管理及保存之現況。論文中提及，目前雲端環境的發展，使得電子檔案保存的議題更趨複雜，包括所有權(ownership)、裁判權(jurisdiction)及隱私權(privacy)等議題。另一方面，各檔案管理機構對於電子檔案保存所關切的議題大都仍是檔案紀錄的可信度(trust)及真實性(authenticity)。其中有關可信度的議題，還涉及電子檔案本身(record)、電子檔案處理(process)及電子檔案保管(custodian)等三個面向。

Adam Jansen 主要說明在雲端環境中，如何整合技術，研究保存的規範及詮釋資料(metadata)，以確保電子檔案的真實性。另外 Adam Jansen 也介紹一 InterPARES Trust 專案服務，主要提供電子檔案管理的服務，包括保存服務、轉製及轉置服務(conversion and migration)、檔案傳送服務(dissemination)等。

二、3a 場次

檔案與使用者的接觸-檔案的媒體行銷

隨著媒體型態的不斷轉變及網路社交媒體的興起與發展，檔案管理機構如何善用媒體行銷，成為一重要議題。Winnipeg大學 Brett Loughheed 首先分享該校使用社群網站 YouTube 之經驗，該校拍攝 37 個行銷檔案之短片置於 YouTube 平台，總計有 200 名訂閱

者，91,500次瀏覽，100則留言。雖然訂閱者及瀏覽次數並非特別高，但仍為一檔案管理機構透過網路社交媒體行銷的寶貴經驗。

Manitoba大學Andrea Martin及Tyyne Petowski則是介紹該大學利用微網誌社交媒體Tumblr，張貼文字、相片、影片等檔案。Tumblr使用者可以於自己的頁面上看到其他跟進(follow)使用者之文章，該校希望藉此網路社交媒體，開發較為年輕的檔案使用族群。

薩卡斯通城市檔案館(City of Saskatoon Archives，以下簡稱CSA)則是介紹該館利用與當地媒體的合作，包括報紙與當地電視臺，推出一系列館藏的介紹。在報紙部分以專欄報導的方式，側重於檔案內容的故事性。另一方面，與當地電視臺合作，推出帶狀的Saskatoon Stories節目，由CSA人員，以故事性的方式介紹該館之館藏。

三、3c 場次

合夥關係與工作品質 (Partnerships and Quality of Work)

檔案管理機構於開拓外部合夥關係時，從工作量及維護檔案的標準的角度來看，這些都需投入產生成本。此場次主要說明特殊的合夥關係，以及檔案管理人員如何應付其中的挑戰。

服務於卡加利大學的Karen Buckley認為，未來應成立新的特殊單位來處理所有的特殊資料，並且應有大量的空間配置，包括入口、倉庫及整理館藏的工作空間，檔管人員則扮演研究者聯絡人 (researcher-liaison)。此願景仍在建構中，並非可一次到位，而且受到許多內部及外部因素的影響。在2003年前，特殊館藏及建築檔案均屬圖書館管理，反觀2003-2010年則由檔案館管理，顯示大學檔案組織架構的變革，檔案專業的實踐也變得多元化。同時也對文化產生衝擊，例如大學檔案館面臨更小的單位、靈活的行政結構、館藏的管理方式等；其館藏變多、每件事的工作流程必須仔細分析及建檔；檔案移入、鑑定、處理、典藏、發現與檢索等均有其文化衝擊。

David Sharron則介紹布洛克(Brock)大學的檔案與特殊收藏，例如尼加拉收藏包括

1950、60年代知名摔角選手的照片。另外也有象徵突破性進展的檔案，如克洛普頓憲章（The Clopton Charter c.1241）。對檔管人員來說，面對不同的使用群，即會有不同的要求，為了滿足各式各樣的需求，伴隨而來的就是成本。隨著數位時代的來臨，工作量也愈來愈多，我們要思考需不需要建數位防洪閘門，說「不」是一種技巧，要花時間去考量這些要求，衡量其後果，提供替代方案。換言之，面對數位化的未來，檔管人員面臨超出的任務，包括策展者、文件管理者、善本書（rare book）圖書館員、保存維護諮詢者、行政主管、教育工作者等。面對眾多要求，又要兼顧品質，是否應適時SAY NO，值得深思。

四、7b 場次

網頁檔案內容數位化

整體而言，各種將檔案內容數位化後置放於網站提供查詢與使用的相關計畫，都是重要但耗費經費的計畫。本場次主要探討檔案管理機構提供是類服務的經驗，及如何提供使用者更便捷的檔案服務。

Jonathan Dorey主要以加拿大大學檔案服務網站為研究標的，研究方法係探討大學生及初次使用者之資訊尋求行為，發展出一檔案服務網頁之評鑑工具，以建議改進該網頁的查詢方式。

Cragie Harkema 則認為檔案管理機構之網頁服務，不應僅是資料庫或是單純的蒐尋引擎性質，而是應視為一文化資產內容，結合新的資訊技術發展，如與大數據連結之功能(Linked Open Data)，並擴展與其他資訊供應者之合作，如照片及藝術類檔案。

五、7c 場次

變化與轉型(Metamorphosis: Change and Transformations)

本場次討論檔案界及檔案藏品的變化，包括：數位化環境是否協助檔案工作者重新架構對檔案的想像？檔案數位化後，檔案工作者能否保護它的證據力？傳統載體檔

案的管理方法是否也因數位化環境而改變？檔案工作者是否有特定的典型，或者他們只是組織文化的產物？展望未來，檔案界的相關定義是否正在改變？

從自身的工作經驗檢視檔管人員角色的轉變。James Roussain 任職於銀行檔案館，與 Emily Sommers 任職於教會檔案館，過去皆曾接受檔案專業碩士班教育，對於檔案理論非常熟悉，但進入職場後，他們體認到檔案工作者的角色和過去認知的不同，但由於檔案教育師資少、實習機會不足，且愈來愈多跨學科領域都出現「檔案」這個概念，使得傳統的檔案或圖書館教育無法培育學生建立職場所需要的全面性概念。二位報告人引用學者的話，認為檔案工作者對自身專業的認知應該有所改變，檔案工作者應該肩負保存社會證據的任務，以協助個人及群體的認同及記憶，此外，專業檔案工作者也應讓大眾瞭解檔案館與圖書館、博物館有何不同，讓大眾知道，檔案工作者為社會保存真實性、可靠性及社會脈絡的重要性。面對多種「檔案」人員角色的出現，二位報告人鼓勵檔案工作者應有信心，不要把自己侷限於傳統的檔管人員角色。

任職於加拿大國家圖書與檔案館特藏部的報告人 Sara Viinalass-Smith 介紹該館典藏之 16 至 19 世紀地圖。加拿大國家圖書與檔案館館藏的早期地圖，歷經加拿大政府機關的組織改造，除了加拿大政府機關的地圖原件，也有來自英、法等國的複製品，目前約一萬六千件，記錄了加拿大的地理資源、發展歷程，為研究及教育工作提供了豐富的素材。報告人介紹館內的地圖徵集工作，館藏地圖除了徵集自政府機關，亦與英、法等國交換複製品。館內為存放大型地圖，設有平放的抽屜式檔案櫃，報告人也介紹了館內的應用服務空間及應用服務內容。報告人也利用館藏 1980 年代市區道路地圖為例，藉由量化地圖內腳踏車道相關資訊，瞭解當年腳踏車產業、政府投入的資源等等，說明地圖檔案在保存社會變遷軌跡的功用，讓檔案使用者多一條瞭解舊日時光的管道。

任職於加拿大 Manitoba 大學的 Greg Bak 助理教授研究領域包括數位檔案、數位文化史、數位檔案與社會正義等。他借用傳播大師麥克魯漢的話做為引言：教育和娛樂

其實並沒有差別，並由 1987 年檔案學界前輩 Hugh Taylor 的「預言」說起，回顧近數十年來資訊科技迅速發展對檔案及其管理造成的影響。數位化檔案擁有獨特的互動性、可操弄性，而且其本身是動態的，儲存載體也有多種形式，而且不斷變革，如果列印保存，就會喪失其數位原件的性質，由於數位檔案係由許多元件組成，要描述數位檔案成為頗具挑戰性的工作。

六、8a 場次

檔案與文書管理傳統生命週期法的新嘗試(New takes on the old lifecycle concept of archives and records management)

本場次的 3 篇報告著重在文書管理與檔案間的關連，並討論可以使這種關係效益最大化的新方法。第 1 篇介紹 Regina 市檔案館致力於將歷史檔案融入機構資訊管理計畫，使歷史檔案成為專案管理、採購軟體及合約協商的一部分。第 2 篇是作者的博士研究計畫，該計畫以加拿大聯邦政府機關的資訊文化為主題，介紹其對政府機關開始採用文件管理科技的影響，深入檢視資訊文化學科、文書管理人員與系統管理人員在採用新科技時的互動與合作。第 3 篇則列出西北領地檔案館在徵集、描述政府機關檔案時所遭遇的困難，並詳細介紹該館人員克服困難並提供應用服務的努力。

加拿大 McGill 大學博士班學生 Trudi Wright 本身也是文書與檔案管理人員，她報告的內容是她研究計畫的部分成果。Trudi Wright 的研究領域包括組織與資訊文化、資訊使用者行為、電子文書管理系統、資訊與文書管理，在這個以加拿大聯邦政府機關的資訊文化為主題的研究計畫中，她綜合訪談、問卷等調查方法，瞭解政府機關採用文件管理科技對組織文化的影響，深入檢視資訊文化學科、文書管理人員與系統管理人員在採用新科技時的互動與合作。

報告人 Dana Turgeon 任職於 Regina 市檔案館，她以該檔案館為例，介紹歷史檔案的完整生命週期，並希望能將歷史檔案的生命週期分別向前後延伸。Regina 市檔案館 2002 年才從另一個機關獨立出來，由於其非屬於 Regina 市政府之業務單位，重要性及

人員地位自然比較低。Regina 市採取一些措施，例如，將檔案館遷至與業務單位緊鄰處，賦予檔管人員更多任務，提高一般人員的檔案意識，將檔案保存的概念帶進歸檔系統，同時也讓檔管人員參與文書歸檔工作，使雙方合作更緊密。2007 年市府裁撤檔管人員，讓業務單位人員意識到檔案的重要性，反而使檔案館成為市府的重要支柱，並成為市府資訊治理的關鍵環節。

2014 年，加拿大稽核總長批評加拿大聯邦政府的檔案雜亂無章、堆積如山。Kate Guay and Karen Pollock 報告人所屬的西北領地檔案館也有類似困境。西北領地檔案館從改進檔案描述工作著手，透過檔案描述標準化、建立與公文書管理的連結，試圖為龐大的檔案理出頭緒，此外，他們也遭遇數位檔案轉置的困難，並詳細介紹該館人員克服困難並提供應用服務的努力。

七、8b 場次

檔案檢索新觀點

近年來，加拿大檔案管理機構對於如何提供身心障礙人士更便利之實體或線上的檔案查詢及應用環境，日益重視。因加拿大博物館及圖書館對於提供身心障礙人士友善平權的使用空間，較有實務經驗，是本場次主要由 Lisa Snider 及 Stephen Carney 介紹博物館及圖書館如何提供設備及改善空間，以建置一便利之實體或線上的檔案查詢及應用環境。

以博物館展示經驗為例，除了傳統的展示方法外，利用多媒體技術、多媒體感應設備(multisensory element)、表演及說故事等多元呈現方式。另外，Lisa Snider 及 Stephen Carney 也介紹圖書館的實務做法，包括建置 Library GPII System，該系統架設於雲端系統，使用者可依需求建置個人檔案；提供特製化的鍵盤及滑鼠；提供螢幕閱讀器(screen reader)、虛擬鍵盤(virtual keyboard)及 AblePlayer 瀏覽器等設備。

八、10b 場次

雲端環境下的數位儲存

雲端環境提供了數位儲存的新選擇，對於中小型檔案典藏機構而言，相對於傳統的數位典藏，更能達到資源共享之目標。在雲端環境下，檔案的可信度(trust)是一重要的議題，Corinne Rogers提及，要達到可信度，控制(control)是一重要的手段，主要分為研訂政策、流程及各項標準；實體安全；技術安全等議題。

Tim Hutchinson 則是介紹薩斯喀徹溫省大學所建置的雲端系統 Archivematica，該數位儲存系統為一免費及開放式的數位儲存系統，採用國際標準組織(ISO)的 Open Archival Information System (OAIS)架構，進行數位物件(digital objects)的儲存及檢索，系統架構如圖 1。

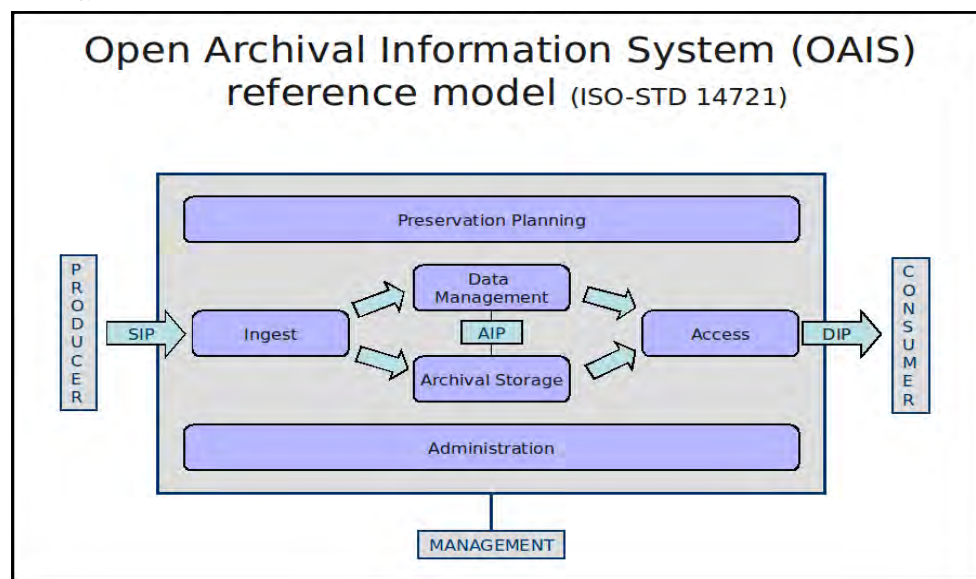


圖 1 Archivematica 系統架構

九、10c 場次

檔管人員在學校教育的功能

在以前，學校或博物館檔管人員認定他們的工作場域只是檔案館或博物館，但近期以來，檔管人員發現他們也可以走入教室，扮演教育人員的角色。本場次以加拿大一所私立學校--Appleby College 及一所社區博物館--Oshawa Community Museum 的檔管

