



National Archives of Canada

Performance Report

For the period ending
March 31, 1998

Canada

Improved Reporting to Parliament Pilot Document

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

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

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

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Foreword

On April 24, 1997, the House of Commons passed a motion dividing on a pilot basis what was known as the annual *Part III of the Estimates* document for each department or agency into two documents, a *Report on Plans and Priorities* and a *Departmental Performance Report*.

This initiative is intended to fulfil the government's commitments to improve the expenditure management information provided to Parliament. This involves sharpening the focus on results, increasing the transparency of information and modernizing its preparation.

This year, the Fall Performance Package is comprised of 80 Departmental Performance Reports and the government's "*Managing For Results*" report.

This ***Departmental Performance Report***, covering the period ending March 31, 1998, provides a focus on results-based accountability by reporting on accomplishments achieved against the performance expectations and results commitments as set out in the department's *Part III of the Main Estimates* or pilot *Report on Plans and Priorities* for 1997-98. The key result commitments for all departments and agencies are also included in *Managing for Results*.

Results-based management emphasizes specifying expected program results, developing meaningful indicators to demonstrate performance, perfecting the capacity to generate information and reporting on achievements in a balanced manner. Accounting and managing for results involve sustained work across government

The government continues to refine and develop both managing for and reporting of results. The refinement comes from acquired experience as users make their information needs more precisely known. The performance reports and their use will continue to be monitored to make sure that they respond to Parliament's ongoing and evolving needs.

This report is accessible electronically from the Treasury Board Secretariat Internet site:
<http://www.tbs-sct.gc.ca/tb/key.html>

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National Archives of Canada

Performance Report

**For the period ending
March 31, 1998**

Minister of Canadian Heritage



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National Archives of Canada

Chart of Key Results Commitments

To provide Canadians with	To be demonstrated by	Achievements reported in
Acquisition and management of archival records reflecting the Canadian experience	<input type="checkbox"/> acquisition of archival records in core collecting areas	17
	<input type="checkbox"/> standardized description of archival records	18
	<input type="checkbox"/> preventive conservation approach	18
Preservation of the corporate memory of the Government of Canada in partnership with federal departments and agencies	<input type="checkbox"/> disposition of records including those of defunct or downsized government institutions	19
	<input type="checkbox"/> standards for the management of government records	21
	<input type="checkbox"/> optimal space utilization for federal records centre operations	21
Awareness of and access to Canadian archival heritage and assistance to the archival community	<input type="checkbox"/> effective services to Canadians through the use of information technology and quality service initiatives	23
	<input type="checkbox"/> awareness by Canadians of their archival heritage through dissemination of information about the National Archives and its holdings	25
	<input type="checkbox"/> participation in national and international archival organizations	26
Efficient administration of the National Archives and the National Library Programs, effective information management and provision of appropriate accommodation	<input type="checkbox"/> reduced administrative costs	29
	<input type="checkbox"/> increased utility of information resources and information technology	28
	<input type="checkbox"/> implementation of long-term accommodation strategy	27

Message from the Minister of Canadian Heritage

The Canadian Heritage Portfolio

Strengthening and Celebrating Canada

The National Archives' main objective is to preserve the collective memory of the nation and of the Government and to contribute to the protection of rights and the enhancement of a sense of national identity.

The Canadian Heritage Portfolio was created in June 1993 to consolidate national policies and programs that maintain Canada's culture and promote Canadian identity.

The National Archives, with its specific mandate, plays an important role in the Canadian Heritage Portfolio's goal of strengthening and celebrating Canada. Working together for Canadians, the Department, agencies and Crown corporations all contribute to the growth and development of Canadian cultural life, the promotion of a fairer, more equitable society, the nation's linguistic duality and multicultural character, and the preservation of Canada's national parks, national historic sites and heritage.

As Minister responsible for the Canadian Heritage Portfolio, it is my pleasure to present this report on the accomplishments of the National Archives of Canada: its ongoing and special endeavours are a driving force in helping us build a strong, prosperous Canadian presence and community.

Sheila Copps
Minister of Canadian Heritage

The Components of the Canadian Heritage Portfolio

The Canadian Heritage Portfolio includes:

- the **Department of Canadian Heritage**, responsible for broadcasting policy, cultural industries, arts policy, heritage, Canadian identity, multiculturalism, official languages, sport and national parks and national historic sites; as well as the Canadian Conservation Institute, the Canadian Heritage Information Network, the Cultural Property Export Review Board and the Historic Sites and Monuments Board of Canada.
- **six departmental agencies**: the Canadian Radio-television and Telecommunications Commission (an independent regulatory agency), the National Archives of Canada, the National Battlefields Commission, the National Film Board of Canada, the National Library of Canada and Status of Women Canada.
- **ten Crown corporations**: the Canada Council, the Canadian Broadcasting Corporation, the Canadian Film Development Corporation (Telefilm Canada), the Canadian Museum of Civilization, the Canadian Museum of Nature, the Canadian Race Relations Foundation, the National Gallery of Canada, the National Arts Centre, the National Capital Commission and the National Museum of Science and Technology.

As well, the Public Service Commission reports to Parliament through the Minister of Canadian Heritage.

Message from the National Archivist

In 1997-1998, National Archives of Canada celebrated its 125th anniversary. This milestone provided an occasion to review the Archives' progress since its founding in 1872. Beginning with "three empty rooms," as the first Dominion Archivist Douglas Brymner described it, the National Archives has become an important cultural institution recognized throughout the world for its leadership in archival matters. For 125 years, the National Archives has helped Canadians to document their past, to protect their collective and individual rights, and to serve democracy. The institution is justifiably proud of its achievements, which could not have come to pass without the expertise and steadfast commitment of its employees.

Along with the 125th anniversary celebrations, the opening of the Gatineau Preservation Centre in June 1997 was a great achievement in National Archives' history. The opening ceremonies, which took place over several days, were a wonderful opportunity to inform Canadians about the institution's vital role in establishing and preserving the nation's collective memory.

While 1997-1998 saw much celebration, it was also a productive time. In accordance with its strategic approaches, the National Archives strove to improve the quality of its services to the public. The institution continued to harmonize its arrangement and description practices to facilitate access by Canadians to an incredibly rich archival heritage. The National Archives used information technology to significantly broaden the range of services it offers outside the National Capital Region, notably by adding a new decentralized access point in Western Canada, and by continually enhancing its Internet site.

While the National Archives experienced a most successful year in 1997-1998, it was also confronted with significant challenges. The continued restructuring of federal government programs, for example, significantly complicated the fulfilment of the National Archives' role with respect to the management of government records. Moreover, the acquisition, preservation and dissemination of electronic records presents new challenges, as does the need to ensure the institution's "Year 2000 compliance."

I trust that this report will allow you to gain a broader understanding of the achievements of the National Archives of Canada.

Lee McDonald
Acting National Archivist



Departmental Overview

"Archives, by providing evidence of human actions and transactions, underlie the rights of individuals and of states, and are fundamental to democracy and good governance. Archives safeguard the memory of mankind by preserving records of its past."

Welcome to the ICA, International Council on Archives, booklet, July 1997, p. 4.

Mandate, Mission and Vision

Shortly after Confederation, parliamentarians established an archives within the federal government because they saw the value of preserving the documentary heritage of the nation for future generations. The fledgling Canadian archives acquired and preserved both public and private records, in a wide variety of forms including photographs, documentary art, and textual documents, making it a unique cultural institution for the era.