人員就其本身業務，介紹檔管人員如何主動走出檔案館，以所蒐集的檔案發揮教育功能，成功扮演教育人員的角色。

首先，Appleby College 的檔管人員 Tracey Krause 介紹 St. Andrew's College 從 1899 年創校以來所收集的第一手檔案資源，並利用這些檔案資源指導學生透過 ISSUU 平台完成"Fallen Andrians Project"可翻頁電子書專案，這個專案也是引導學生將觸角伸向國際的一環。主要內容是整理第一次世界大戰中為國捐軀的 104 位年輕人的生平事蹟，這些年輕人都是曾就讀 St. Andrew's College 軍校的學生。透過這個專案的完成，利用所蒐集的檔案資料，啟發學生對第一次世界大戰所有相關背景及參戰者的深入瞭解，檔案資源成為學習的另一項重要可靠資料來源。例如：學生如果想寫有關第一次世界大戰的歷史小說，可以從檔案資料中研讀戰爭相關資料，感受戰爭當時的情境，或從相關原始文件感受當年參戰者也曾在同一個校園中生活。

其次，Oshawa Community Museum(OCM)的檔管人員 Jennifer Weymark 談如何利用檔案資源將地方歷史深植校園。她先簡介 OCM 保存地方檔案的重要任務並強調應重視教育下一代認識地方文獻檔案的重要。Weymark 以"Duhram Memorial Project"為例，介紹蒐集第一次世界大戰期間保衛加拿大 Duhram 區人物的檔案，包括他們的書信、文件、照片、制服等，並將整理的資料放置網路上，引導中小學生透過網路利用這些原始資料，充分透視第一次世界大戰期間加拿大人民保家衛國原貌；並啟發學生分析當時的書信內容，從中學習或提出問題，用以培養研究方法。Oshawa 的目的是希望透過資訊科技，讓中小學生直接接觸第一手原始資料，更重要的是資訊網路必須可以很順暢的提供相關資料。

十、11a 場次

檔案的建置與存續

本場次主要由David Evans介紹一份針對加拿大與美國檔案館理機構問卷調查結果，問卷內容主要包括檔案管理人員的角色、提供檔案查詢的方式、教育訓練、電子

型式檔案之比例、提供檔案查詢面臨之困難及解決方案、館藏檔案主題等議題。

另外由Emily Lonie介紹Conquitlan城市檔案館管理實務，該館建於2013年，雖然屬於新設立之檔案館，但非常重視自我行銷，強調與媒體建立良好的溝通管道，並於當地報紙設立一系列專題報導，以推廣檔案應用。此外，參與Historypin網站計畫，該網站為一全球性網路歷史資料彙集網站(如圖2)，該館期經由多元管道行銷檔案館。

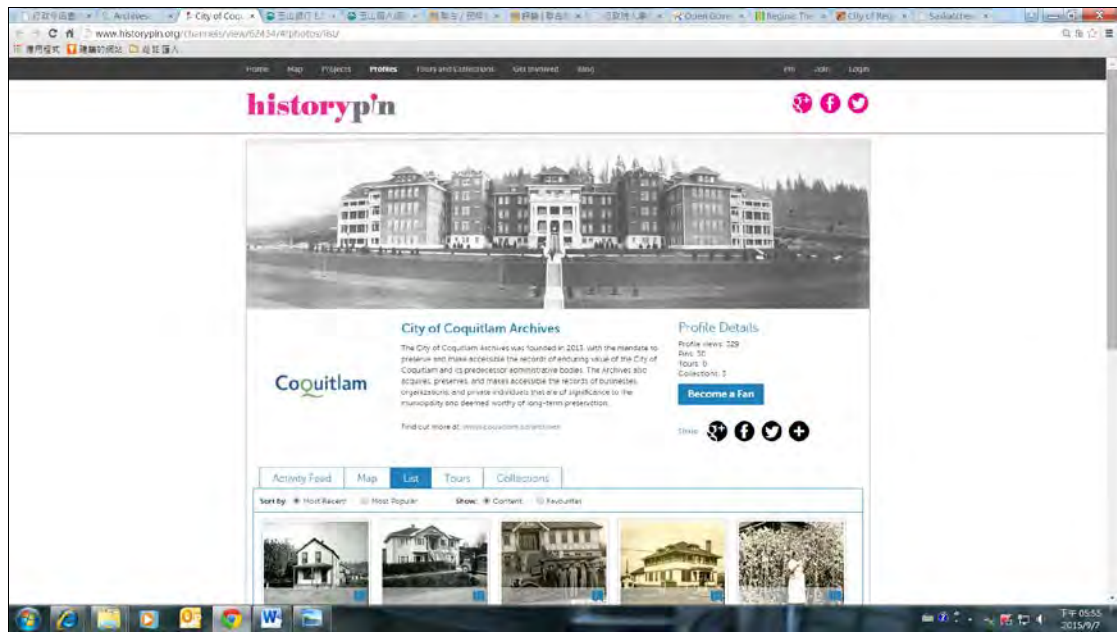


圖 2 Historypin 網站



研討會會場



研討會會場



研討會會場



分組研討會

第三節 海報展示

參加本次海報展示計有 8 件，謹將各件整理如表 2。另，擇選 *The View from the Film Reel: The Image of Archivists in Film* 及 *Accessing restricted material regarding the Manitoba Development Centre* 兩篇加以說明。

一、*The View from the Film Reel: The Image of Archivists in Film*

本研究主要探討在流行文化(pop culture)影片中，檔案管理人員(archivist)所呈現的角色性質，探討的問題包括檔案管理人員於影片中呈現的形象為何？是否損及檔案管理人員的專業形象？

研究標的為77支影片，排除其中33支影片內容無檔案管理人員角色或是無法取得影片讀取內容。總計從43支影片中，分析46位檔案管理人員之角色，研究結果如下：

一、檔案管理人員名字

是否有名字 (Name Given)	出現次數 (number)	百分比
有	26	56%
無	15	33%
職稱與名字相同 (Job title as name)	5	11%
總計	46	100%

二、檔案管理人員職稱

職稱 (Job title)	出現次數(number)	百分比
檔案管理人員(Archivist)	20	44%
其他職稱	14	30%
無法辨識	12	26%
總計	46	100%

三、出現於影片之時間

出現於影片之時間 (Screen time)	出現次數(number)	百分比
少於5分鐘	26	57%
6至10分鐘	7	15%
11-15分鐘	2	4%
16-20分鐘	1	2%
超過20分鐘	10	22%
總計	46	100%

研究結果指出，影片中檔案管理人員的角色個性，如同社會中的刻板印象 (stereotype)，個性較為溫順與安靜(meek and quiet)。檔案管理人員於影片中角色並不鮮明，可能原因為不理解是類人員之專業內涵。最後研究者建議，應拓展檔案管理專業的研究，以改變社會對於檔案管理人員之刻板印象。

二、*Accessing restricted material regarding the Manitoba Development Centre*

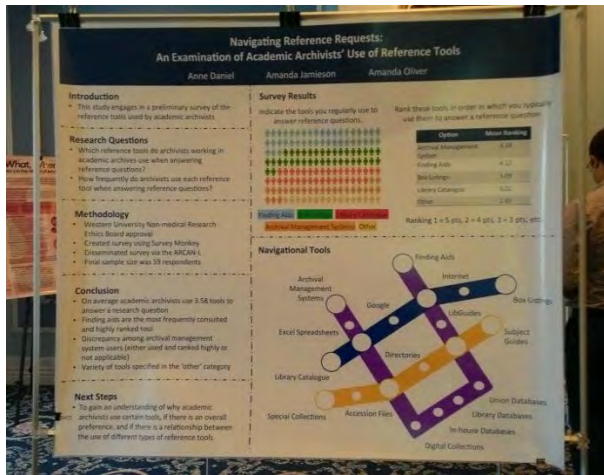
本研究主要探討加拿大曼尼托巴省立Manitoba Development Centre(以下簡稱MDC)中，有關智能及身心障礙人士資料開放應用議題。MDC創立於1890年，由於機構的性質特殊，始終蒙上一層神秘的面紗。研究範圍包括MDC管有400件檔案，檔案年代自1890年至1986年，該批檔案分散於多個系列與全宗下，因尚未進行數位化，檔案查詢較為不便。

在400件檔案中，約75%數量之檔案有檔案應用限制，在Manitoba Freedom of Information and Protection of Privacy(以下簡稱FIPPA)及Manitoba Personal Health Information Act的規定下，提供檔案應用。雖然對於使用者提出檔案應用申請，法令規定需於30天回覆，但是依FIPPA的規定審核，確是非常費時，有時申請案件需費時數月才能回覆申請者應用檔案。

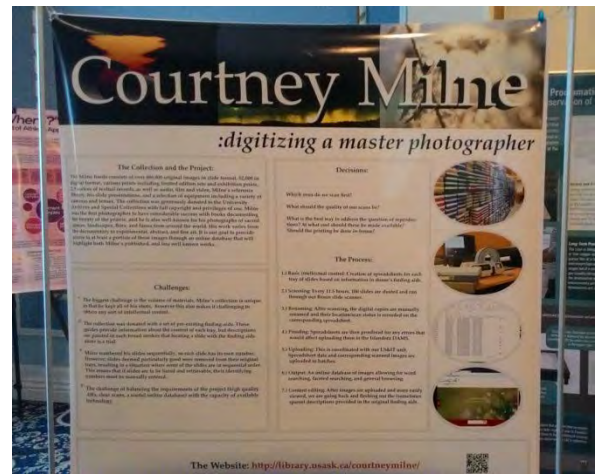
另一方面。檔案應用申請目的如為學術研究，申請者需同意多項協定(research agreements)，包括同意機構隨機檢查筆記型電腦或其他電子儲存設備；預先檢視(review)研究案之出版品；在特殊情況下，申請者檢視檔案時，機構之privacy officer可於一旁監督(supervise)等，相關規定可謂非常嚴格。此外，若檔案內容含有醫療資訊(health information)，檔案應用申請需同時取得該省Health Information Privacy Committee的同意，相關規定亦非常嚴格，包括檔案應用申請者需出具研究經費來源之證明文件；說明保護資料之做法；預先檢視(review)研究案之論文或出版品等。

表 2 2015 ACA 年會海報展示一覽表

作者	主題
Anne Daniel、Amanda Jamieson and Amanda Oliver	<i>An Examination of Academic Archivists' use of Reference Tools</i>
Taryn Day	<i>"You are the what, where?" Traditional Archival Theory in the World of Athletic Apparel</i>
Mary Horodyski	<i>Accessing restricted material regarding the Manitoba Development Centre</i>
Andrew Chernevych	<i>User Groups at the Galt Archives</i>
Stevie Horn and Laurie Wing	<i>Courtney Milne: digitizing a master photographer</i>
Anne Daniel and Amanda Oliver	<i>The View from the Film Reel: The Image of Archivists in Film</i>
Michael Smith	<i>A Case for the Proclamation of the Constitution: Access and Preservation of Prestige Documents</i>
Brittany Webster and Theresa Rowat	<i>Digitizing the Jesuit Legacy of 17th and 18th Century First Nations' Language Tools</i>



展示海報



展示海報



展示海報



展示海報



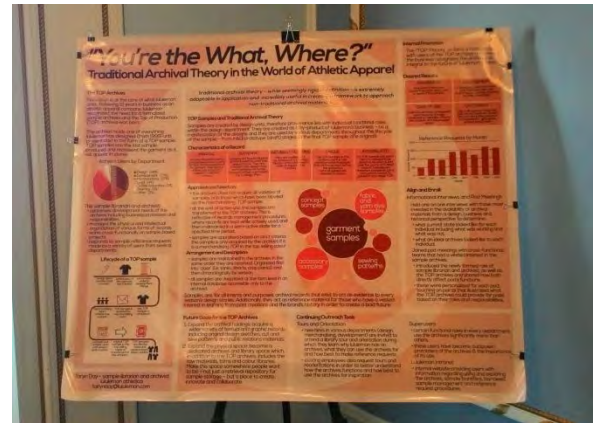
展示海報



展示海報



展示海報



展示海報



海報展示會場



海報展示會場

第三章 檔案館考察

本次出國考察成員於與會期間，亦規劃參訪瑞吉納市檔案館（City of Regina Archives）薩斯喀徹溫省檔案理事會（Saskatchewan Archives Board），SAB 除了是省檔案館之性質外，亦是薩斯喀徹溫省檔案之主管機關，以下為二館之參訪紀要。

第一節 瑞吉納市檔案館(City of Regina Archives，以下簡稱 CRA 檔案館)

參訪人員於 6 月 15 日上午 10 時至 CRA 檔案館參訪，由 Dana Turgeon 女士接待，並由政府資訊管理經理 Linda Ungar 女士陪同。

一、館藏概況

為瑞吉納市於 1985 年建置 City of Regina Historical Collection，以完整保存瑞吉納市歷史、文化、政治及環境發展等紀錄，並提供民眾查詢及申請應用檔案。目前該資料庫蒐藏有 6 百餘萬件檔案，檔案媒體類型除文書檔案外(textural records)，尚包括照片及建築圖等檔案。其中 CRA 檔案館典藏約 8 千餘組建築圖，內容包括該市的市有建築及商業建築，可溯自 1890 年代，可說是該館之特色館藏，使用是類檔案者多為建築師、工程師及歷史學者等。

CRA 檔案館典藏文書檔案約 800 公尺，並整理為 143 個系列(series)，檔案來源除市政府機關外，尚包括私人文書。此外，該館亦典藏超過 2 萬 5 千餘張紙本照片及幻燈片，是類檔案係 1992 年由瑞吉納公共圖書館捐贈，檔案內容則由 1880 年代至 1980 年代。

二、檔案數位化作業

囿於經費限制，CRA 檔案館並未委外進行檔案數位化作業，而是由該館 1 位技術助理負責檔案數位化作業，考量檔案性質及使用者需求，該館自 2007 年起優先針對照片、微縮資料及大尺寸建築圖進行數位化作業。進行數位化作業前，會先進行檔案

鑑定作業，以優先數位化具檔案保存價值之檔案為原則，以符作業效益。為了進行大尺寸檔案數位化作業，該館自行購置大型掃瞄機，惟為節省經費，並未同時購置印表機，據該館人員表示，因使用者大都需要電子檔，是印表機使用率偏低，館方如有列印需求，則採個案委外列印。

三、檔案應用服務

為提供使用者檔案目錄查詢及應用，CRA 檔案館建置 Virtual Archive 資料庫，並依檔案數位化進度，逐步充實該資料庫內容。Virtual Archive 資料庫可提關鍵字查詢及檔案媒體類型限制等進階查詢，並提供會員註冊等服務，檢索畫面如圖 3。