Building on the tradition established over 125 years ago, the National Archives of Canada continues to acquire, preserve and make available unique records of enduring value. These records are variously employed, for example, in the protection of rights, the illumination of family history, and in the creation of books, films and other cultural products to communicate Canada to Canadians and the world.

Our statements of Mission and Vision express the fundamental objectives of the National Archives:

Our *mission* is to preserve the collective memory of the nation and of the Government of Canada and to contribute to the protection of rights and the enhancement of a sense of national identity.

Our *vision* is to make the documentary memory of the nation available to all Canadians for their use, well-being and enjoyment.

The *National Archives of Canada Act* (1987) provides a legal framework for our work and clarifies the role of the institution, both within the federal government and in Canadian society. In addition to its role as a cultural institution, the National Archives operates as an administrative arm of the federal government. The *National Archives of Canada Act* accords the institution four key responsibilities, reflected in our *mandate*:

- ▶ to conserve and facilitate access to private and public records of national significance
- ▶ to be the permanent repository of records of government institutions and ministerial records
- ▶ to facilitate the management of records of government institutions and ministerial records
- ▶ to encourage archival activities and the archival community.

The National Archivist has the legislated authority

- ▶ to identify and preserve those records of government institutions, and those ministerial records, that possess historical or archival importance, while allowing for the destruction of government records with no enduring value, once their operational use ceases.
- ▶ to request the required deposit of a copy of any audio-visual record.

The National Archives balances the acquisition of records from federal government institutions with the acquisition of records of national significance from the private sector, in order to document important aspects of Canadian society. Both public and private records, once acquired, are arranged, described, and preserved to ensure their longevity and their availability for research.

Operating Environment

The National Archives of Canada carries out its activities in association with other federal government institutions with related responsibilities. It also functions as one of many archival institutions in the Canadian archival system and as a participant in the international archival community.

Position in Government

The National Archives of Canada operates under the direction of the National Archivist, who is a Governor-in-Council appointee, with the delegated authority of a deputy minister. The institution reports to Parliament through the Minister of Canadian Heritage.

Co-delivery Partners

Within the Government of Canada, the National Archives works collaboratively with the Treasury Board in implementing the Management of Government Information Policy by providing advice and assistance to government institutions on the management of their active records and by providing cost-effective storage for semi-active and dormant records. As part of its responsibility to encourage the development of the Canadian Archival System, the National Archives provides annual grants and contributions to the Canadian Council of Archives (CCA). The National Archives also maintains its commitment to support archival initiatives around the world with its active membership within the International Council of Archives (ICA).

Challenges

The reductions in the budget of the National Archives over the past several years have narrowed the scope of private sector acquisition and extended the time required to deal systematically with archival appraisal of government records.

At the same time, the effects of the government-wide Program Review have also had implications for the National Archives. As government programs terminate or move from the federal jurisdiction to various other spheres, the National Archives must ensure the identification and preservation of those records of enduring value that may be transferred to its control. These initiatives must be addressed in addition to the ongoing responsibilities for the identification of archival records of government institutions, and the issuing of Authorities for the disposal of those with no ongoing value. Moreover, the Federal Records Centres face a growing demand to store semi-active records on behalf of government institutions as they respond to their own budgetary reductions and program reorientation.

Archival work is increasingly influenced by technology. Archivists and conservators must continually upgrade their skills in order to understand and address the implications of electronic records and electronic records management systems. For example, the expanding use of information technology in the work place contributes to increased demands by government institutions for advice on the management of active electronic records. And, as these electronic records, in a vast array of formats, are identified as archival, the staff of the National Archives must have the appropriate skills and technical infrastructure to be able to preserve them for current and future research purposes.

The National Archives serves a diverse and discerning clientele. Regardless of the aims of their research, these individuals are generally expecting more immediate and comprehensive access to archival records than ever before, often through electronic means. The National Archives continues to work diligently to meet these demands, but the required data entry, structuring and conversion of finding aids and records to electronic formats is costly and time-consuming. This is particularly true at a time when the National Archives is introducing standardized approaches to the physical management and description of archival records.

Strategic Priorities 1997 to 2000

The strategic priorities outlined here provide guidance for departmental operations and objectives as we prepare to enter the next century. While the future holds new challenges, the National Archives will build on the core responsibilities reflected in our mandate.

Implement Focus on People Initiatives

The National Archives continues to encourage the development of an organizational culture characterized by teamwork, empowerment and accountability. Initiatives focus on assisting people affected by personnel attrition, more inclusive management, recognizing achievements and maintaining expertise.

Obtain Adequate Accommodation

The National Archives continues its efforts to fulfill its long term accommodation strategy. An adequate infrastructure is necessary to preserve and make available our archival heritage and to provide support to government information management through the operation of cost-effective Federal Records Centres.

Facilitate the Management of Government Information

The National Archives continues to facilitate the management of government information in order to protect records in context, thus preserving the government's short and long term corporate memory, protecting the rights of citizens and promoting the Canadian identity. This priority encompasses several key elements, including partnerships for the establishment of electronic records management standards and methods, and the planned disposition of records.

Deliver Archival Programs and Services

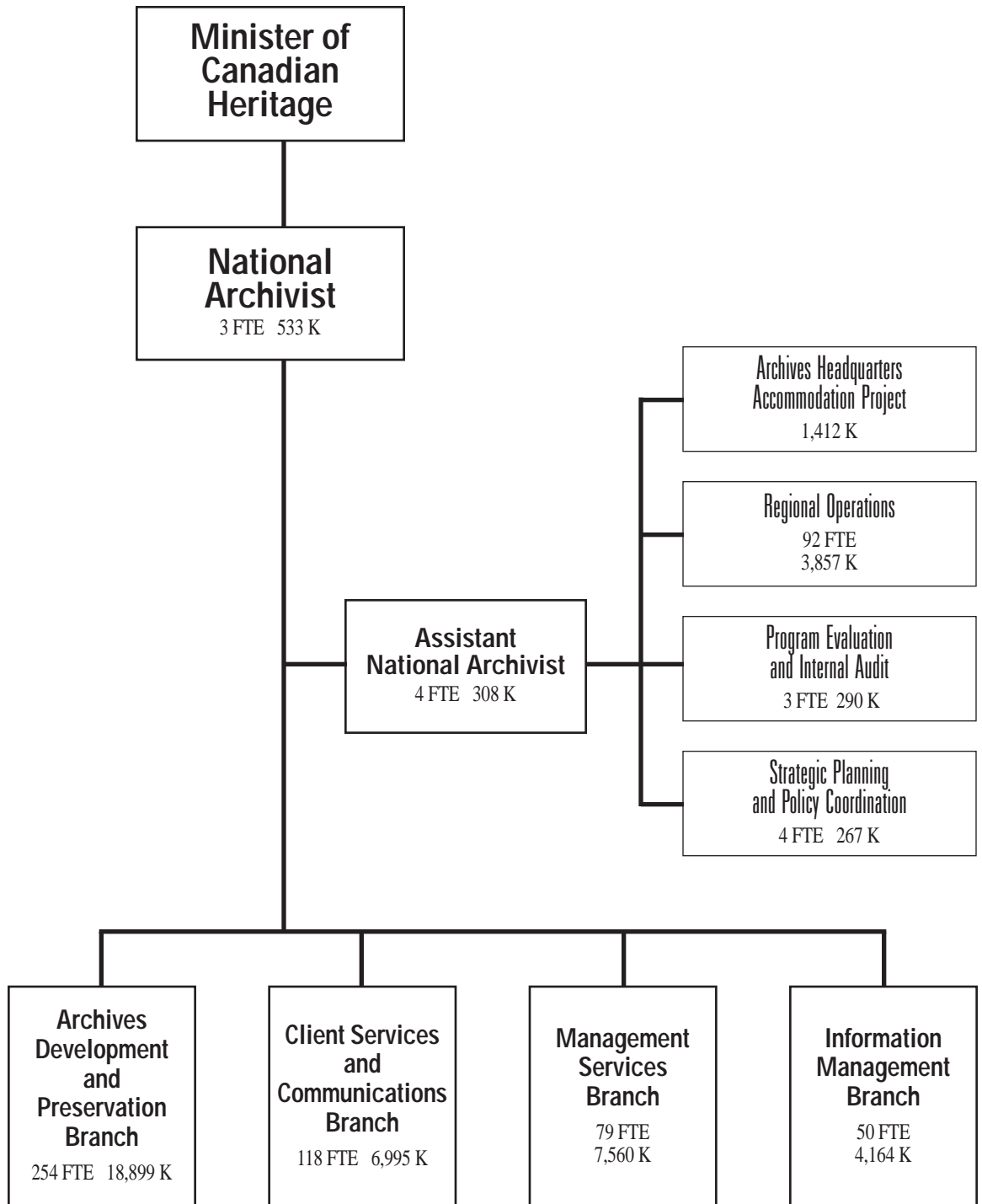
The National Archives provides services of high quality to its users. In keeping with the government's Quality Service Initiative and within the context of resource constraints, the NA continues to be responsive to user needs and to make use of alternate delivery mechanisms, partnerships and sponsorships in order to broaden access to archival information.

Departmental Organization

Business Line Descriptions

The National Archives operates four business lines: Acquisition and Holdings Management, Management of Government Information, Services, Awareness and Assistance, and Corporate Services. Concise descriptions of the business lines are included in the section on departmental performance (page 16), grouped with the corresponding report on performance results.

Organization Chart



607 FTE's
44,285 Operating & Capital (\$000)
1,878 Grants Contributions (000)



Departmental Performance

Performance Expectations

This section presents a select number of key departmental performance expectations or key outcomes which were identified prior to the beginning of the 1997-1998 fiscal year. The four performance expectations offered are directly related to our commitment to serving all Canadians in the best manner possible based on the resourcefulness and organizational competence of our highly skilled and experienced staff.

After years of decreasing resources, confusion and uncertainty, government departments and agencies are just now beginning to redefine and restructure themselves. One of the ways in which the National Archives has elected to become more in tune to the needs of its constituency is through its “Focus on People” initiatives. As a result, one of our key expectations was to see some preliminary evidence of the beginning of a contemporary organizational culture which is more in line with the expectations of Canadians of today. This internal commitment to a renewed organization was to be based on teamwork, empowerment and accountability to provide the National Archives with a clearer and more fundamental approach to the concept of “public good”.

The first phase of our commitment in obtaining adequate accommodations was to result in the official opening of the Gatineau Preservation Centre. The department’s focus will then fall on the second phase of our long-term accommodation strategy, which is to undertake a major renovation of the West Memorial Building. The successful completion of this momentous endeavour will allow Canadians efficient and effective access to the collective memory of the nation and of the Government of Canada. One of our key expectations in this regard was to complete the design planning phase of the project.

Another one of our key expectations was to have some meaningful evidence of increased awareness and visibility of the National Archives among Canadians during the 1997-1998 fiscal year. The visibility generated by the opening of the Gatineau Preservation Centre would serve as a springboard to interest potential partners in the activities of the National Archives. In addition, a preliminary awareness survey would provide us with some baseline data from which we will begin to better formulate strategies to gradually reach out to more and more Canadians (see p. 29).

Finally, we expected that the high level of quality service we currently provide to Canadians would be further enhanced starting this year in light of our unfailing commitment to the introduction of various electronic access initiatives. This would be achieved through the development and implementation of the Public Access Module which will offer Canadians “single window” access to a comprehensive range of information and databases. We also expected that this firm pledge of increased quality service will be positively reflected in our internal performance in delivering products and services to our clients (see p. 23).

Performance Accomplishments by Business Line

Acquisition and Holdings Management

Objective: To develop and manage the National Archives’ holdings of records of national importance.

The acquisition and management of holdings and records encompasses the following **roles and responsibilities**:

- ▶ appraise and acquire private and public records of national significance (**acquisition**);
- ▶ serve as the permanent repository of records of federal government institutions and of ministerial records (**acquisition**);
- ▶ arrange and describe archival records to permit intellectual and physical control for reference and access (**control**);
- ▶ ensure long-term survival of archival records (**conservation**).

Acquisition and Holdings Management

Planned Spending	\$15,865,000
<i>Total Authorities</i>	<i>\$16,290,400</i>
1997-98 Actual	\$17,789,595

Note: Differences between *Total Authorities* and the **1997-98 Actual** are due to reallocations made by the department to meet changing requirements.

Clearer Targeting of Private Sector Acquisitions

While the acquisition of records from the private and public sectors remains a fundamental objective of the National Archives, funding restraints in recent years have prompted the institution to target more precisely its acquisitions while continuing to document the many facets of Canadian society.

Acquisition Highlights

In 1997-98, the National Archives received 498 acquisitions of textual records from the Government of Canada totalling 4,273 linear metres. For example, textual records were transferred from Canadian National, the Office of the Commissioner of Official Languages, and the Department of Indian and Northern Affairs. The institution also received 728 microfilm reels of records of entry of immigrants into Canadian sea and border ports, and more than 3,000 maps from the National Defence Directorate of History.

Important private sector acquisitions included the Johnson papers relating to the British administration of Indian Affairs, dating from 1762 to 1829, the R.P. Smith and M.A. Smith collection of 288 architectural drawings, and the donation of the Don Haig collection of over 350 motion picture film titles.

To this end, the institution developed the Acquisition Orientation for the National Archives 1995-2000 in cooperation with the Canadian archival community. In 1997-1998, the National Archives continued to implement this strategy which calls for focussing on acquisitions of private records from the key sectors of Canadian society. Out of a concern to preserve records of national significance, this policy invites close cooperation between the National Archives, Canadian archival community and other heritage and cultural institutions.

Improved Access to Our Archival Heritage

It is not enough to acquire private and public records of national significance; access to these records must also be enhanced by ensuring that they are clearly described. During 1997-1998, the institution continued to improve its records descriptions, standardizing them and incorporating them into a single automated system called MIKAN. The migration of records from MIKAN to ArchiviaNet is forecast for the coming year.

The standardization of practices for the description and arrangement of archival records and the implementation of the new automated system required meticulous planning. Thus, much of 1997-1998 was spent drafting the procedures and training staff. It is important to mention here that more than 200 staff members took part in the training sessions on use of the MIKAN System, making this initiative one of the largest of its kind in the institution's history.

More Effective Management of Electronic Records

As just demonstrated, information technology affords us new opportunities to better serve Canadians. At the same time, it presents new challenges as records in traditional media gradually give way to electronic records. Dependent on software that rapidly becomes obsolete, and is short-lived and easily alterable, electronic records pose special difficulties for which the archival community is not yet properly equipped. To meet this challenge, the National Archives made efforts to implement an electronic records program that will cover new technologies, standards and policies and necessitate the hiring and training of archivists with additional technical skills. Directly related to the institution's strategic priorities, this program will enable the National Archives to preserve and allow public access to a documentary heritage that is currently in jeopardy.