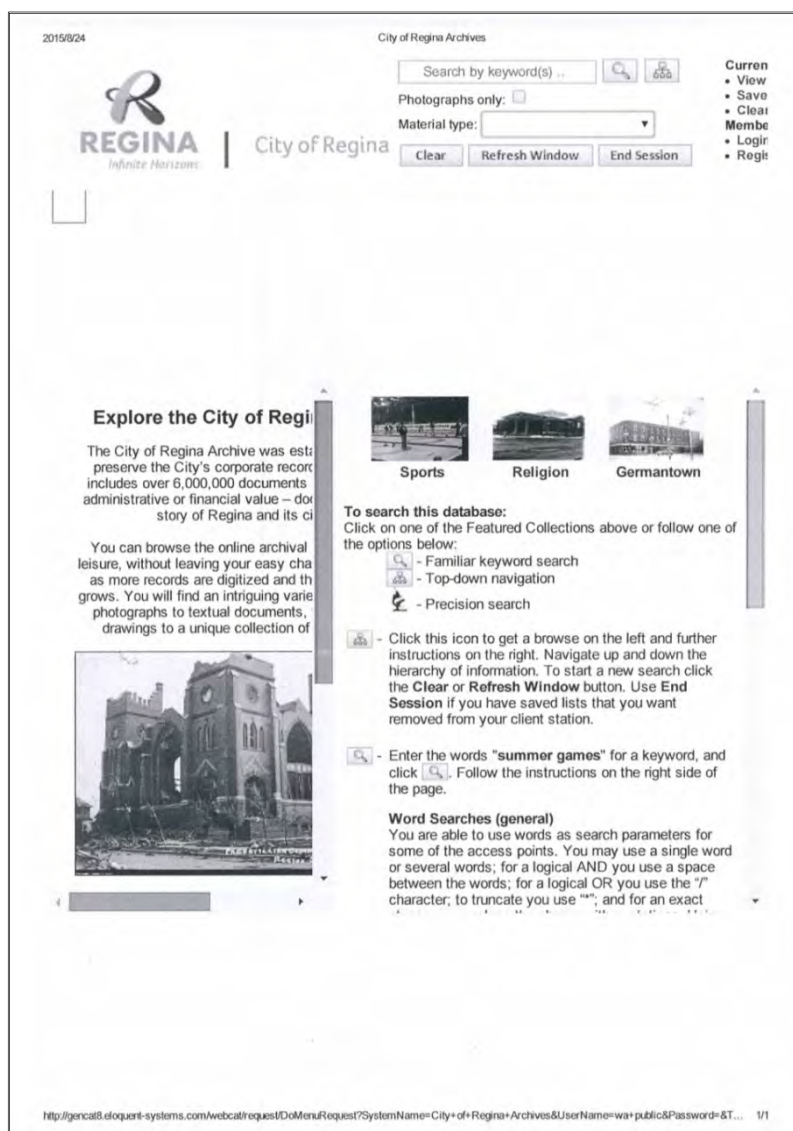


圖 3 CRA virtual archive 資料庫檢索畫面

有關檔案應用限制審核係由瑞吉納市政府另一部門 Corporate Information Governance 負責，主要依據該市訂定之 The Local Authority Freedom of Information and Protection of Privacy Act 為審核依據，使用者提出檔案應用申請後，依法需於 30 天內回覆，最長不得超過 90 天。CRA 檔案館亦訂定檔案閱覽及複製收費標準，針對檔案閱覽前一小時不予收費，超過一小時則每半小時收取加幣 15 元(不含稅)，針對不同媒體類型檔案亦訂定不同收費標準，以數位影像為例，每一影像收取 15 元加幣(\$15 per photo)。檔案應用收費標準如圖 4。

2015/8/24 Fee Schedule - Bylaw 2012-19 - City of Regina

Fee Schedule – Bylaw 2012-19

2012 Fee Schedule for City of Regina Archives

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All fees are assessed and will be provided to you in the form of a fee estimate prior to working on your request for your consideration and direction. The City may require, at its discretion, for 50 percent of the assessed fees to be paid prior to work beginning on the request.

The City may waive fees at its discretion.

Reproductions of Material

Digital image	\$15 per photo
62 MB USB Key	\$6
Photocopies of letter, legal, or ledger size materials	50 cents per page
Photocopies of assessment rolls (fee includes dismantling and reassembly of assessment roll volume)	\$5 per page
Printouts from microfiche/microfilm	\$5 per page
Large-format photocopies and photo printing(Architectural drawings, plans and maps, sound and moving images)	Contracted out clients must pay contractor directly

Research and Document Preparation Services

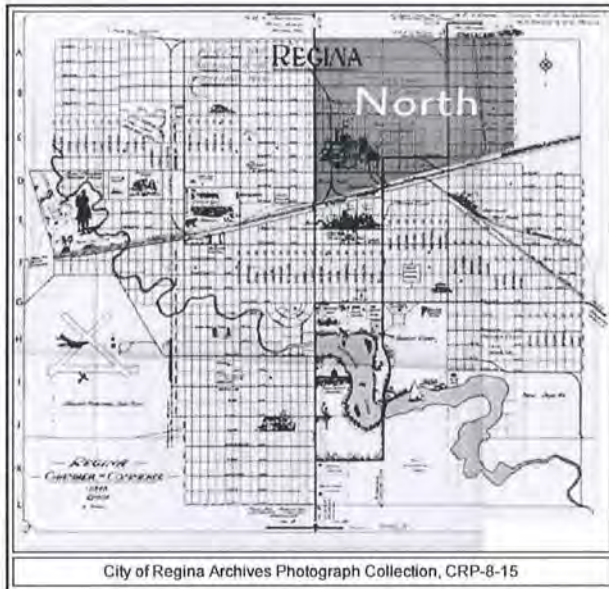
There will be no charge for the first hour of research or document preparation. A charge of \$15 per half hour will be charged thereafter.

The City of Regina Archive reserves the right to refer clients to professional researchers if a client cannot perform research in person, and the research request will require more than one hour of staff time.

Prices do not include GST, PST, Shipping & Handling. Orders are shipped by regular Canada Post unless other arrangements have been made.

圖 4 CRA 檔案應用收費標準

CRA 檔案館在加拿大檔案委員會(Canadian Council of Archives)及薩省檔案及檔案人員委員會資助下，建置一線上展覽資料庫，稱之為 Regina-The Early Years。該資料庫主要蒐集該館館藏 1880 年代至二次世界大戰後之檔案，主要以照片檔案為主，目前該資料庫蒐集 500 筆紀錄，資料庫無法提供關鍵字檢索，使用者以 Regina 城市東西南北方向為依據，層級式查詢每一方向下，各類建物或公共設施之相關檔案。以 CRA 檔案館館藏 1894 年消防局照片為例，使用者可於資料庫首頁 Regina 地圖北區，點選 Fire Department 下，查詢到該張照片，針對每一張照片，均有詳細著錄規格、內容、拍攝者及應用限制等資訊(如圖 5-1、5-2)。



Title: Regina
Date: 1948
Retrieval Number: CRP-8-15
Extent: 1 map
Scope and Content: Regina Chamber of Commerce map of the city of Regina . Annotated with street names. Features pictures of popular attractions within the city.
Access Restrictions: None
Parent fonds/collection: City of Regina Archives Map Collection
Historical Note: This map shows Regina as it was in 1948. It was a map handed out by the Regina Chamber of Commerce to interest tourists in the city's attractions. Therefore, the scale of this map is unknown.

Click on one of these areas on the map above to access a list of topics about each area: (1)

[North](#) (2) [South](#) (3) [East](#) (4) [West](#) (5) [Central](#).

[Teacher's Section](#)

[Home](#) | [Contact Us](#)

[Visit the City of Regina Archives Web site](#)


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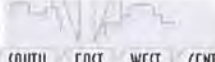
Acknowledgements:




圖 5-1 CRA-The Early Years 資料庫

REGINA: THE EARLY YEARS





NORTH SOUTH EAST WEST CENT



City of Regina Archives Photograph Collection, CORA-B-729

Title: Central Fire Hall

Date: ca. 1894

Retrieval Number: CORA-B-729

Extent: 6 B&W prints; 20.5 cm x 25

Scope and Content Note: Front of Central Fire Hall with firemen posing in front. Saskatchewan Archives Board has the original print.

Access Restrictions: None

Photographer: Unknown

Parent fonds/collection: CORA Photograph Collection

Historical Note: The first Central Fire Hall was built in 1894 at 11 th Avenue and Scarth Street . Originally, firefighting equipment was housed at the Town Hall, but eventually it was necessary to build a self-contained fire hall for the equipment. The first Central Fire Hall closed in 1907, when a new building was constructed at Hamilton Street and 11 th Avenue .


[\[back\]](#)

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
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Acknowledgements:



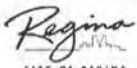
Canadian
Heritage




Patrimoine
canadien



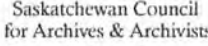
Conseil canadien des archives
Canadian Council of Archives



CITY OF REGINA



DirectWest



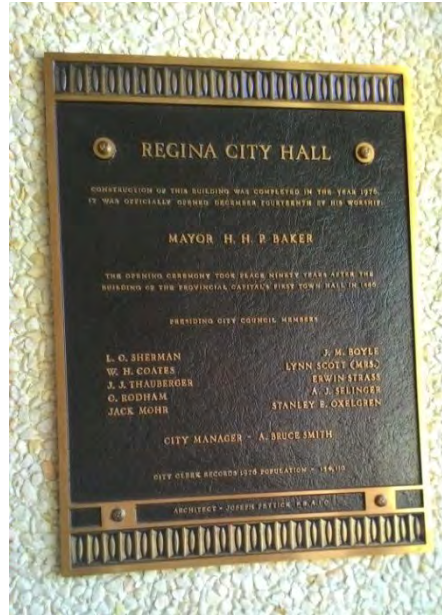
Saskatchewan Council
for Archives & Archivists

圖 5-2 CRA-The Early Years 資料庫照片館藏

值得一提的是，CRA 檔案館雖只有 1 名館員及 1 名技術助理，人力及經費都顯不足，但館員仍於工作時間利用該館主要館藏照片，以 Regina 城市發展各時期為主軸，透過故事性的介紹方式，獨立製作介紹館藏之照片檔案，並由該名館員親自錄音，俟完成階段性作業後，將置於 CRA 檔案館網站提供使用者閱覽。



Regina 市政廳廣場前（市徽）



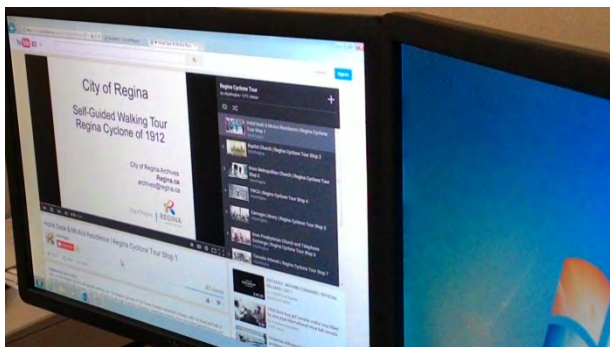
CRA 的位置就在 Regina 市政廳內



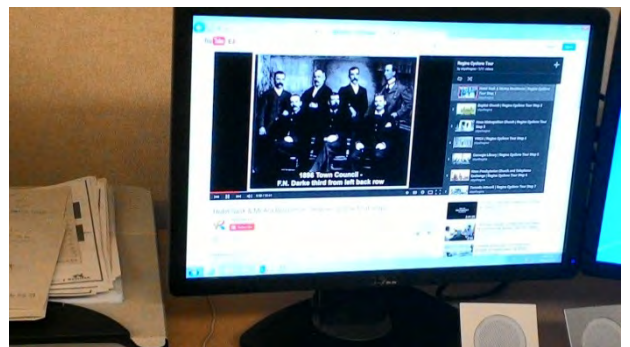
Dana Turgeon 為我們示範掃描作業



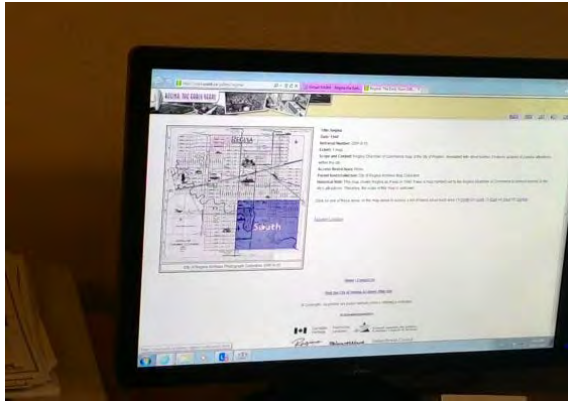
掃描機



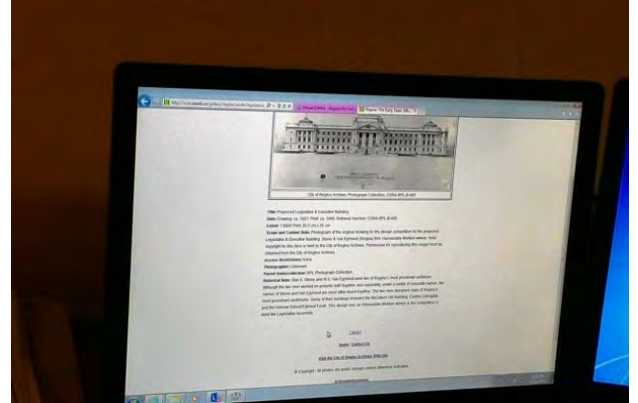
Dana Turgeon 親自錄製介紹瑞吉納市影音檔



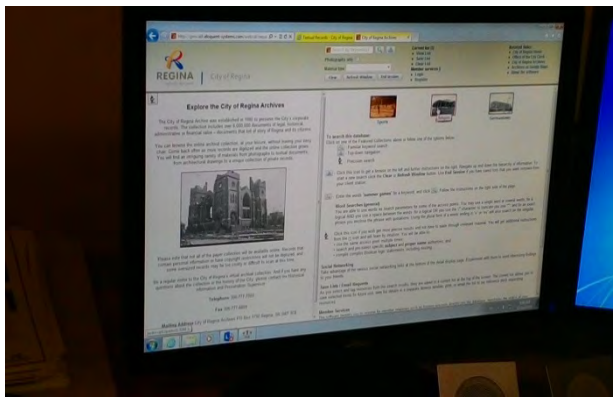
掃描的照片檔案



線上地圖檔案



線上老照片資料



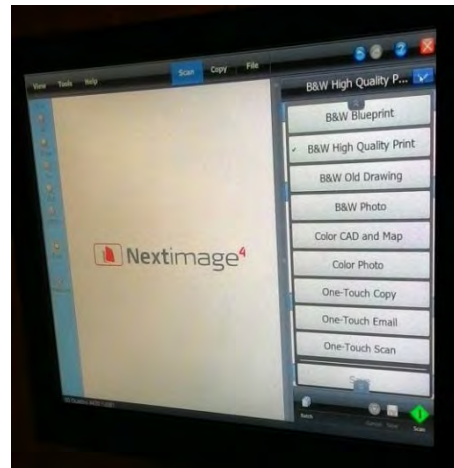
CRA virtual archive 資料庫



館內有大型的地圖掃描機



Dana Turgeon 示範掃描大型圖檔



大型圖檔掃描作業畫面



參觀 CRA 辦公處所



參訪座談情形



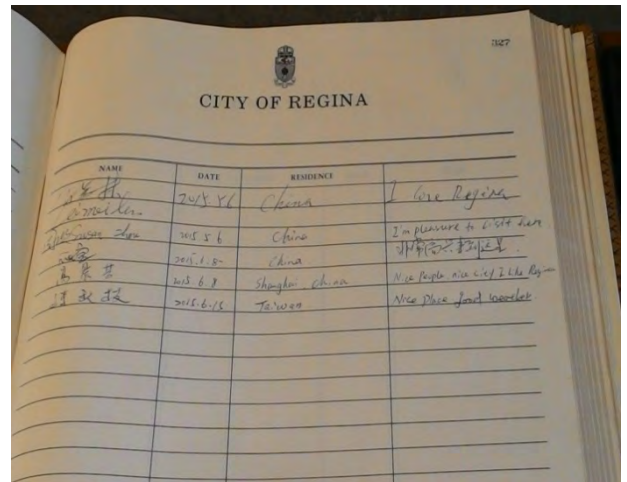
從市政廳頂樓可眺望市區風光



從市政廳頂樓可眺望市區風光



市政廳頂樓訪客簽名



本局陳專門委員兼主任秋枝簽名留念



致贈本局出版品



致贈黃金畫紀念品



參訪人員與 CRA 接待人員合影



參訪行程結束後於市政廳大樓前合影



參訪行程結束後於市政廳大樓前合影

第二節 薩斯喀徹溫省檔案理事會（Saskatchewan Archives Board，以下簡稱 SAB 檔案理事會）

參訪人員於 6 月 16 日上午 9 時至 SAB 檔案理事會參訪，由館長 Linda B. McIntyre 女士親自接待，並由執行長 Lenora Toth 女士，檔案參考服務部門主管 Tim Novak 先生陪同。

一、SAB 檔案理事會之歷史與檔案法

SAB 檔案理事會負責蒐藏該省政府機關檔案的歷史可追溯自 1897 年，當時隸屬於 Department of Territorial Secretary 部門之下，直至 1920 年始訂定檔案法規 Preservation of Document Act，針對政府機關失去行政時效的公共紀錄(public records)立法規範期保存期限及清理規定，然立法之初，並無固定之檔案典藏場所。直至 1937 年於歷史學家 Morton、加拿大歷史學會(Canadian History Association)、薩斯喀徹溫省大學的倡議及努力下，成立了 History Public Record Office，成為薩斯喀徹溫省第一個檔案管理主管機關，其後改組為 SAB 檔案理事會。理事會成員包括薩斯喀徹溫省大學代表、瑞吉納大學代表及薩省機關代表，成員人數以不超過 9 名為原則，理事會並任命館長一人，綜理館務，其組織架構如圖 6。

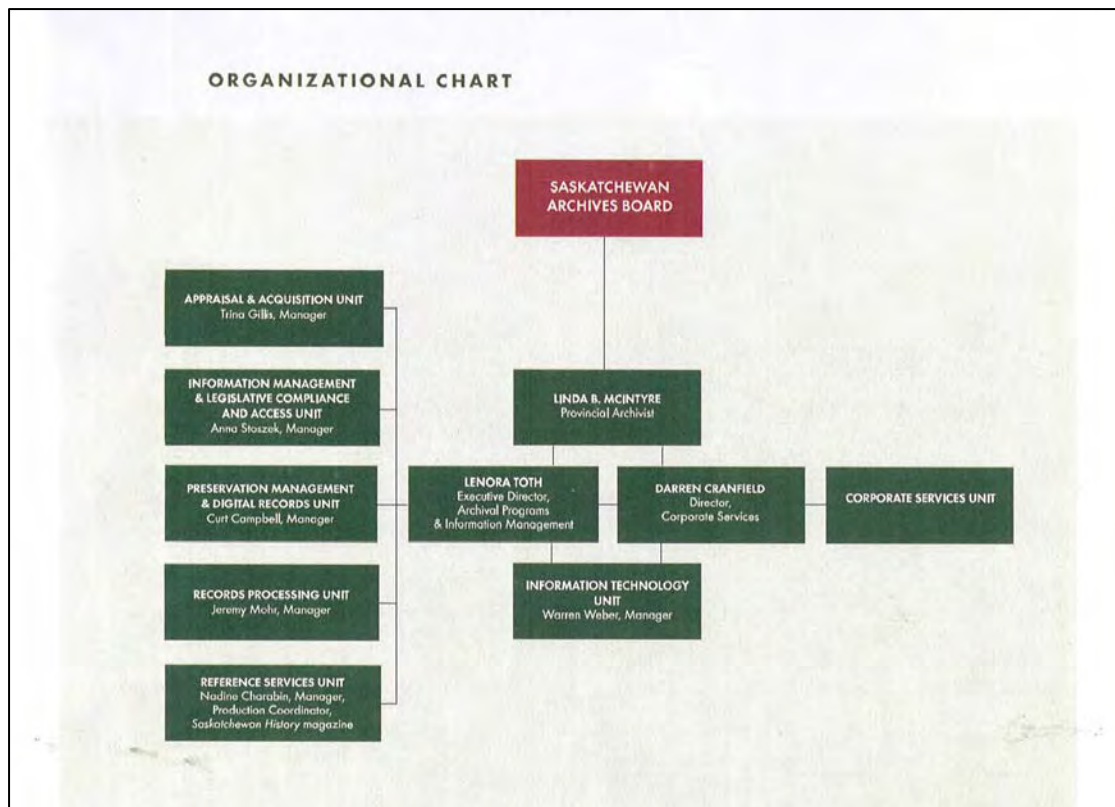


圖 6 SAB 組織架構圖

薩省於 1945 年訂定檔案法 Archives Act,1945，除規範可徵集政府機關檔案外，並將徵集範圍擴展至私人文書。此外，經由檔案鑑定的程序，積極徵集具歷史價值的檔案。因應時代之變遷及資訊科技的發展，薩省於 2004 年修訂檔案法，並於 2012 年建置館藏查詢系統 Threshold，提供更便捷的查詢途徑。

薩省檔案法於 2004 年修訂，該法主要內容包括，規範檔案理事會之成員及主要任務；檔案移轉需依照核定之保存年限表(approved records schedule)規定辦理；明定 SAB 檔案理事會對於移轉檔案之管理權責；檔案銷毀審核規定；明定 SAB 檔案理事會可接受捐款的對象、程序、權責及金額等項目；明定檔案館館長(Provincial Archivist)任命的程序及其職責；明定政府機關檔案委員會(Public Records Committee)審核機關檔案保存年限表之權責及該委員會之成員等。政府機關檔案委員會之成員包括薩省檔案館館長、立法圖書館館長(Legislative Librarian)、財政部長或其代表、法務部長或其代表、

各政府機關部門首長或其代表等，該委員會最主要的職責為審核機關檔案保存年表。

二、檔案清理

薩省檔案法明定各機關銷毀檔案應依核准之檔案保存年限區分表(approved records schedule)規定辦理，亦即需經過 SAB 檔案理事會書面同意後，使得銷毀檔案。針對機關檔案清理作業，SAB 檔案理事會分別訂定二種類型之檔案清理系統，分別是 Administration Records System 2006(於 2014 修訂,以下簡稱 ARMS2014)及 Operational Records System(以下簡稱 ORS)，以下簡略介紹二基準的內容：

(一) ARMS2014 系統

此類檔案清理系統係針對薩省各政府機關執行公務所產生行政事務性質的檔案清理基準。ARMS2014 為分類結合檔案保存的清理系統，檔案分類以系列(series)為單元，區分為 1000 建築與財產、1100 設備與物品、1200 財政，1300 管理、1400 人力資源、1500 資訊服務、1600 資訊系統與技術等 12 類別。每一類別內容格式包括分類號及系列名稱、範圍註、系列內容、參考註及保存年限等欄位。(如圖 7)

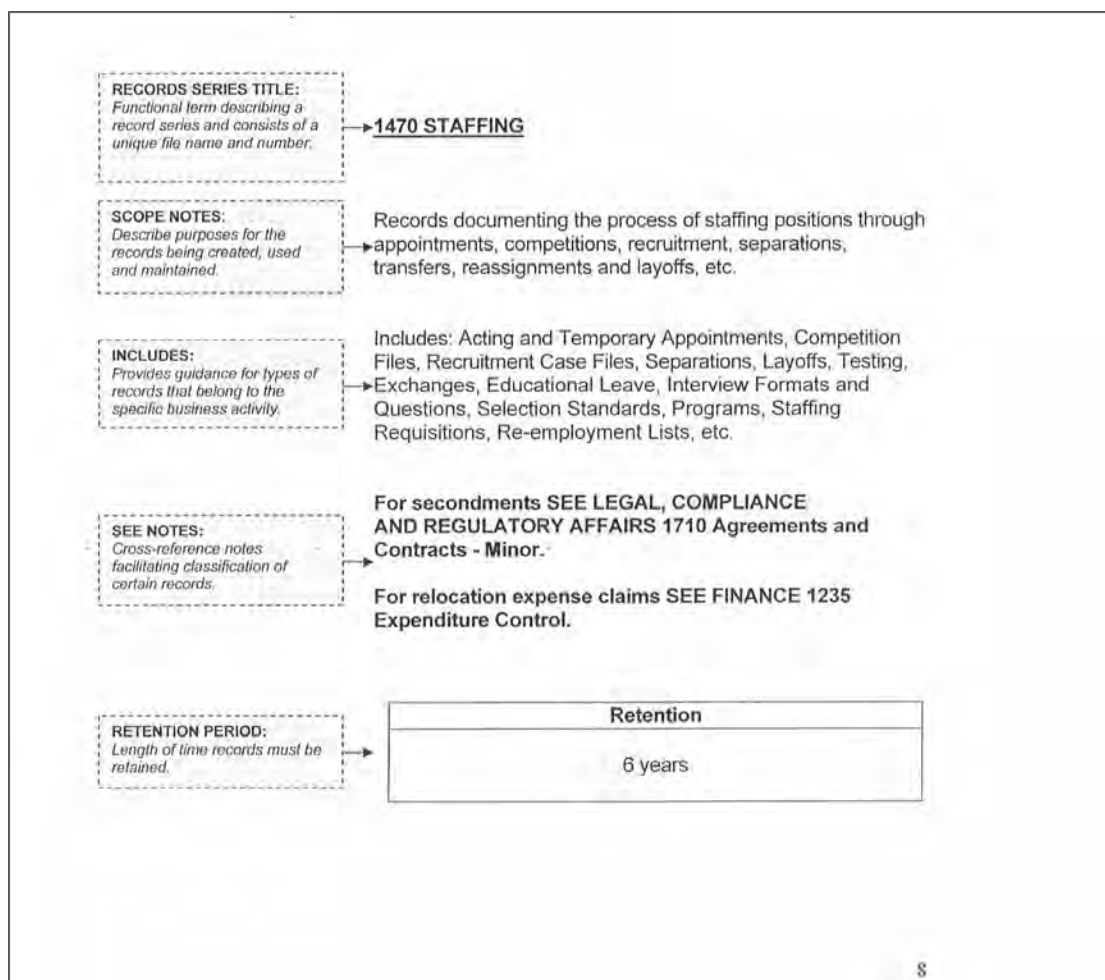


圖 7 ARMS2014 系統範例

機關對於 ARMS2014 的分類系統，可依據機關的性質與需求，針對系列號之下再予細分，機關內部應建立一致的案卷命名系統，使其分類體系有其一致性。有關保存年限部分，ARMS2014 並未區分保存年限之等級，檔案清理期限之計算以案卷結案日期(file closure)或條件式情況下再加保存年限計算。

(二) ORS 系統

薩省各政府機關執行核心業務所產生之公務紀錄稱之為 Operational Records，對於機關而言，該類檔案都是機關唯一的，並與行政事務檔案(Administration Records)有所區隔，所以 ORS 並無統一之格式。ORS 表需經檔案委員會書面審核通過，機關始得據以清理檔案。以下範例為編號 478 之檔案分類及保存年限表。

ORS 為分類結合檔案保存的清理系統，檔案分類以系列(series)為單元，主要內容包括分類號及系列名稱、範圍註、檔案類型(type of records)、檔案保存年限等。其中較為特別的是如該系列檔案包含個人資料，得註記於 PI 欄位(personal information contained in the series)。(如圖 8)

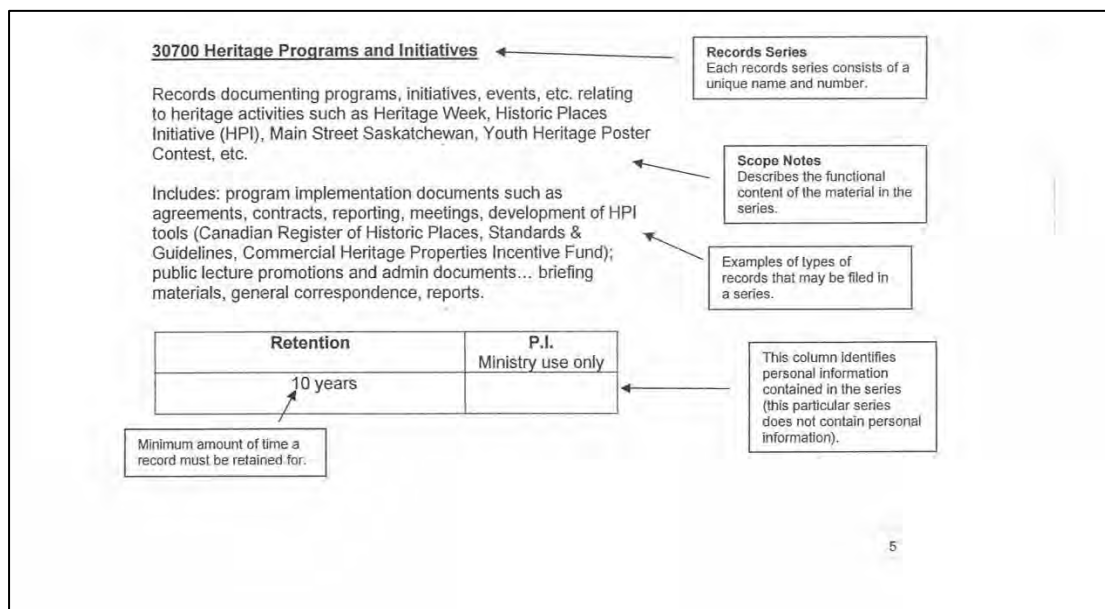


圖 8 ORS 系統範例

(三) 檔案清理程序

SAB 檔案理事會訂訂機關檔案清理指引(Guidelines to Records Disposal)，該指引明定機關檔案清理程序，重點說明如下：

1. 機關應指定專責人員辦理檔案清理相關作業，該人員稱之 Designated Records Officer(以下簡稱 DRO)。
2. 機關應備妥檔案清理申請書及檔案清理清單(Inventory Form)送交 SAB 檔案理事會，申請書內容包括機關名稱、檔案媒體類型、檔案典藏場所、檔案案卷內容描述、檔案起迄時間、檔案保存年限區分表之名稱及編號及 DRO 聯絡人等資訊，申請書及檔案清理清單範例如圖 9-1、9-2。

Saskatchewan Archives Board		DISPOSAL REQUEST FORM	DRF-1
Ministry/Agency:		Branch/Division:	
Address:			
Contact Name (if other than the DRO):			
Tel:		email:	
Transfer/Transit Number (if applicable):			
Total # of Boxes:		Boxes #'s:	
<p>PLEASE COMPLETE THE APPROPRIATE SECTION(S) BELOW. COMPLETED INVENTORY SHEETS MUST BE ATTACHED. FORWARD THIS FORM WITH ATTACHED INVENTORY SHEET(S) TO: Provincial Archivist c/o IMU Rm. 301 - 1870 Albert Street, Regina, Saskatchewan S4P 4B7</p>			
DISPOSAL REQUEST			
The ADMINISTRATIVE and/or OPERATIONAL records as described on the attached inventory sheets have met retention requirements as prescribed in ARMS 2006 or the relevant operational schedule(s). I hereby request authorization to dispose of the records in question.			
Disposition Requested by:			
Designated Records Officer (DRO) Name, please print			
Designated Records Officer: _____			
(Signature)			
Date:		ARCHIVES USE ONLY: Date Received: _____ Audit: Y N GRB Number: _____	
FOR MORE INFORMATION PLEASE CONTACT INFORMATION MANAGEMENT UNIT (IMU) AT 787-0734, or recordhelp@archives.gov.sk.ca , or www.saskarchives.com .			