Move to the Gatineau Preservation Centre

The move to the Gatineau Preservation Centre was the highlight of National Archives preservation activities. The Centre, with its customized vaults and highly sophisticated laboratories, is an important milestone in the preservation of Canada's archival heritage. Begun in January 1997, this

vast project proceeded on schedule and was completed on March 12, 1998. During the reporting period, 719,000 archival containers were relocated in the Centre. This long-term project was made possible by teamwork—including the consulting move specialists—and the commitment of staff to the mission of the National Archives. Since the move was completed, all preservation activities have returned to normal.

Ready Access to Archival Records

During 1997-1998, the National Archives created 46,962 accession records and 20,258 authority records for the new automated MIKAN System. This information will help researchers more easily identify records relevant to their research.

Management of Government Information

Objective: To preserve the long-term corporate memory of the Government of Canada to support government decision-making and accountability.

The management of government information encompasses the following **roles and responsibilities**:

- ▶ control the records destruction process throughout the federal government (**control of records destruction**);
- ▶ encourage and support the implementation of standards and procedures concerning the management of recorded information in government institutions (**management of recorded information**);
- ▶ advise government institutions in the management of their recorded information (**management of recorded information**);
- ▶ manage a network of records centres across the country (**records centres operations**).

Management of Government Information

Planned Spending	\$ 6,207,000
<i>Total Authorities</i>	<i>\$ 6,443,044</i>
1997-98 Actual	\$ 6,347,125

Note: Differences between *Total Authorities* and the **1997-98 Actual** are due to reallocations made by the department to meet changing requirements.

Records Disposition

Records Disposition involves two activities. It includes the identification, for transfer to the control of the National Archives, of those records of government institutions that have archival or historical value. Second, it involves the development of Authorities, signed by the National Archivist, to allow these government institutions to dispose of records with no enduring value, once their operational use ceases.

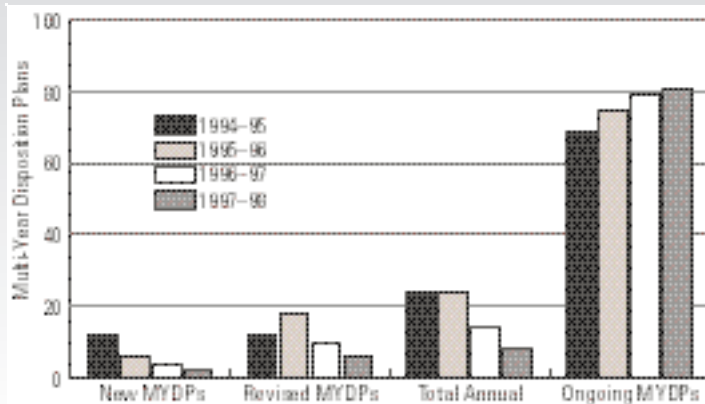
The National Archives works with the departments and agencies of the Government of Canada on an on-going basis to identify archival records and to develop Records Disposition Authorities. Program Review has had a major effect on our regular disposition activities. When government programs terminate, merge or move outside of federal jurisdiction, the National Archivist must act promptly to ensure the orderly disposition of the records concerned. Over the past two years the National Archives has identified 173 institutions, agencies, commissions or programs which had been terminated, merged, rationalized or privatized as a result of Program Review. By the end of the past year, the National Archives completed reviews of 130 of these cases. For some, the National Archivist issued Records Disposition Authorities, including the devolution of some programs to the private sector, such as the dissolution of Ports Canada and the transfer of the management of the St. Lawrence Seaway Authority to a consortium of leaseholders. This work will ensure the protection of archival government records while, as appropriate, allowing for the orderly transfer of documentation to new jurisdictions.

Addressing the needs of government institutions as they respond to program changes generated by Program Review has then, had an impact on the results of the Records Disposition Program over the past year. While the National Archives has investigated a large number of cases, the actual number of Authorities issued by the National Archivist has diminished by half from 1996-97 (44 Authorities) to 1997-98 (21 Authorities). As we predicted in the Expenditure Plan for the 1997-98 Main Estimates (Part Three), by devoting the necessary resources to cases generated by the effect of Program Review on the Government of Canada, the National Archives had fewer resources to devote to planned disposition activities that could be expected to lead to Records Disposition Authorities.

Multi-Year Disposition Results

Through the Disposition Program the National Archives enters into agreements with government institutions to ensure the continuance of disposition activities. The figure on page 21 demonstrates that although Program Review pressures have affected the nature of work over the past few years, our commitments to work collaboratively with government institutions in Records Disposition continue to grow.

Multi-Year Disposition Results



Management of Government Records

During the past year the National Archives created the Office of Government Records. The Office provides support to the information management community, primarily in its role with the Information Management Forum. This group, comprised of senior government information management specialists and professionals in related fields, is dedicated to identifying issues and solutions with respect to managing government records. As well as working collaboratively with the community to address key issues such as the development of common approaches to electronic records and document management, the Office also responded, over the past year, to 700 specific requests for advice. The Office also played a leadership role with the Treasury Board Secretariat in the development of a Records Management Standard.

Records Centre Operations

The Federal Records Centres manage records in all media on behalf of over 100 government departments and agencies from coast to coast. Centres are located in Halifax, Quebec City, Montreal, Ottawa, Toronto, Winnipeg, Edmonton and Vancouver. Centres take in records of continuing value to government institutions at the point at which it is no longer cost-effective to maintain them in departmental premises. Centres economically store and protect the records, retrieve them when required, segregate archival and historical records so designated by the National Archivist, and destroy other records in a timely and secure manner when they are no longer needed. Centres also hold back-up copies of computer records, and records essential, in the event of disaster or emergency, to the operations of government and the protection of rights. The Centre in Ottawa manages the records of former federal public servants and military personnel.

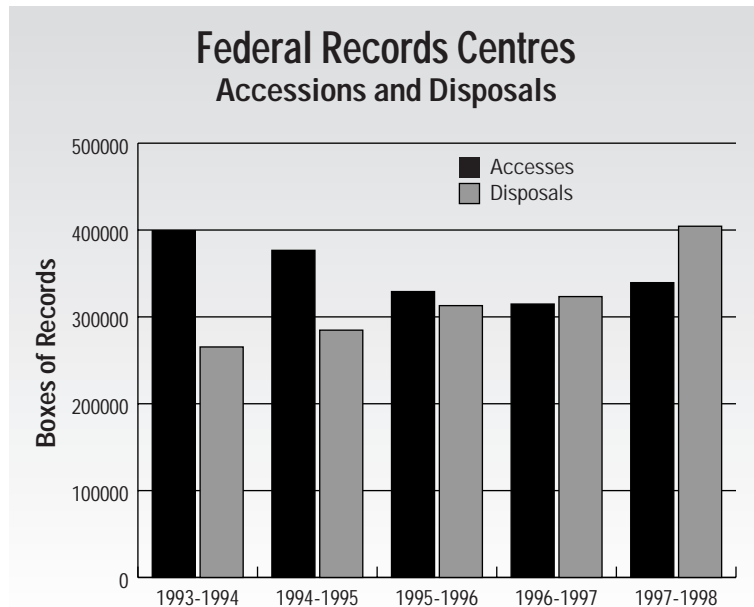
Leaders in Management of Government Information

The Office of Government Records plays a leading role in the Information Management Forum, which has representation from over 40 departments, agencies and organizations. In the past year, the Office provided support to the Forum in the development of their web site. This site serves as a resource for the government information management community.