圖 9-1 檔案清理申請書

Saskatchewan Archives Board		INVENTORY FORM – PAPER RECORDS
Ministry/Agency:		
Branch/Division:		
Contact Name (if other than Designated Records Officer):		
Tel:		email:
Location of Records:		Transfer/Transit # (if applicable):
Historical Context		
Originating Ministry/Crown Corporation/Agency and Division/Branch (i.e. where it was originally created): Purpose of the Record (include any background information that may help identify the records series/function including position title of records creator, office, program, etc.)		
<p><small>NOTE: A MINISTRY MAY USE THEIR OWN INVENTORY FORMS, PROVIDING ALL PERTINENT INFORMATION IS INCLUDED AND FORMS ARE ATTACHED TO THE APPROPRIATE SASKATCHEWAN ARCHIVES BOARD REQUEST OR NOTIFICATION FORM.</small></p> <p><small>For more information please contact the Information Management Unit (IMU) at 787-0734, or recordhelp@archives.gov.sk.ca, or www.saskarchives.com.</small></p>		

圖 9-2 檔案清理清單

3. SAB 檔案理事會審核及通知：SAB 檔案理事會進行二階段審核，第一階段由 Disposal Archivist 負責審核分類是否符合該類別所定之保存期限，如有需要，Disposal Archivist 可要求機關提供補充資料。第二階段則由 Appraisal Archivist 負責是否需進行檔案鑑定，以決定是類檔案是否具歷史價值。審核結果則分為通知機關可進行檔案銷毀作業；同意部分檔案銷毀、部分檔案需辦理檔案鑑定；全部檔案需進行檔案鑑定等情形。俟 SAB 檔案理事會完成檔案鑑定後，再通知機關同意銷毀或需辦理檔案移轉作業。比較特別的是，SAB 檔案理事會自 2013 年 8 月起，針對機關申請紙本檔案清理，採取收費制度。收費標準是以每一標準檔案箱收取加幣 15 元計費，經鑑定結果需移轉至 SAB 檔案理事會長期保存之檔案，每一標準箱加收加幣 10 元，針對大尺寸之地圖或建築圖，SAB 檔案理事會則會與機關個案協商收費標準。

三、SAB 檔案理事會的檔案服務

(一)館務概況

薩省並無一獨立之檔案館，檔案分別典藏於 Regina 及 Saskatoon 二處城市。薩省檔案館館藏特色為照片檔案，據該館人員表示，館藏有 500 萬張照片。除照片檔案外，家族檔案(Family Records)、法院檔案、報紙及海報(poster)亦都是薩省檔案館蒐集的館藏重點。囿於人力資源及經費之限制，且加拿大氣候較為乾燥，所以檔案庫房並未設置恆溫恆濕的設備，針對不同檔案媒體類型的檔案，並沒有分區典藏存放。另外，薩省檔案數位化作業並未委外辦理，而是由該館二位技術人員負責檔案數位化作業。考量檔案性質及使用者需求，目前以家族檔案及報紙為優先數位化的對象。針對尚未數位化的特殊媒體類型檔案，則提供讀取設備以閱覽檔案內容，然據該館人員表示，部分舊時檔案讀取設備維修不易，是提供特殊媒體檔案應用之一大困擾。

(二)檔案清理及數位化成效

SAB 檔案理事會 2013 年至 2014 年共鑑定及移轉檔案計 628 公尺、12,000 張照片及 1,547 小時影音檔案，審核機關檔案清理作業計 5,095 公尺。針對數位化作業部分，則採多元管道作業方式，除由該館二位技術人員負責外，更採與其他學術機構合作模式。以 2013 年為例，館內人員預先針對 Regina Historical Photographic Collection 中檢視 100,000 張照片，並就其中 30,000 張保存狀況不佳之照片，優先進行數位化作業。

有關與其他學術機構合作部分，SAB 檔案理事會與 Legislative Assembly Project 合作，針對薩省立法錄音帶進行數位化及長期保存作業，以 2013 年為例，總計完成 513 卷錄音帶轉製作業，後續將有 7,000 小時錄影帶資料進行數位化，合作雙方亦將同時保存數位化紀錄。另外，SAB 檔案理事會經由與 Saskatchewan History Online 的合作，進行了館藏報紙與海報資料數位化作業。其中完成了 1890 年代至 2012 年館藏微縮資料轉製作業。另一方面針對現行報紙資料蒐集部分，則是經由與 Saskatchewan Weekly Newspaper Association 合作，每周以數位方式蒐集報紙資料。

SAB 檔案理事會館藏特色為家族檔案(homestead records)，透過與 Genealogical Society of Utah 的合作，預計以每年以 500,000 頁的進度，進行是類檔案的數位化作業，目前已經提供約 9,000 案(約 104,000 頁)家族檔案查詢服務。

(三)檔案應用及展覽服務

有關檔案應用服務部分，因考量檔案應用人數不多，薩省檔案館檔案應用服務一周僅開放 3 天，提供檔案參考服務、檔案閱覽及複製等服務。一年約提供 2000 人次檔案諮詢及閱覽服務(使用者親至檔案館)，接受檔案應用申請計 93 人次，依檔案法 2004、資訊公開法及個人隱私法、醫療資訊保護法(The Health Information

Protection Act)等相關規定，提供約 29 公尺檔案應用。檔案應用過程中，如有爭議事項，SAB 檔案理事會則會徵詢館方顧問之意見，以決定是否提供應用。

SAB 檔案理事會建置檔案資料庫 Threshold，提供使用者查詢館藏目錄及檔案，目前 Threshold 提供 1,315 個系列(series)，433,856 個案卷(file description) 及 179,358 個案件(item description)檔案目錄查詢。針對尚位提供數位化目錄查詢之檔案，則以紙本卡片目錄(card catalogue)及查詢工具(finding aid)提供檔案目錄查詢服務。

此外，SAB 檔案理事會亦建置了一檔案線上展資料庫，主要透過館藏紙本檔案、照片、影片等紀錄，呈現薩斯喀徹溫省發展的歷史，主題包括薩省移民時期、殖民時期及獨立建省等階段，除了提供以時間軸與主題軸的瀏覽方式外，使用者也可經由關鍵字查詢相關檔案。(如圖 10)

2015/8/27 Saskatchewan Settlement Experience

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Saskatchewan Settlement Experience

Women - Introduction

< Previous | Next >



Ref Number: R-A9119
Item Date: 1910

Caption:
Serving as the Landrose postmistress from her home north of Marshall, was at times a lonely life.

Background:
The life of women during the years of settlement was often a contradiction. It was not until the Person A44-3-46 Case of 1929 that they actually gained official legal status. Due to the laws of the land, women were barred from gaining a homestead or being equal partners in the development of the farm. While officially this was the case, Saskatchewan women unofficially played a major role in the development of prairie society. Since the men were often away working seasonal jobs, the women usually were the ones who held the family together and tended the farm. Many women worked alongside the men during harvest or worked in the more traditional role of cook. While traditions were slow to change, there was progress made during this era as women won the right to vote and led the prohibition movement. The isolation, loneliness, and hard work took their toll on many women, but generally speaking it was through their efforts that Saskatchewan society progressed.

Document Details:
Reference Number: R-A9119
Media Type: photograph
Keywords: Postal Service; Landrose; Women

Sort Results: Show All | Sort

Preview	Ref Number	Type	Title
	R-A9119	01	Serving as the Landrose postmistress from her home north of Marshall, was at times a lonely life.

Prev | 1 | Next

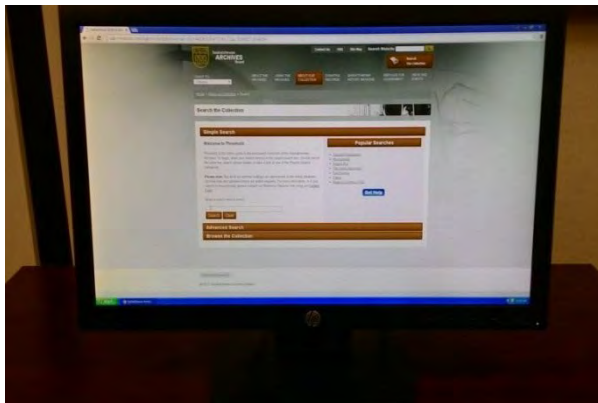
Home | Saskatchewan Archives Board | Saskatchewan Genealogical Society | Saskatchewan Homesteads Index
Library and Archives of Canada | Canadian Council of Archives | About | Credits | Terms of Use | Contact
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http://www.saskarchives.com/sasksettlement/display.php?cat=Women&subcat=Introduction# 1/2

圖 10 SAB 線上展覽



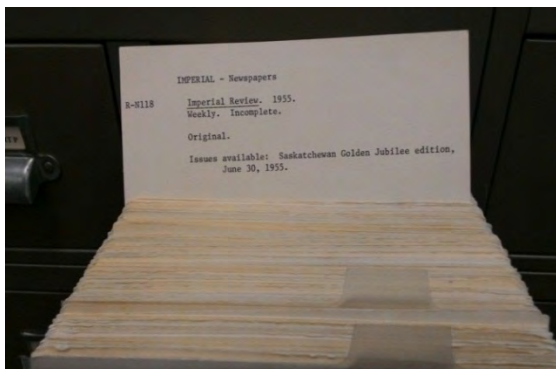
本局參訪 SAB 由該館 Provincial Archivist Linda B. McIntyre 親自接待



供讀者查詢的電腦



進入閱覽室後左邊出現卡片目錄，輔助讀者查閱檔案



卡片目錄內容



除了卡片目錄，還有 Finding Aids 可輔助查詢



SAB 此次在加拿大檔案人員學會第 40 屆年會展出之面板



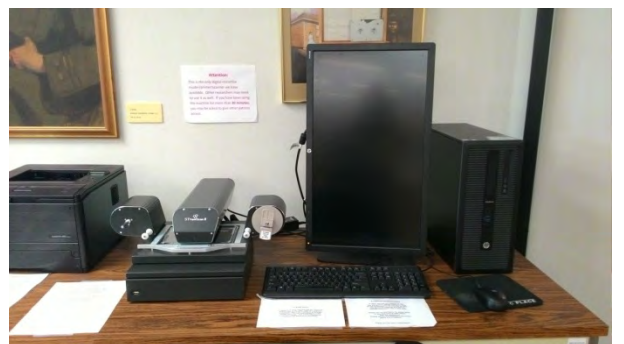
SAB 管有之早期照片，每件都是原件



館內保管之地圖檔案



閱覽室內供讀者使用之視聽媒體器材



閱覽室內供讀者使用之視聽媒體器材



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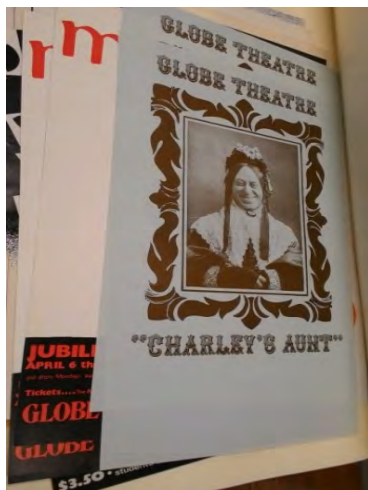
閱覽室內供讀者使用之視聽媒體器材



SAB 檔案庫房



SAB 檔案庫房



館內收藏之海報



館內收藏之海報



SAB 檔案庫房一景



SAB 檔案庫房一景



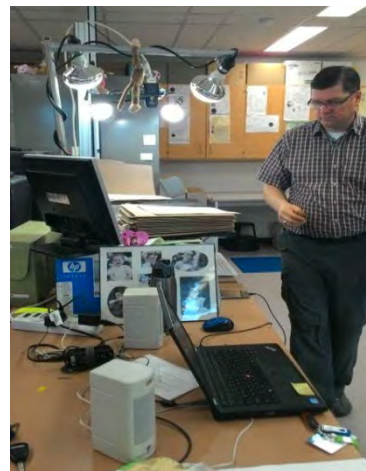
SAB 錄音帶館藏



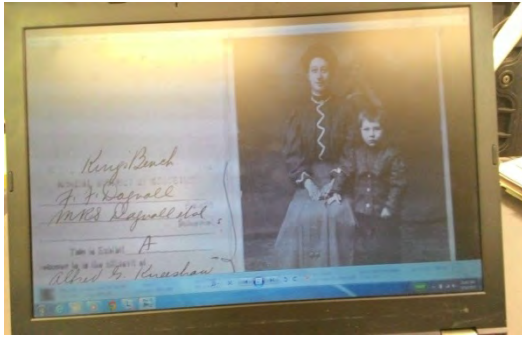
申請表單



盤式影帶館藏



影像掃描室



影像掃描數位化



館內保存之報紙檔案



致贈本局出版品



致贈黃金畫紀念品



本局陳專門委員秋枝（圖中）、黃僑務顧問盛松（右2）與 SAB 接待人員合影

第四章 心得與建議

本次係本局首次參加加拿大檔案人員學會舉辦之研討會，經由此次參與國際性會議及考察瑞吉納市檔案館（City of Regina Archives）薩斯喀徹溫省檔案理事會（Saskatchewan Archives Board），瞭解加拿大檔案管理發展之趨勢及管理實務問題，藉此得以拓展視野。謹就本次與會及考察所得，提供心得及建議如下：

一、善用媒體行銷，多元方式推廣檔案應用

隨著媒體型態的不斷轉變及網路社交媒體的發展，檔案管理機構如何善用媒體行銷，成為一重要的議題。此次研討會議中部分檔案管理機構報告其利用報紙平面媒體，採系列專欄式報導，此種方式對於檔案管理機構館藏之介紹，能較有重點式及故事性的呈現方式。此外，亦有檔案管理機構利用與地方電視臺合作，製作一系列的館藏介紹節目，並在有限的經費下，由檔案管理機構的人員擔任主持人，都是檔案行銷的創新做法。

另一方面，運用網路社交媒體，如YouTube、Tumblr等，除推廣檔案之功能與價值外，更希望開發較為年輕的檔案使用族群，藉由參與網路合作計畫，開發多元管道行銷檔案館。上述檔案行銷的手法，頗有學習參考之處。

二、重新思考檔管人員的角色與定位

面對外在大環境的變遷，檔案藏品的多元化，不斷發展的資訊科技，我們必須重新思考檔管人員的角色，是要固守傳統的角色，還是要主動出擊？以此次研討會Andrew's College為例，主動蒐集從1899年創校以來的第一手檔案資源，並利用這些檔案資源完成"Fallen Andreans Project"可翻頁電子書專案，使檔案資源成為學習的另一項重要可靠資料來源，積極推動檔案的教育功能。危機就是轉機，思考如何使檔案更貼近民眾，期許自己積極社會參與之角色，而非僅止於傳統的檔案守門員，是我們應正視的議題。

三、重視電子檔案長期保存議題

在數位科技不斷進步之環境下，有關數位保存或是原生型電子檔案長期保存的議題對於各類型的檔案保存機構而言，都是一項挑戰，雲端環境的發展雖然提供數位儲存的新選擇，但是在雲端環境下，電子檔案保存議題更趨複雜，除了持續關注電子檔案的可信度(trust)及真實性(authenticity)外，還包括所有權(ownership)、裁判權(jurisdiction)及隱私權(privacy)等議題。檢視我國相關法規，對於電子檔案真實性的規定包括，依檔案電子儲存管理實施辦法第20條所定，電子影音檔案及其複製品之確認，應由管理該檔案機關檢查並確定其內容與原始檔案完全相同後，始得視同原檔案或推定為真正；文書及檔案管理電腦化作業規範明定電子檔案管理應達成真實性、完整性及可及性之目標，並採用機關憑證電子簽章及電子封裝等方式，以達成電子檔案管理真實性、完整性及可及性之目標。然面對雲端環境的發展，實應進一步檢視我國相關法令規定是否不足，針對電子檔案本身(record)、電子檔案處理(process)及電子檔案保管(custodian)等三個面向涉及可信度的規定是否完整，更要提早研議電子檔案涉及所有權及隱私權等相關規範，以為因應。

四、善用對外合作關係，提升檔案數位化成效

我國國家檔案數位化作業採委外方式辦理，囿於經費及人力之限制，國家檔案數位化比例約僅6%。此次考察之SAB檔案理事會亦有經費與人力不足之問題，針對數位化作業，則採多元管道作業方式，除由該館二位技術人員負責外，更採與其他學術機構合作模式，並以特色館藏為優先數位化標的，包括照片檔案、家族檔案及影音檔案等。本局雖已投注經費辦理國家檔案數位化作業，但在國家檔案持續成長及有限經費限制下，拓展與其他學術機構之合作，應是突破既有限制之另一途徑。

五、重視照片及影音檔案整理，提升檔案應用成效

此次訪察之CRA檔案館及SAB檔案理事會皆非常重視照片及影音檔案之蒐集

與整理，以SAB檔案理事會為例，建置了一檔案線上展資料庫，主要透過館藏照片、影片等紀錄，呈現薩斯喀徹溫省發展的歷史，以每張照片為整理單元，該資料庫除了提供以時間軸與主題軸的瀏覽方式外，使用者也可經由關鍵字查詢相關檔案。CRA檔案館建置之資料庫規模雖較小，但仍是每張照片為整理單元，使用者可瀏覽每張照片之規格、內容、拍攝者及應用限制等資訊。照片檔案及影音檔案因其媒體特性，較容易呈現檔案內容的故事性，對於檔案使用者而言，也較具吸引力，本局對於檔案整理較偏重於紙本式檔案，如能將照片檔案及影音檔案列為檔案整理之重點，相信對於推廣檔案應用將會有所助益。



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ACA 2015 “Perspectives on the Archival Horizon”
June 8 - 10, 2015 at a Glance
Revised June 6, 2015

Tuesday, June 9	Wednesday, June 10
<p>No events are available Tuesday</p>	<p>7:30 – 9:30 am Board of Directors (Wascana)</p> <p>9:30 am – 12:30 pm <i>Archivaria</i> Editorial Board (Sask. Archives Board, board room 4th floor 1870 Albert St)</p> <p>9:30 - 4:30 pm <i>TAATU 2015</i> (Central Library, Regina Public Library) A free, informal event for archivists interested in IT and digital culture to exchange ideas and have some geeky fun. Max 25 persons. See web <i>Social Activities</i> for details.</p> <p>1:00 – 5:00 pm</p> <ul style="list-style-type: none"> • Registration check-in at Conference Office (Library) <p>1:00 - 3:00 pm</p> <ul style="list-style-type: none"> • Aboriginal Archives SIS (Oak Room) • Access & Privacy SIS (Wascana) • Municipal Archives SIS (Saskatchewan room) • Personal Archives SIS (Blue Lounge) • Social Justice SIS (Regina) <p>3:15 - 5:15 pm</p> <ul style="list-style-type: none"> • Accessibility (Wascana) • Government Records SIS (Saskatchewan room) • Sound and Moving Images SIS (Regina) • University & College Archives (Blue Lounge) • Religious Archives (Oak Room)
	<p>5:00 – 6:00 pm <i>Conference Orientation</i> (Victoria) Supported by University of Regina Provost’s Office</p> <p>6:30 – 8:30 pm <i>Welcoming Reception</i>, light refreshments <i>MacKenzie Art Gallery</i> Supported by Regina Hotels Association, StayinRegina.com</p>

Notes: Visit www.archivists.ca/conference for descriptions of all the conference activities or to obtain registration forms for the Conference, social activities, and workshops.

Click this URL to register online: <https://members-archivists.ca/meetings/RegistrantType.aspx>

- Registration opens on March 1, 2015, while pre-registration closes **May 8, 2015**.
- An online program with session & activity descriptions is available at the URL <http://archivists.ca/confprog>
- A printable PDF version program will be available for delegates to view and download about 30 days prior to the Conference.
- Each registered delegate receives a print copy of this 4-page Conference at a Glance when s/he checks-in at the Conference Office, onsite in Regina.



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ACA 2015 “*Perspectives on the Archival Horizon*” Thursday, June 11, 2015 at a Glance

Revised 6 June 2015

7:30 - 8:45 am	Session Chairs' Briefing & Breakfast	Saskatchewan
8:30 - 3:00 pm	Registration check-in at Conference Office	Library
9:00 - 10:00 am	1. Opening Keynote: 25 Years of Writing Joanne Kilbourn Shreve Speaker: Gail Bowen, author of the Joanne Kilbourn murder mysteries Chair: Mark Vajcner, University of Regina Description: There's been a murder in the U of R Archives... and Bowen has left clues in her fonds ... Is it safe to come to Regina? Supported by Provincial Archives of Alberta and Archives Society of Alberta	Regency Ballroom
10:00 - 10:30 am	Exhibits & Refreshment Break Supported by Carr McLean	Concourse
10:30 am – noon: concurrent sessions		
2a. <i>Where We Go from Here: Challenges in Digital Preservation</i> Speakers: Blue Lounge Adam Jansen, UBC Paul Wagner, LAC Allana Mayer, independent researcher Description: This session provides an exploration of digital preservation efforts, approaches, and challenges through a broad overview, an institutional case study, and research in the Cloud.	2b. <i>Reconciliation Archiving: Building the NRC for Truth & Reconciliation</i> Speakers: Saskatchewan Ry Moran, NRCTR/UofM Anne Lindsay, NRCTR/U. of Manitoba Description: Panelists discuss the NRCTR as the permanent and enduring memory of the Indian Residential School system. Topics include: role of archivists in reconciliation, indigenous concepts of intellectual property.	2c. <i>Community archives and the future of provincial councils</i> Speakers: Oak Room Hansel Cook, St. Mary's U. Alison Froese-Stoddard, Independent Researcher Amanda Tomé, U. of New Brunswick Joanna Aiton Kerr, Provincial Archives of New Brunswick Description: Community Archives connect people to heritage and document the unique flavour of their larger jurisdiction. Councils support them and lead national initiatives. How do both survive and flourish in times of unstable funding?
Noon to 1:30 pm	Buffet Lunch: <i>(included only for pre-registered delegates)</i>	Regency Ballroom
3a. <i>Extending Our Reach—Engaging the public with new media and old</i> Speakers: Blue Lounge Jeff O'Brien, City of Saskatoon Archives Brett Lougheed, U. of Winnipeg Andrea Martin & Tynne Petrowski, U. of Manitoba Description: Four prairie archivists extend their reach to distant horizons through the use of traditional media, Tumblr and other social media.	1:30 - 3:00 pm concurrent sessions 3b. <i>Standing Our Ground: Archives and Social Justice</i> Speakers: Saskatchewan Elizabeth Shaffer, UBC Heather MacNeil, U. of Toronto Description: MacNeil and Shaffer discuss archives and their potential as sites and means for social justice and reconciliation. Can Archives right social injustices? How is this achieved?	3c. <i>Looking to the Horizon – Partnerships and Quality of Work</i> Speakers: Oak Room Julia Hendry, Wilfrid Laurier U. David Sharron, Brock U. Karen Buckley, U. of Calgary Description: This panel session will discuss how external partnerships can affect archival standards, for good or ill, and the changes these partnerships may have on our work.
3:00 - 3:30 pm	Exhibits & Refreshment Break Supported by Saskatchewan Archives Board	Concourse
3:30 – 5:30 pm	4. Reporting & Members Input Session An opportunity for ACA members to address the ACA Board, Chairs & Staff. • Presentation by members of the Canadian Archives System Working Group • Financial Review Task Force report • <i>Archivaria</i>	Regency Ballroom
6:00 – 8:30 pm	Pitchfork Fondue and Sask Stories at the Lady Slipper Courtyard, in Wascana Park, \$35/person, Max 80 persons <i>See the Social Activities webpage for details; must preregister.</i>	
7:00 – 8:30 pm	On the Trail of the Far Fur Country , RPL film theatre, Regina Public Library Central branch, 2133 12th Ave <i>See the Social Activities webpage for details; no charge; come early as this event is open to the public!</i> Thanks to the Hudson's Bay Company Archives - Archives of Manitoba as well as Regina Public Library	

The Association would like to acknowledge the significant contribution of our largest institutional member, Library and Archives Canada (LAC), for its ongoing support of ACA activities and programs.



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Canada



ACA 2015 “Perspectives on the Archival Horizon”
Friday, June 12, 2015 at a Glance
Revised 6 June 2015

8:00 – noon, & 2:00 - 4:00 pm	Registration check-in at Conference Office (closed noon – 2 pm)		Library
9:00 - 10:00 am	5. Plenary Session: <i>The Horizon from LAC's Perspective</i> Speaker: Dr. Guy Berthiaume, Librarian and Archivist of Canada Chair: Kathryn Harvey, ACA President Description: Facing a horizon containing mountains of information, Dr. Berthiaume provides his perspective on LAC's future direction and his commitment to navigate the terrain with others.		Regency Ballroom
10:00 - 10:30 am	Exhibits & Refreshment Break Supported by Yukon Archives Nunavut Archives and NWT Archives		Concourse
10:30 - 11:15 am	6. Poster Session: The Lightning Session New research, initiatives, and activities...at a lightning pace. Presenters must be coherent and quick. Can they present their ideas in 5 minutes or less? Supported by Nova Scotia Archives		Regency Ballroom
11:15 am - noon	Poster Presentations & Exhibits: Poster Presenters: <ul style="list-style-type: none"> • Michael Smith, LAC • Theresa Rowat, The Archive of the Jesuits in Canada • Anne Daniel & Amanda Jamieson, Western University with Amanda Oliver, Archives Society of Alberta • Anne Daniel, Western University & Amanda Oliver, Archives Society of Alberta • Stevie Horn & Laurie Wing, U. of Saskatchewan • Taryn Day, Lululemon Athletia • Andrew Chernevych, Galt Museum & Archives • Mary Horodyski, U of Manitoba 		Wascana
Noon to 2:00 pm	ACA Awards Lunch: (<i>included only for pre-registered delegates</i>) Sponsored by Ancestry.ca		Regency Ballroom
2:00 - 3:30 pm concurrent sessions	7a. Student Session – New Voices, New Ideas Speakers: Oak Room Hilary Barlow, U. of Toronto Shyla Seller, U. of British Columbia Natalie Vielfaure, U. of Manitoba Description: This session features fresh perspectives on issues facing the profession from students in archival studies programs. <i>Supported by Saskatchewan Council for Archives and Archivists</i> <i>Participant bursaries provided by the ACA Foundation</i>	7b. Deriving full potential from archival content on the Web Speakers: Blue Lounge Johathan Dorey, McGill U. Craig Harkema, U of Saskatchewan Krista Jamieson, John Yolkowski, Dalhousie Description: Presenters discuss aspects of digitization including partnerships with a wide range of information providers to realize the rich potential of digital archives in a cultural heritage context, better website designs to improve access, and balancing the competing concerns of access and digital preservation.	7c. Metamorphosis: Change and Transformations Speakers: Saskatchewan James Roussain, Scotiabank Archives Emily Sommers, Scarboro Missions Sara Viinalass-Smith, LAC Greg Bak, U. of Manitoba Description: All is change – or changing perceptions. This session looks at how our profession and approach to our collections have altered. Supported by iSchool at UBC
3:30 - 4:00 pm	Exhibits, Posters & Refreshment Break Supported by Nova Scotia Archives		Wascana & Concourse
8a. New takes on the old lifecycle concept of archives and records management	Speakers: Blue Lounge Trudi Wright, McGill U. Dana Turgeon, City of Regina Kate Guay & Karen Pollock, NWT Archives Description: Insights into integrating historical preservation in the foundation of a corporate information governance program, improving accessibility by mitigating the difficulties in acquisition and description of government records, and collaboration between records and systems management professionals.	4:00 - 5:30 pm concurrent sessions 8b. Making Archives Accessible: The Current View and New Horizons Speakers: Oak Room Lisa Snider Canadian Museum for Human Rights Stephen Carney, Canadian Museum for Human Rights Liz Hysen, Creative Spirit Art Centre Description: Be inspired to make your archival space more accessible for people with disabilities now, and just over the horizon! Three archivists share practical tips.	8c. Documenting Transformation: Technology, Access, & Understanding Speakers: Saskatchewan Rebecca Giesbrecht, LAC Melanie Hardbattle, SFU Beatriz Kushnir, City of Rio de Janeiro Description: This session explores how the combination of technology and documentation can be leveraged to explore and present new perspectives on historical events and places. Supported by b-Creative Group
6:30 – 9:00 pm	East/West Ball Game, Central Park – meet in Hotel lobby at 6:15 pm. Sponsored by Carroll and Associates		
7:00 – 8:30 pm	Regina Cyclone Walking Tour - \$5/person, Max 25 persons See the website <i>Social Activities</i> for details; must preregister. On-to-Ottawa & Regina Riot Walking Tour - \$5/person, Max 25 For details: <i>Social Activities</i> website; must preregister.		