Site address:

www.imforumgi.gc.ca

In 1997-98, the Centres continued to realize operational efficiencies and to make progress in their efforts to consolidate facilities in areas where they are operating out of more than one building. Resource reductions required them to focus further on core services. As the graph below illustrates, the effort to continue to apply Records Disposition Authorities more rigorously, and to negotiate the reduction of certain retention periods, has led to a trend in the growth of disposals in the Centres.



Services, Awareness and Assistance

Objective: To support the use and development of the Canadian archival heritage.

The services, awareness and assistance functions encompass the following **roles and responsibilities**:

- ▶ facilitate access to the holdings of the National Archives (**reference services**);
- ▶ provide Canadians with information about the National Archives, its holdings and services (**awareness**);
- ▶ encourage and assist archives, archival activities and the Canadian archival community (**community assistance**);

Services, Awareness and Assistance

Planned Spending	\$ 9,557,000
<i>Total Authorities</i>	<i>\$ 9,785,100</i>
1997-98 Actual	\$ 9,073,865

Note: Differences between *Total Authorities* and the **1997-98 Actual** are due to reallocations made by the department to meet changing requirements.

Making Archival Heritage Available To Canadians

The National Archives endeavoured to improve the quality of services offered to the Canadian public, notably by facilitating access to its vast holdings of archival heritage through the use of information technologies. The Internet site, for example, provides access to a wide range of basic services and information on the National Archives. It also allows instant access to certain archival records. This is the case, notably, with 200,000 pages of attestation papers from the Canadian Expeditionary Force (First World War), which were digitized thanks to support from Industry Canada's SchoolNet Digital Collections Program. Providing both testimonial evidence and a source of information, these papers are of inestimable value to genealogical, historical and sociological research, as well as to members of the public who are simply curious about their past. Because the National Archives Internet site content is constantly being enhanced, one can understand why it is so popular with researchers. In fact, the site received nearly 10 million hits in 1997-1998, an increase of approximately 20 percent over the previous year.

Great effort went into the design, the planning and the development of ArchiviaNet, the National Archives' on-line research tool, in order to facilitate access to records and to enrich the Internet site. This research tool provides researchers with access to a range of information found in various databases and automated systems created by the National Archives, including the archival descriptions contained in MIKAN (see p.18). Providing comprehensive electronic access to this information has been recognized as a key to enabling the National Archives to fulfil its public service mandate. The goal is to integrate ArchiviaNet into the National Archives Internet site.

In addition to the services offered on the Internet, the National Archives continued to develop decentralized access sites to serve Canadians in their own communities. Thus, in November 1997, a fifth site was opened at the University of Saskatchewan, in Saskatoon. Together with previously established sites (in Winnipeg, Halifax, Vancouver and Montreal), it confirms the National Archives' commitment to provide reference services outside the National Capital Region.

Responding to the needs of our clients

"Thank you for the thoroughness of my father's military records and services provided were excellent" (Edmonton, Alberta)

"The ability to access these records is very important to individuals who are working on family histories. Keep up the excellent work." (Rocky Mountain House, Alberta)

"Very satisfied with the quick response with the information you have supplied considering the volume of pages to be reproduced. Thank your staff for the excellent service." (Victoria, British Columbia)

"I have nothing but praise and respect for the high standards of service and response the National Archives staff always offer their clients" (Newcastle, Ontario)

"What a wonderful service you do for people !" (Abilene, Texas)

Canadians Discovering Their Heritage / Audience Reached

Responses to inquiries	109,750
Official requests under ATIP Acts	4,983
Research visits	33,540
Hits on Web site	9,845,232
Visitors to NCR exhibitions	20,000
Visitors to Gatineau Building Opening	12,000
Publications distributed	211,000

This direct audience reached is multiplied by the impact of the numerous products such as school books, television and radio programs based on archives.

Excellence in Service Delivery

Since 1983, the government records received by the National Archives of Canada are subject to the *Access to Information Act* and the *Privacy Act*. Before being released to the public, government records must therefore be reviewed by National Archives personnel. The National Archives is consistently among the departments that receive the highest number of formal requests under these Acts. Last year the National Archives responded to approximately five thousand formal requests from veterans, members of the public, academics, media and aboriginal groups for access to holdings under the *Access to Information* and *Privacy Acts*.

The institution also makes as much information publicly available for research as possible through a well-established process for informal access involving in 1997-98 the screening of over 1.6 million pages of restricted government information in response to research requests. In addition, a planned approach for the systematic review of large blocks of government records has been developed to make available information for public research. Over the past year, more than 3 million pages of government information have been released through block reviews.

Formal Access to Restricted Government Records

- ▶ From April 1997 to March 1998, the NA ranked second among government departments in number of formal access requests received and was fifth in formal privacy requests received;
- ▶ Over 870,000 pages of government records were reviewed in response to formal requests;
- ▶ 72% of access requests and 78% of privacy requests were completed within 30 days (government institutions as a whole averaged 50% of responses completed within 30 days for both privacy and access requests);
- ▶ During 1997-1998, the Information and Privacy Commissioners investigated 36 complaints (30 complaints received during 1997-98; 6 complaints carried over from the previous year) of which 9 were either well-founded or well-founded and resolved.

A Higher Public Profile

For some years, the institution has been attempting to increase the awareness of Canadians of the wealth of its holdings. In 1997-1998, the National Archives gained considerable ground in this matter. A milestone in the history of the institution, the official opening, in June 1997, of the Gatineau Preservation Centre generated keen public interest. Over 12,000 people took part in the diverse opening activities, including our two-day "open house." Highly impressed, visitors were not only effusive in their praise of this facility, which houses the latest in records preservation technology, but also in their appreciation of the national treasures housed therein. Moreover, the public's interest in the National Archives generally, and in the Centre specifically, continued long after the inaugural events. A permanent visitors program was set up to accommodate requests from groups to visit the Gatineau Preservation Centre and the headquarters of the National Archives. As a result of this program, 1,600 people toured the Centre in 1997-1998.

In addition to those who participated in the opening of the Gatineau Preservation Centre, the exhibitions presented by the National Archives attracted 20,000 visitors. Of particular note is the long-term exhibition, *Treasured Memories*, which opened to the public on May 14, 1997, and which reflects many facets of Canadian life from the second half of the 16th century to the present day. An excellent way for Canadians to come to know their history and learn about their origins.

The Gatineau Preservation Centre: A most impressive building

"An excellent way to show us where our tax dollars are going. Super! A daring architectural structure. A fantastic success."

"A fine achievement — we're proud to be Canadian!"

"Very impressive -a good investment."

"Thank you for opening your doors to all Canadians. The open concept of the building and your invitation to all this week-end is symbolic of the society we want to build."

"Very impressed by the building and collection. Never realized the Archives was so extensive in their collection. More publicity needed!"

"A national treasure in structure and content."

Treasured Memories:
a very popular exhibition

**"Very, very good, makes us
feel good about our country and
I want to learn more."**

(British Columbia)

**"Makes it easier for more people
to understand how interesting
and relevant archives are and
the value and benefit of them
being accessible to all..."**

(Ontario)

"Important! Necessary!"