ACA 2015 “Perspectives on the Archival Horizon”
Saturday, June 13, 2015 at a Glance
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8:00 - 4:00 pm	Registration check-in at Conference Office (note: office closed noon – 1:15 pm)	Library
9:00 - 10:00 pm	9. Plenary: Do not go gently into that good night, or are we? The future of the archival profession Speaker: Anthea Seles, National Archives (UK) Commentator: Seamus Ross, Faculty of Information, University of Toronto Description: Will archivists, like the digital formats we seek to preserve become obsolete, replaced by data scientists? Or will we rage against the dying of the light?	Regency Ballroom
10:00 am - 10:30 am	Refreshment Break Supported by Family Search International	Regency Ballroom
10a. Beyond the Horizon: Innovative Approaches to Archival Challenges Speakers: Blue Lounge Chris Sanagan Archives of Ontario Lindsay Ballagray, Red Deer Archives Rachel Klassen, LAC Description: Speakers discuss unique solutions to issues faced by archival institutions. Approaches to copyright enforcement, monetary appraisal and managing access to private fonds will be presented.	10:30 am -- noon concurrent sessions 10b. Clouds on the horizon: The Present and Future of Digital Preservation in the Cloud Speakers: Saskatchewan Sarah Romkey, Artefactual Systems Tim Hutchinson, U of Saskatchewan Corrine Rogers, UBC Description: Different perspectives on digital preservation in the Cloud: when and how it should be considered, current practices and options, and experiences already gained.	10c. Learn All About It! — archivists in the classroom Speakers: Oak Room Jennifer Weymark, Oshawa Community Museum Tracy Krause, Appleby College Description: Archivists increasingly find themselves in the role of educator, as have these three archivists from a community museum and a private school.
Noon to 1:30 pm	Lunch Break: (Delegates are encouraged to visit the website for the Host Team’s recommended restaurants)	
1:30 - 2:30 pm concurrent sessions 11a. Retaining Walls? Building and Sustaining Government Archives Speakers: Saskatchewan David, Evans, LCBO Emily Lonie, City of Coquitlam Archives Description: This session looks at building a municipal archives from scratch, and at how well government archives at all levels have been able to sustain their mandates.	11b. Stories From the Edge: Activist Archiving and Community Archives Speakers: Blue Lounge Rebecka Sheffield, U of Toronto Catherine Tedford, St. Lawrence Univ. Description: This session explores efforts to give voice to underrepresented or overlooked communities through activist archiving and the building and sustaining of community archives.	11c. Reaching Out by Digging Deep— innovations in outreach Speakers: Oak Room Dara Solomon, Ontario Jewish Archives Rachel E. Beattie, U. of Toronto Description: Outreach as a collection development strategy; trivia night based on Degraasi to promote SMI archives
2:30 - 3:30 pm	12. Plenary: Closing Keynote Archives and Cemeteries - A treasure chest for researchers Speaker: The Honourable Gordon Barnhart, interim University of Saskatchewan President; former Clerk to the SK Leg. Assembly, Clerk of the federal Senate, and SK Lieutenant Governor Chair: Linda B. McIntyre, Saskatchewan Archives Board Description: Illustrious Saskatchewan official is an ardent supporter and frequent user of archives Supported by Saskatchewan Archives Board	Regency Ballroom
3:30 - 6:00 pm	ACA Annual General Meeting Business meeting of the ACA, including presentation of reports & audited statements, election of three directors & approval of 2016 budget.	Blue Lounge
6:30 pm	<i>Cocktail Reception, Raffle & Silent Auction</i>	Ballroom foyer
8:00 pm - midnight	<i>Closing Dinner & Dance</i> ACA Foundation <i>Raffle & Silent Auction</i> to be completed during the evening, following dinner.	Regency Ballroom

The Archives Act, 2004

Repealed

by [Chapter A-26.11*](#) of *The Statutes of Saskatchewan, 2015*
(effective August 24, 2015).

Formerly

[Chapter A-26.1*](#) of the *Statutes of Saskatchewan, 2004* (effective
June 17, 2004), as amended by the *Statutes of Saskatchewan,*
[2005, c.L-11.2](#) and [33](#); and [2014, c.E-13.1](#).

***NOTE:** Pursuant to subsection 33(1) of *The Interpretation Act, 1995*, the Consequential Amendment sections, schedules and/or tables within this Act have been removed. Upon coming into force, the consequential amendments contained in those sections became part of the enactment(s) that they amend, and have thereby been incorporated into the corresponding Acts. Please refer to the Separate Chapter to obtain consequential amendment details and specifics.

NOTE:

This consolidation is not official. Amendments have been incorporated for convenience of reference and the original statutes and regulations should be consulted for all purposes of interpretation and application of the law. In order to preserve the integrity of the original statutes and regulations, errors that may have appeared are reproduced in this consolidation.

Table of Contents

PART I	
Short Title and Interpretation	
1	Short title
2	Interpretation
PART II	
Archives Board	
3	Saskatchewan Archives Board continued
4	Objects and functions
5	Offices
6	Operations
7	Transfer of public records
8	Power to receive other historical material
9	Custody of transferred records
10	Power to make grants
11	Power to charge fees, accept gifts, etc.
PART III	
Administration	
12	Board of directors
13	Chairperson and vice-chairperson
14	Responsibilities of board of directors
15	Remuneration and reimbursement
16	Provincial Archivist
17	Powers of Provincial Archivist
PART IV	
Management and Preservation of Records	
18	Public Records Committee established
19	Management and preservation of public records
20	Destruction of public records pursuant to approved records schedule
21	Management of public records by the Legislative Assembly Service, officers of the Legislative Assembly and government institutions
22	Ministerial records, Cabinet records and records of the Office of the Executive Council
23	Transfer of public records to Archives Board
24	Order for transfer or destruction of public records
25	Court records
26	Municipal and school records
27	Restriction on use of certain records
28	Evidence of record
PART V	
Financial Matters	
29	Appropriation
30	Fiscal year
31	Audit
32	Annual report
PART VI	
General	
33	Regulations
PART VII	
Repeal, Transitional, Consequential and Coming into Force	
34	R.S.S. 1978, c.A-26 repealed
35	Transitional
36	S.S. 1990-91, c.F-22.01, section 23 amended
37	S.S. 1999, c.H-0.021, section 25 amended
38	Coming into force

CHAPTER A-26.1

An Act respecting the Archives of Saskatchewan and making consequential amendments to other Acts

PART I

Short Title and Interpretation

Short title

1 This Act may be cited as *The Archives Act, 2004*.

Interpretation

2 In this Act:

- (a) **“approved records schedule”** means a records schedule approved by the Public Records Committee;
- (b) **“Archives Board”** means the Saskatchewan Archives Board continued pursuant to section 3;
- (c) **“board of directors”** means the board of directors of the Archives Board appointed pursuant to section 12;
- (d) **“court”** means the Court of Appeal, the Court of Queen’s Bench or the Provincial Court of Saskatchewan;
- (e) **“court record”** means a record of the office of any court and any document filed in any court;
- (f) **“government institution”** means a government institution within the meaning of *The Freedom of Information and Protection of Privacy Act*;
- (g) **“minister”** means the member of the Executive Council to whom for the time being the administration of this Act is assigned;
- (h) **“ministerial record”** means a record of a member of the Executive Council that pertains to that office and is created in the administration of the public affairs of Saskatchewan, but does not include:
 - (i) a record that is of a personal or political nature;
 - (ii) a record that pertains to constituency business;
 - (iii) a record that is under the control of a government institution; or
 - (iv) a surplus copy of a record or a copy of a record created only for convenience of reference;
- (i) **“Provincial Archivist”** means the Provincial Archivist appointed pursuant to section 16;

(j) “**public record**” means a record created in the administration of the public affairs of Saskatchewan and includes:

- (i) a ministerial record; and
- (ii) a record of the Legislative Assembly Service or of an officer of the Legislative Assembly;

but does not include:

- (iii) a surplus copy of a record or a copy of a record created only for convenience of reference; or
- (iv) a court record;

(k) “**Public Records Committee**” means the Public Records Committee established pursuant to section 18;

(l) “**record**” means a record of information in any form and includes information that is written, photographed, recorded or stored in any manner, but does not include computer programs or other mechanisms that produce records;

(m) “**records schedule**” means a formal plan that identifies the public records that are subject to the plan, establishes a classification system and retention periods for those records, and provides for their disposition.

2004, c.A-26.1, s.2; 2005, c.L-11.2, s.97.

PART II Archives Board

Saskatchewan Archives Board continued

3 The Saskatchewan Archives Board is continued as a corporation pursuant to this Act.

2004, c.A-26.1, s.3.

Objects and functions

4 The objects and functions of the Archives Board are the following:

- (a) to acquire and preserve public records and private records of significance to Saskatchewan and to facilitate access to those records;
- (b) to be the permanent repository of public records and court records;
- (c) to facilitate the management of public records and court records;
- (d) to encourage and support archival activities and the archival community.

2004, c.A-26.1, s.4.

Offices

5 The Archives Board shall maintain offices at any place or places in Saskatchewan designated by the Lieutenant Governor in Council for the safe-keeping, classification, indexing and public use of all public records, court records and other materials that have been deposited with or acquired by the Archives Board pursuant to this Act.

2004, c.A-26.1, s.5.

Operations

6 Subject to the approval of the minister, the Archives Board may enter into agreements with any person, body or organization inside or outside Saskatchewan respecting the operations of its offices and its administrative affairs, including agreements respecting the following matters:

- (a) office space;
- (b) accounting and auditing services;
- (c) personnel services, including payment of salaries and pensions.

2004, c.A-26.1, s.6.

Transfer of public records

7(1) All public records are to be transferred to the care and control of the Archives Board:

- (a) pursuant to any agreement for the transfer of records between the Archives Board and the government institution or the minister responsible for the records; and
- (b) in accordance with an approved records schedule.

(2) Except as otherwise directed by the Lieutenant Governor in Council, the Archives Board shall have the care and control of all public records of any government institution, the functions of which have ceased.

(3) Public records and court records that have been transferred to the care and control of the Archives Board are the property of the Crown.

2004, c.A-26.1, s.7.

Power to receive other historical material

8 The Archives Board may acquire by gift, devise or in any other manner printed documents, manuscripts, private papers and any other record or material, to whomsoever belonging, having a bearing on the history of Saskatchewan.

2004, c.A-26.1, s.8.

Custody of transferred records

9 The Archives Board is the custodian of all records that are transferred to it pursuant to this Act or any former *Archives Act*.

2004, c.A-26.1, s.9.

Power to make grants

10(1) Subject to subsection (2), to support archival activities and the archival community, the Archives Board may make grants, on any terms or conditions that it considers appropriate, to any person, agency, organization, association, institution or body within or outside Saskatchewan.

(2) The Archives Board shall obtain the approval of the Lieutenant Governor in Council before making any grant pursuant to subsection (1) that is in excess of \$50,000 in any fiscal year of the Archives Board.

2004, c.A-26.1, s.10.

Power to charge fees, accept gifts, etc.

11 The Archives Board may charge fees for services rendered by it, and may accept and receive gifts, devises and bequests for the purposes of the Archives Board, and, subject to the terms of any trust imposed by the testator or donor of real or personal property, may sell, lease, convey or otherwise dispose of and convert into money any real or personal property given, devised or bequeathed for those purposes.

2004, c.A-26.1, s.11.

PART III Administration

Board of directors

12(1) Subject to subsection (2), the Lieutenant Governor in Council shall appoint a board of directors for the Archives Board consisting of not more than nine persons.

(2) Of the persons appointed pursuant to subsection (1):

- (a) one must be the nominee of the University of Saskatchewan;
- (b) one must be the nominee of The University of Regina; and
- (c) two must be members of the public service of Saskatchewan.

(3) A person appointed pursuant to subsection (1):

- (a) holds office for a term not exceeding three years and until a successor is appointed; and
- (b) is eligible for re-appointment.

(4) No member of the board of directors shall hold office for more than two consecutive terms.

2004, c.A-26.1, s.12.

Chairperson and vice-chairperson

13(1) The Lieutenant Governor in Council shall designate one member of the board of directors to be chairperson of the board of directors and another to be vice-chairperson.

(2) If the chairperson is absent or unable to act or the office of chairperson is vacant, the vice-chairperson may exercise all the powers and shall perform all the duties of the chairperson.

2004, c.A-26.1, s.13.

Responsibilities of board of directors

14 The board of directors is responsible for supervising the archives of Saskatchewan and the work of the Provincial Archivist.

2004, c.A-26.1, s.14.

Remuneration and reimbursement

15 The members of the board of directors are entitled to:

(a) other than the members described in clauses 12(2)(a) to (c), remuneration for their services at the rates approved by the Lieutenant Governor in Council; and

(b) reimbursement for their expenses incurred in the performance of their responsibilities at the rates paid to members of the public service of Saskatchewan.

2004, c.A-26.1, s.15.

Provincial Archivist

16(1) The board of directors shall appoint a person to be in charge of the archives of Saskatchewan, to be known as the Provincial Archivist.

(2) The board of directors may appoint an Assistant Provincial Archivist and any other employees that may be required for the operation of the Archives Board, and the persons so appointed shall work under the direction of the Provincial Archivist.

(3) The Provincial Archivist:

(a) shall exercise the powers and perform the duties assigned to the Provincial Archivist by this Act and by the board of directors; and

(b) subject to the direction of the board of directors, is responsible for the general supervision and direction of the operation of the Archives Board.

2004, c.A-26.1, s.16.

Powers of Provincial Archivist

17(1) The Provincial Archivist may carry out any activity that is incidental or conducive to the attainment of the objects and functions of the Archives Board.

(2) Without limiting the generality of subsection (1), the Provincial Archivist may do all or any of the following:

- (a) on behalf of the Archives Board, acquire records or obtain the care, custody or control of records;
- (b) take any measures that the Provincial Archivist considers necessary to classify, identify, preserve and restore records;
- (c) subject to any lawful restriction that applies, provide access to records;
- (d) provide information, consultation, reference, research and other services related to archives;
- (e) advise government institutions, ministers' offices, the Legislative Assembly Service, officers of the Legislative Assembly, and the courts concerning standards and procedures pertaining to the management of records;
- (f) determine which non-current public records are of historic interest and are to be transferred to the care and control of the Archives Board;
- (g) provide professional and technical support for archival activities and the archival community;
- (h) make known information concerning archives by means of publications and exhibitions;
- (i) subject to any term or condition pursuant to which a record has been acquired or obtained, destroy or otherwise dispose of any record under the care and control of the Archives Board.

2004, c.A-26.1, s.17; 2005, c.33, s.3.

PART IV**Management and Preservation of Records****Public Records Committee established**

18(1) The Public Records Committee is established.

(2) The Public Records Committee consists of:

- (a) the Provincial Archivist;
- (b) the Legislative Librarian;
- (c) the Deputy Minister of Finance or his or her delegate;
- (d) the Deputy Minister of Justice or his or her delegate; and
- (e) the head of any other government institution that may be designated in the regulations, or his or her delegate.

(3) The Public Records Committee is to review and approve records schedules for all public records.

2004, c.A-26.1, s.18; 2005, c.33, s.4.

Management and preservation of public records

19(1) Subject to subsections (2) and (3), the Legislative Assembly Service, any officer of the Legislative Assembly who has custody or control of public records and every government institution must preserve the public records that are in the custody or under the control of that service, person or government institution until those public records are:

- (a) transferred to the Archives Board pursuant to this Act; or
 - (b) destroyed pursuant to this Act.
- (2) Cabinet records and the public records of the Office of the Executive Council are to be transferred to the Archives Board:
- (a) pursuant to a written agreement between the Archives Board and the Premier in office when the agreement is signed; and
 - (b) in accordance with an approved records schedule.
- (3) Ministerial records are to be transferred to the Archives Board:
- (a) pursuant to a written agreement between the Archives Board and the member of the Executive Council to whose office those records pertain; and
 - (b) in accordance with an approved records schedule.
- (4) Records of a member of the Executive Council of the type described in subclauses 2(h)(i) and (ii) are the private property of the member and may be disposed of in any manner that the member considers appropriate.
- (5) Without restricting the generality of subsection (4), the member may offer the records mentioned in that subsection to the Archives Board for permanent preservation pursuant to a written agreement between the Archives Board and that member.

2004, c.A-26.1, s.19; 2005, c.33, s.5.

Destruction of public records pursuant to approved records schedule

20 No public record shall be destroyed unless its destruction is authorized pursuant to an approved records schedule.

2004, c.A-26.1, s.20.

Management of public records by the Legislative Assembly Service, officers of the Legislative Assembly and government institutions

- 21(1)** The Legislative Assembly Service, every officer of the Legislative Assembly who has custody or control of public records and every government institution shall prepare one or more records schedules respecting the management of all public records that are in the custody or under the control of that service, person or government institution.
- (2) The Legislative Assembly Service, every officer of the Legislative Assembly who has custody or control of public records and every government institution shall submit each records schedule proposed by that service, person or government institution to the Public Records Committee for review and approval.

- (3) The Lieutenant Governor in Council may fix a date by which the Legislative Assembly Service, an officer of the Legislative Assembly who has custody or control of public records or a government institution shall submit each records schedule proposed by that service, person or government institution to the Public Records Committee for review and approval.
- (4) If requested to do so by the Public Records Committee and within the time set by the Public Records Committee, the Legislative Assembly Service, an officer of the Legislative Assembly or a government institution shall:
- (a) make changes to the records schedule proposed by that service, person or government institution; and
 - (b) submit the amended records schedule to the Public Records Committee for review and approval.
- (5) The Legislative Assembly Service, every officer of the Legislative Assembly who has custody or control of public records and every government institution shall:
- (a) implement every approved records schedule that is applicable to that service, person or government institution; and
 - (b) protect and maintain all public records that are in the custody or under the control of that service, person or government institution so that those public records are, considering the purposes for which they are being maintained:
 - (i) usable and accessible;
 - (ii) transferable;
 - (iii) legible and understandable; and
 - (iv) maintained in a format and in a condition that ensures their retention and preservation in accordance with the applicable approved records schedule.
- (6) Subject to subsection (7), none of the Legislative Assembly Service, any officer of the Legislative Assembly who has custody or control of public records or any government institution shall destroy a public record that is in the custody or under the control of that service, person or government institution without first obtaining the approval of the Provincial Archivist.
- (7) The Legislative Assembly Service, an officer of the Legislative Assembly who has custody or control of public records or a government institution may destroy any public record:
- (a) that is administrative in nature and is addressed in a common administrative records schedule approved by the Public Records Committee; and
 - (b) that is in the custody or under the control of that service, person or government institution.
- (8) For the purposes of carrying out the responsibilities imposed by this section, the Legislative Assembly Service, an officer of the Legislative Assembly who has custody or control of public records or a government institution may request the advice of the Provincial Archivist as to the nature of any public record that is in the custody or under the control of that service, person or government institution.

Ministerial records, Cabinet records and records of the Office of the Executive Council

22(1) In accordance with the regulations, the Archives Board may develop forms of agreements to receive and manage ministerial records, Cabinet records and records of the Office of the Executive Council.

(2) Subject to *The Freedom of Information and Protection of Privacy Act*, access to ministerial records, Cabinet records and records of the Office of the Executive Council shall be granted pursuant to the terms and restrictions of the written agreements governing those records.

2005, c.33, s.6.

Transfer of public records to Archives Board

23 Any public record or any class or series of public records may, on the expiration of 25 years after the date on which the public record was created, be transferred by a government institution, by the Legislative Assembly Service, or by an officer of the Legislative Assembly, as the case may be, to the Archives Board.

2004, c.A-26.1, s.23; 2005, c.33, s.7.

Order for transfer or destruction of public records

24 Notwithstanding section 20 or 23, on the recommendation of the minister responsible for the government institution concerned, the Lieutenant Governor in Council may order:

- (a) that any public record or any class or series of public records then in the charge of the government institution be transferred to the Archives Board immediately or on the expiration of any period specified in the order;
- (b) that any public record or any class or series of public records then in the charge of the government institution be destroyed immediately or on the expiration of any period specified in the order; and
- (c) that any public record or any class or series of public records thereafter in the charge of the government institution be destroyed or transferred to the Archives Board on the expiration of any period specified in the order.

2004, c.A-26.1, s.24.

Court records

25(1) Subject to subsections (2) and (3), the Lieutenant Governor in Council may order that any court record or class of court records be transferred to the Archives Board or be destroyed.

(2) An order pursuant to subsection (1) may be made on the recommendation of the Minister of Justice after he or she receives a descriptive list of the court records proposed for disposal that has been approved:

- (a) by the Provincial Archivist; and
- (b) by:
 - (i) where the Court of Appeal is concerned, a judge of that court;
 - (ii) where the Court of Queen's Bench is concerned, a judge of that court; or
 - (iii) where the Provincial Court of Saskatchewan is concerned, a judge of that court.

c. A-26.1

ARCHIVES, 2004

(3) No document filed in the office of any court before, on or after the coming into force of this Act shall be transferred or destroyed pursuant to this section unless 25 years have elapsed since the date on which it was filed with the court.

2004, c.A-26.1, s.25.

Municipal and school records

26 With the consent of the Provincial Archivist, any municipality or school district in Saskatchewan may deposit any of its non-current records with the Archives Board for preservation.

2004, c.A-26.1, s.26.

Restriction on use of certain records

27(1) By agreement with the donor of private records, the Archives Board may place any restrictions on the use of those records as may be stipulated in the agreement, and the restrictions shall be binding on all persons during the term of the agreement.

(2) Notwithstanding clause 16(2)(a) of *The Freedom of Information and Protection of Privacy Act*, if a record that would otherwise be subject to section 16 of that Act was transferred to the Archives Board before April 1, 1992 pursuant to an agreement between the donor and the Archives Board, the restrictions respecting access to and use of the record contained in the agreement prevail in the case of a conflict between those restrictions and clause 16(2)(a) of that Act.

2004, c.A-26.1, s.27.

Evidence of record

28 A copy or photographic reproduction of any record in the custody or under the control of the Archives Board, certified under the hand of the Provincial Archivist to be a true copy, is proof, in the absence of evidence to the contrary, of the authenticity and correctness of the copy or reproduction, without proof of the appointment or signature of the Provincial Archivist.

2004, c.A-26.1, s.28.

PART V Financial Matters

Appropriation

29 There shall be paid annually to the Archives Board any sums that may be appropriated by the Legislature for the purposes of the Archives Board.

2004, c.A-26.1, s.29.

Fiscal year

30 The fiscal year of the Archives Board is the period commencing on April 1 in one year and ending on March 31 in the following year.

2004, c.A-26.1, s.30.

Audit

31 The Provincial Auditor or any other auditor or firm of auditors appointed by the Lieutenant Governor in Council shall audit the records, accounts and financial statements of the Archives Board:

- (a) annually; and
- (b) at any other times that the Lieutenant Governor in Council may require.

2004, c.A-26.1, s.31.

Annual report

32(1) The Archives Board, in each fiscal year, in accordance with section 13 of *The Executive Government Administration Act*, shall submit to the minister:

- (a) a report on the business of the Archives Board for the preceding fiscal year; and
- (b) a financial statement showing the business of the Archives Board for the preceding fiscal year, in any form that may be required by Treasury Board.

(2) In accordance with section 13 of *The Executive Government Administration Act*, the minister shall lay before the Legislative Assembly each report and financial statement the minister receives pursuant to this section.

2004, c.A-26.1, s.32; 2014, c.E-13.1, s.62.

PART VI General

Regulations

33 The Lieutenant Governor in Council may make regulations:

- (a) defining, enlarging or restricting the meaning of any word or expression used in this Act but not defined in this Act;
- (b) respecting the form of agreements that the Archives Board may enter into for the purpose of receiving and managing records;
- (c) for the purposes of subsection 18(2), designating any other government institution, the head of which shall sit as a member of the Public Records Committee;
- (d) prescribing any other matter or thing required or authorized by this Act to be prescribed in the regulations;
- (e) respecting any other matter or thing the Lieutenant Governor in Council considers necessary or advisable to carry out the intent of this Act.

2004, c.A-26.1, s.33.

PART VII

Repeal, Transitional, Consequential and Coming into Force

34 Dispensed. This section makes consequential amendments to another Act. The amendments have been incorporated into the corresponding Act.

Transitional

35(1) The persons acting as members of the Archives Board pursuant to section 3 of *The Archives Act* on the day before the coming into force of this Act constitute the board of directors until new appointments are made pursuant to section 12 of this Act.

(2) The person acting as Provincial Archivist pursuant to section 4 of *The Archives Act* on the day before the coming into force of this Act continues as the Provincial Archivist until a new Provincial Archivist is appointed pursuant to section 16 of this Act.

(3) Notwithstanding the repeal of *The Archives Act*, any records schedule approved pursuant to that Act that was in effect on the day before the coming into force of this Act is continued pursuant to this Act and remains in effect until the earlier of:

- (a) the date on which that records schedule expires; and
- (b) the date on which that records schedule is replaced by an approved records schedule pursuant to this Act.

2004, c.A-26.1, s.35.

36 to 37 Dispensed. These sections make consequential amendments to other Acts. The amendments have been incorporated into the corresponding Acts.

Coming into force

38 This Act comes into force on assent.

2004, c.A-26.1, s.38.

Saskatchewan Archives Board Fee Schedule

Effective April 28, 2015

Prices do not include GST or PST

1. Delivery:		
	In Canada Shipping/Handling	\$7.00 / delivery
	Out of Canada Shipping/Handling	\$12.00 / delivery
	Digital (FTP) Delivery	\$7.00 / delivery
2. Courier Handling¹:		
	In Canada	\$7.00 + courier cost
	Out of Canada ²	\$12.00 + courier cost
3. Homestead File Reproduction (paper or digital)		\$10.00 / file
4. Photocopies and Digital Reproductions		
	Black and White Paper Photocopies	50 cents / page
	Colour Photocopies	\$1.50 / page
	Colour Digital Reproductions to PDF	50 cents / page
5. Microcopy to Paper - Self-Serve		48 cents / page
6. Microcopy to Paper or Digital – By Archives Staff		75 cents / page
7. Outsourced Reproduction Handling		\$7.00 / item + courier cost
8. Microfilm Reproductions		
	From Archival Negative	\$50.00 /reel
	If No Negative	\$100.00 / reel
9. Photograph Standard Reproduction		\$25.00 / image
	300 dpi, 8x10 output	
10. Photograph Custom Reproduction		\$50.00 / image
	Anything other than 300 dpi, 8x10 output	
11. Photograph Review Copies		
	Review Copy Contact Sheet (35 mm negatives & transparencies)	\$10.00 for first sheet \$5.00 / subsequent sheet
	Review Copy of Photo Prints & Negatives (larger than 35 mm)	\$5.00 / image
12. Moving Image Reproduction		\$45.00 / item
13. Audio Recording Reproduction		\$18.00 / item

¹ If SAB arranges courier, estimate provided and invoice paid in advance. If client arranges courier, courier handling fee still applies.

² Clients requesting courier delivery outside Canada are notified that any additional taxes, duties or brokerage fees on shipments outside Canada are entirely the client's responsibility. Any invoices for those types of charges that are received by Saskatchewan Archives Board will be charged back to the client.

Saskatchewan Archives Board Fee Schedule

Effective April 28, 2015

Prices do not include GST or PST

14. Special Request Surcharge	100% surcharge
15. Accelerated Photocopy Service Charge	50 cents / page + \$20 / hr with a minimum 1 hour charge
16. Interlibrary Loans	
Interlibrary Loan – In Province	\$12.00 / 3 reel loan max.
Interlibrary Loan – Out of Province	\$17.00 / 3 reel loan max.
17. Copyright Owner Research	\$20.00 / request
18. NSF Cheque	\$40.00
19. Document Certification	\$50.00 (1-25 pages) \$1.00 / additional page
20. Original Newspaper Retrieval	\$18.00 / request (for 1 item; extra items related to the same request: add \$3.50/item; 4 item maximum)
21. Media Storage Devices	
DVD, CD	\$5.00 each
USB Flash Drive	\$10.00 each
22. Digital Media Editing	
Per-hour fee (minimum \$20.00 charge, additional time billable in 15 minute increments, \$10.00/15 minute increment)	\$40.00 / hour
Per-item fee	\$5.00 / item