(Montréal, Québec)

**"The National Archives remains
almost the only public institution
in Canada where Canadians can
discover their history."**

(Ottawa, Ontario)

**"It was great! I loved it, it gives a
true sense of Canadian history."**

(Calgary, Alberta)

In the present context of scarcer resources, such activities would not be possible without the financial support of sponsors and promoters. The National Archives would be remiss were it to fail to mention the enormous contribution of the following individuals and organizations to our public programming initiatives: MOVIEPIX, Geoffrey H. Wood Foundation, Sun Life, Mr. Len Blum, Friends of the National Archives of Canada, Avenor Inc. (now Bowater), the Ford Motor Company, Department of Foreign Affairs and International Trade, Industry Canada, and the Department of Canadian Heritage. Thanks to this support, the National Archives has served an unprecedented number of Canadian who are now more aware of the important contribution of archives to their collective memory.

Assistance to the Archival Community

As part of its mandate, the National Archives assists and supports a network of archival institutions across Canada through grants and contributions to the Canadian Council of Archives (CCA). This funding, administered independently by the CCA, is provided to archival institutions in all regions, notably with a view to reducing backlog in the area of record descriptions, ensuring document retention, and training professional archivists. Ultimately, this funding enables Canadians to develop a better understanding of their past.

In the period covered by this report, the operating grant given to the CCA remained at \$600,000, but grants and contributions to archives were reduced by 6%, proportionate to the budget reductions experienced by the National Archives.

As anticipated, the participation of the National Archives in the international archival community has diminished, now that the National Archivist's term as President of the International Council of Archives (ICA) has ended. Staff nevertheless continued to provide leadership on various ICA committees, such as the Committee on Information Technology and the Committee on Electronic and Other Current Records. The institution also continued to play an important role in the International Conference of the Round Table on Archives, the most important intellectual forum for leaders of the international archival community.

Corporate Services

Objective: To provide administrative support to the operational programs of the National Archives of Canada and the National Library of Canada.

Corporate Services includes the following roles and responsibilities:

- ▶ guidance to National Archives and National Library managers in the effective and efficient use of human, financial, materiel and accommodation resources (**resource management**);
- ▶ management, administrative and technical support for the NA's internal records system, information plans and automated systems (**information management**);
- ▶ provision of corporate policy development, strategic program planning, program evaluation, internal audit and executive secretariat(**executive support**).

Corporate Services

Planned Spending	\$ 14,534,000
<i>Total Authorities</i>	<i>\$16,802,618</i>
1997-98 Actual	\$15,534,608

Note: Differences between *Total Authorities* and the **1997-98 Actual** are due to reallocations made by the department to meet changing requirements.

Obtaining Adequate Accommodation

The first phase of our commitment in obtaining adequate accommodation has been successfully achieved with the official opening of the Gatineau Preservation Centre. As a result, the department's focus now falls on the second phase of our long-term accommodation strategy, which is to undertake a major renovation of the West Memorial Building. The objective of this project is to provide new accommodation for the public, archival and administrative functions of the NA. The renovation of this heritage structure in downtown Ottawa, identified as a Millennium Project of the National Archives, will assist in the revitalization of this "gateway" location on the Confederation Boulevard.

During 1997-98, considerable progress was achieved in this project. The Concept Design was ratified in December 1997 and Design Development was completed by March 1998. The Effective Project Approval submission to the Treasury Board is being drafted and will be submitted by October 1998.

Ensuring the safe storage and preservation of archival records on nitrate film base is another accommodation priority as the NA's current storage facility nears the end of its useful life and the site of the facility at Canadian Forces Base Ottawa North is to be disposed of shortly. Plans to construct adequate nitrate film storage vaults are being prepared. National Archives

and Public Works and Government Services Canada initiated an investment analysis during the fiscal year, with a completion date for the entire project to be determined.

Information Management

Information technology was used to increase efficiency and lower the cost of administrative services by implementing a new automated financial system, a human resources information system and a performance measurement system.

Information management also played a key role in two of the NA's strategic priorities: Implement an Integrated Electronic Records Program and Deliver Quality Services. Plans for 1997-98 focussed on the infrastructure for the transfer, conversion, accessibility and storage of government and private electronic records, technical advice regarding the feasibility of transferring records and the development of archival expertise with electronic records. As well, the NA supported the hardware and software systems necessary for the control of its archival holdings and for delivering improved access to holdings on site, at decentralized access sites, and via the Internet.

Year 2000 Readiness

The National Archives is dealing with the impact of the Year 2000 problem on its information technology systems, software and equipment. With guidance from the Treasury Board Secretariat Year 2000 Project Office, a departmental coordinator and staff are managing all aspects of the problem.

Testing of shared administrative systems supporting human resources and financial management is planned for 1998-99. All other information technology infrastructure components and systems were identified and assessed for Year 2000 readiness during 1997-98. Where necessary, corrective measures were identified, planned, funded and initiated.

There is at present one replacement project underway for a non-compliant application system, and upgrades for non-compliant hardware and software infrastructure components (e.g., Local Area Network, Office Automation) are planned for 1999-2000. We are confident that, as far as our internal systems are concerned, the Year 2000 problem will be adequately addressed, and does not pose an unacceptable degree of risk.

Towards Organizational Renewal

True to its strategic priorities, the National Archives emphasized important initiatives that focused on staff. Moreover, the events surrounding the institution's 125th anniversary provided an ideal opportunity to underscore the outstanding competence of our employees, whether in the context of the celebrations organized by the Federal Records Centres, the 125th anniversary awards recognizing notable individual and group achievements, or the art works produced outside of work and displayed to such effect in the exhibition After Hours.

The National Archives also continued to implement the initiative of "organizational renewal and development." This initiative has two main objectives: to prepare the "Relève" within the institution, and to integrate the principles of the "learning organization" into the planning of activities and the conduct of the Department's day-to-day operations. For a better understanding of these principles, all managers and supervisors attended a series of workshops, and information sessions were held for all employees, with the hope of establishing a working environment based on teamwork.

Key Reviews, Audits and Evaluations

During the past year, the National Archives has reoriented its Audit and Evaluation Program. Until recently, the program's activities have primarily supported management renewal. Audit and Evaluation is now devoting its energies to studies and reviews to support and shape the strategic priorities of the institution, as reflected in the key lines of business. For the period in question, the Program initiated several studies and completed two: the first related to the Services, Awareness and Assistance Business Line and the second to the Corporate Services Business Line.

A Survey on Awareness

In light of diminished resources allocated to public sector programs, the National Archives of Canada needed to ensure that its limited operating funds continued to be used in the most efficient and effective manner. Consequently, in August 1997 the National Archives supported a Canada-wide telephone survey concerning awareness and usage of the institution by the general public. Overall, the findings indicated that those people who were most aware of the institution were, for the most part, 35 years of age or older, employed full time, and were post-secondary graduates. The study's results also showed that Canadians valued the following four services and responsibilities most highly:

- ▶ educating the public about Canada's history;
- ▶ providing Canadians with easy access to the country's historical records;

- ▶ providing researchers with access to historical documents; and
- ▶ storing and preserving Canada's cultural records and documents.

The study was intended to support the National Archives of Canada's strategic priorities, its communications objectives and its Program Review exercise. However, the study's success lies in findings that, for the first time, provide the department with reliable "baseline" awareness data. This information will help the National Archives to focus its activities in accordance with the expectations of Canadians.

An Audit of Travel

An audit of travel was carried out to determine the extent of compliance with government-wide policy. Much of the travel carried out by National Archives' staff relates to business conducted within the country. Nonetheless, the National Archives plays a leading role in many international archival activities, including the support of archival programs in some developing countries. For the period of review, the National Archivist had served as President of the International Council of Archives. The audit found that the National Archives was fully compliant with Treasury Board policy and with internal authorities for travel. Furthermore, in a period when international commitments were heavy, our travel expenditures were lower than the levels for previous years.



Financial Performance



Financial Performance

Financial Performance Overview

The National Archives' Main Estimates for 1997-98 were \$46,163,000 (see table 1) including contribution to employee benefit plans. The government's operating budget policy allows departments to carry forward funds unspent at the end of a fiscal year to the following year to a maximum of 5% of their operating budget. The National Archives carried forward \$2,089,400 from fiscal year 1996-97 to 1997-98. Also, the department had received authorization from Treasury Board for additional funding of \$929,000 related to the operating costs of the Archives Preservation Centre which opened in June 1997. The authority to spend these funds was granted through Supplementary Estimates in the Fall of 1997. In addition, the department received \$116,827 from the proceeds of the sale of surplus crown assets and had carried forward \$22,935 from the previous fiscal year. The total funds available for the year were \$49,321,162 (see table 2). The National Archives used \$48,745,193 (see table 3). The difference is comprised of funds that were carried forward to 1998-99 by the department to continue the planning for the renovation of the West Memorial Building (\$380,000) and funds that were set aside under the operating budget policy.

The National Archives manages its program with a structure comprised of four business lines. Two business lines account for 55.1% of the total spending for the department. They are "Acquisition and Holdings Management" and "Services, Awareness and Assistance" (see table 5). The Corporate Services business line includes resources used to provide support to the National Library. In 1997-98 this amounted to approximately \$3 million.

Revenues in the amount of \$153,000 generated by the National Archives came mainly from the sales of photocopies of archival records (see table 7). The department also received \$116,827 from the sales of surplus crown assets, which were used in the general operations of the department.

The National Archives continued to provide funding to support the Canadian Council of Archives and its various projects for the development of a national network of archives and conservation projects (see table 9).

Capital spending in the National Archives is used to support the planning and implementation of adequate accommodation for archival records and archival work. In 1997-98, the department spent \$300,000, which is in addition to its normal resource allotment, to assist in completing the move into and opening of the Preservation Centre which opened in June 1997. The department has received approval to plan the renovation of the West Memorial Building which will serve as the headquarters as well as provide improved public access to records of national significance. The department has spent \$672,500 in 1997-98 to help plan and develop detailed estimates for the renovation project (see tables 10 and 11).

Financial Table 1
Authorities for 1997-98
Financial Requirements by Authority (thousands of dollars)

Vote		1997-98 Planned Spending	1997-98 Total Authorities	1997-98 Actual
National Archives				
80	Program expenditures	41,689.0	44,707.4	44,271.2
(S)	Contribution to employee benefit plans	4,474.0	4,474.0	4,474.0
	Total Agency	46,163.0	49,181.4	48,745.2

Total Authorities are Main Estimates plus Supplementary Estimates. It does not include the Proceeds from the disposal of Crown Assets (\$139,762). Actual Expenditures include spending from the Proceeds from the disposal of Crown Assets (\$135,131).

Financial Table 2

Agency Planned versus Actual Spending by Business Line (thousands of dollars)

Business Lines	FTEs	Operating	Capital	Voted Grants & Contri- butions	Subtotal: Gross Voted Expendi- tures	Statutory Grants & Contri- butions	Total Gross Expendi- tures	Less: Revenue Credited to the Vote	Total Net Expendi- tures
Acquisition and Holdings Management									
	207	15,865.0	—	—	15,865.0	—	15,865.0	—	15,865.0
(total authorities)	<i>192</i>	<i>16,290.4</i>	—	—	<i>16,290.4</i>	—	<i>16,290.4</i>	—	<i>16,290.4</i>
(Actual)	192	17,789.6	—	—	17,789.6	—	17,789.6	—	17,789.6
Management of Government Information									
	124	6,207.0	—	—	6,207.0	—	6,207.0	—	6,207.0
(total authorities)	<i>143</i>	<i>6,443.1</i>	—	—	<i>6,443.1</i>	—	<i>6,443.1</i>	—	<i>6,443.1</i>
(Actual)	143	6,347.1	—	—	6,347.1	—	6,347.1	—	6,347.1
Services, Awareness and Assistance									
	133	7,679.0	—	1,878.0	9,557.0	—	9,557.0	—	9,557.0
(total authorities)	<i>146</i>	<i>7,907.1</i>	—	<i>1,878.0</i>	<i>9,785.1</i>	—	<i>9,785.1</i>	—	<i>9,785.1</i>
(Actual)	146	7,195.9	—	1,878.0	9,073.9	—	9,073.9	—	9,073.9
Corporate Services									
	143	13,122.0	1,412.0	—	14,534.0	—	14,534.0	—	14,534.0
(total authorities)	<i>153</i>	<i>15,390.6</i>	<i>1,412.0</i>	—	<i>16,802.6</i>	—	<i>16,802.6</i>	—	<i>16,802.6</i>
(Actual)	153	14,562.1	972.5	—	15,534.6	—	15,534.6	—	15,534.6
TOTAL									
	607	42,873.0	1,412.0	1,878.0	46,163.0	—	46,163.0	—	46,163.0
(total authorities)	<i>634</i>	<i>46,031.2</i>	<i>1,412.0</i>	<i>1,878.0</i>	<i>49,321.2</i>	—	<i>49,321.2</i>	—	<i>49,321.2</i>
(Actual)	634	45,894.7	972.5	1,878.0	48,745.2	—	48,745.2	—	48,745.2

Other Revenues and Expenditures

Revenues credited to the Consolidated Revenue Fund	(125.0)
(total authorities)	(269.8)
(Actual)	(269.8)
Cost of services provided by other departments	16,032.0
(total authorities)	16,392.0
(Actual)	16,392.0
Net Cost of the Program	62,070.0
(total authorities)	65,443.4
(Actual)	64,867.4

Note: Numbers in *italics* denote *Total Authorities for 1997-98* (main and supplementary estimates and Proceeds from the disposal of Crown Assets).

Bolded numbers denote **actual expenditures/revenues in 1997-98**

Due to rounding figures may not add to totals shown

Financial Table 3

Historical Comparison of Total Planned Spending to Actual Spending (thousands of dollars)

Business Lines	Actual 1995-96	Actual 1996-97	Planned Spending 1997-98	Total Authorities 1997-98	Actual 1997-98
Acquisition and Holdings Management	17,661.5	17,639.2	15,865.0	16,290.4	17,789.6
Management of Government Information	9,912.4	7,324.5	6,207.0	6,443.1	6,347.1
Services, Awareness and Assistance	10,405.2	9,549.9	9,557.0	9,785.1	9,073.9
Corporate Services	21,698.3	16,996.8	14,534.0	16,802.6	15,534.6
Total	59,667.4	51,510.4	46,163.0	49,321.2	48,745.2

Total Authorities are main estimates plus supplementary estimates plus Proceeds from the disposal of Crown Assets

Financial Table 4

Crosswalk between Old Structure and New Structure

The National Archives of Canada does not have a new structure in 1997-98

Note: In the PRAS, the “Holdings Development and Management” Business Line has been renamed “Acquisition and Holdings Management” and the “Administration” Business Line has been changed to “Corporate Services”.

Financial Table 5
Comparison of 1997-98 Planned Spending, and Total Authorities to Actual Expenditures
by Organization and Business Line (thousands of dollars)

Organization	Business Lines				TOTALS
	Acquisition and Holdings Management	Management of Government Information	Services, Awareness and Assistance	Corporate Services	
Office of the National Archivist			1,878.0	533.0	2,411.0
(total authorities)			<i>1,878.0</i>	<i>263.3</i>	<i>2,141.3</i>
(Actual)			1,878.0	240.0	2,118.0
Office of the Assistant National Archivist				865.0	865.0
(total authorities)				<i>946.2</i>	<i>946.2</i>
(Actual)				901.0	901.0
Regional Operations		3,857.0			3,857.0
(total authorities)		<i>3,845.3</i>			<i>3,845.3</i>
(Actual)		3,822.3			3,822.3
Archives Headquarters Accommodation Project				1,412.0	1,412.0
(total authorities)				<i>2,041.2</i>	<i>2,041.2</i>
(Actual)				1,572.7	1,572.7
Archives Development and Preservation	15,865.0	2,350.0	684.0		18,899.0
(total authorities)	<i>16,290.4</i>	<i>2,597.8</i>	<i>1,179.2</i>		<i>20,067.4</i>
(Actual)	17,789.6	2,524.8	471.2		20,785.6
Client Services and Communications			6,995.0		6,995.0
(total authorities)			<i>6,727.9</i>		<i>6,727.9</i>
(Actual)			6,724.7		6,724.7
Management Services				7,560.0	7,560.0
(total authorities)				<i>8,029.2</i>	<i>8,029.2</i>
(Actual)				7,578.3	7,578.3
Information Management				4,164.0	4,164.0
(total authorities)				<i>5,522.7</i>	<i>5,522.7</i>
(Actual)				5,242.6	5,242.6
TOTALS	15,865.0	6,207.0	9,557.0	14,534.0	46,163.0
(total authorities)	<i>16,290.4</i>	<i>6,443.1</i>	<i>9,785.1</i>	<i>16,802.6</i>	<i>49,321.2</i>
(Actual)	17,789.6	6,347.1	9,073.9	15,534.6	48,745.2
% of TOTAL	36.5	13.0	18.6	31.9	100.0

Note: Numbers in *italics* denote *Total Authorities for 1997-98* (main and supplementary estimates and Proceeds from the disposal of Crown Assets).
Bold numbers denote **actual expenditures in 1997/98**
Due to rounding figures may not add to totals shown

Financial Table 6
Revenues Credited to the Vote

The National Archives of Canada does not have revenues credited to the Vote

Financial Table 7
Revenues Credited to the Consolidated Revenue Fund by Business Line (thousands of dollars)

Business Lines	Actual 1995-96	Actual 1996-97	Planned Revenues 1997-98	Total Authorities 1997-98	Actual 1997-98
Acquisition and Holdings Management					
Management of Government Information					
Services, Awareness and Assistance	125.3	121.7	125.0	153.0	153.0
Corporate Services					
Sub total	125.3	121.7	125.0	153.0	153.0
Unplanned	229.9	211.4		116.8	116.8
Total Revenues Credited to the CRF	355.2	333.1	125.0	269.8	269.8

Total Authorities are main estimates plus supplementary estimates plus other authorities

Note: The unplanned revenues represent the revenues from the Proceeds from the disposal of Crown Assets. The total available for 1997-1998 is composed of the amount generated during the current year \$116,827 and the amount available from the previous year \$ 22,935. The amount spent during the current year was \$ 135,131. This expenditure is included in Operating Costs.

Financial Table 8
Statutory Payments by Business Line

The National Archives of Canada does not have statutory payments

Financial Table 9
Transfer Payments by Business Line (thousands of dollars)

Business Line — Services, Awareness and Assistance	Actual 1995-96	Actual 1996-97	Planned Spending 1997-98	Total Authorities 1997-98	Actual 1997-98
Grants					
Canadian Council of Archives	600.0	600.0	600.0	600.0	600.0
Alliance for Canada's Audio-Visual Heritage		75.0	75.0	75.0	75.0
Total Grants	600.0	675.0	675.0	675.0	675.0
Contributions					
Canadian archival community in support of archival projects leading to the development of a national network of Canadian archives, holdings activities and services.	862.9	761.4	675.0	675.0	711.2
Canadian archival community in support of projects relating to the conservation of archival records, conservation training and information.	685.1	547.6	528.0	528.0	491.8
Total Contributions	1,548.0	1,309.0	1,203.0	1,203.0	1,203.0
Total Transfer Payments	2,148.0	1,984.0	1,878.0	1,878.0	1,878.0

Total Authorities are main estimates plus supplementary estimates plus other authorities.

Financial Table 10
Capital Spending by Business Line (thousands of dollars)

Business Lines	Actual 1995-96	Actual 1996-97	Planned Spending 1997-98	Total Authorities 1997-98	Actual 1997-98
Acquisition and Holdings Management					
Management of Government Information					
Services, Awareness and Assistance					
Corporate Services	6,558.1	2,311.0	1,412.0	1,412.0	972.5
Total Capital Spending	6,558.1	2,311.0	1,412.0	1,412.0	972.5

Total Authorities are main estimates plus supplementary estimates plus other authorities

Financial Table 11

Capital Projects by Business Line (thousands of dollars)

Business Lines	Current Estimated Total Cost	Actual 1995-96	Actual 1996-97	Planned Spending 1997-98	Total Authorities 1997-98	Actual 1997-98
Corporate Services						
Gatineau Project	18,200.0	6,558.1	2,000.0	300.0	300.0	300.0
West Memorial Project	10,217.0	—	311.0	1,112.0	1,112.0	672.5

Total Authorities are main estimates plus supplementary estimates plus other authorities

Note: The amounts included in this table represent the expenditures paid by the National Archives. They do not take in account the amounts paid by Public Works and Government Services of Canada.

For the West Memorial Building Project, the National Archives has an approval-in-principle to do the project. An authority to spend \$ 1,423,000 (including GST) has been granted to proceed with the planning required to develop substantive estimates.

Financial Table 12

Status of Major Crown Projects

The National Archives of Canada does not have Major Crown Projects

Financial Table 13

Loans, Investments and Advances by Business Line

The National Archives of Canada does not have loans, investments or advances

Financial Table 14

Revolving Fund Financial Summaries

The National Archives of Canada does not have a revolving fund

Financial Table 15
Contingent Liabilities (thousands of dollars)

List of Contingent Liabilities	Amount of Contingent Liability		
	March 31, 1996	March 31, 1997	Current as of March 31, 1998
Claims and Pending and Threatened Litigation			
Litigations		103.0	
Total		103.0	



Other Information

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An electronic version of this report can be found at:

<http://www.archives.ca/www/com/english/pub/dpr/index.html>

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Legislation Administered

The National Archivist has sole responsibility to Parliament for the following Act

<i>National Archives of Canada Act</i>	R.S.C., 1995, c.1 (3 rd suppl., c. N-2.5)
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The National Archivist shares responsibility to Parliament for the following Acts

<i>Access to Information Act</i>	R.S.C., 1985, c.A-1
<i>Privacy Act</i>	R.S.C., 1985, c. P-21
<i>An Act to amend the Copyright Act</i>	Bill C-32, 1997
<i>Historic Sites and Monuments Act</i>	R.S.C., 1985, c. H-4
<i>Young Offenders Act</i>	R.S.C., 1985, c. Y-1
<i>Nunavut Land Claims Agreement Act</i>	R.S.C., 1993, c. N-28.7
<i>The Yukon First Nations Self-Government Act</i>	R.S.C., 1994, c. Y-2.3
<i>The Yukon First Nations Land Claims Settlement Act</i>	R.S.C., 1994, c. Y-26
<i>Excise Act</i>	R.S.C., 1985, c. E-15

List of Statutory Annual Reports and Other Departmental Reports

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