



# National Archives of Canada

## Performance Report

For the period ending  
March 31, 2000

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 the *Part III of the Estimates* document for each department or agency into two separate documents: a *Report on Plans and Priorities* tabled in the spring and a *Departmental Performance Report* tabled in the fall.

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.

The Fall Performance Package is comprised of 83 Departmental Performance Reports and the President's annual report, *Managing for Results 2000*.

This *Departmental Performance Report*, covering the period ending March 31, 2000 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 *Report on Plans and Priorities* for 1999-00 tabled in Parliament in the spring of 1999.

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 its management systems and performance framework. 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/rma/dpr/dpre.asp>

Comments or questions can be directed to the TBS Internet site or to:

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# **National Archives of Canada**

## **Performance Report**

For the period ending  
March 31, 2000

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The Honourable Sheila Copps  
Minister of Canadian Heritage



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# Executive Summary

The National Archives of Canada acquires and preserves public and private sector records of national significance in every conceivable format, including films, maps, diaries, journals, photographs, videos, sound recordings, government files, architectural drawings, unique pieces of documentary art, and electronic records systems. It serves as the permanent repository for historical records created by the federal government, facilitates the proper management of government records, and provides leadership to the national and international archival community in support of archival development. By acquiring these records and then making them available and accessible to Canadians, the National Archives protects the rights of Canadian citizens and connects them to the sources of their past, to their individual histories and to the historical legacy to which they are entitled by virtue of their citizenship.

The National Archives recognizes that, as a government agency within the Canadian Heritage Portfolio, it is charged with the collective responsibility to make Canada the most connected country in the world. It takes these responsibilities seriously. At the same time, however, as one of the oldest cultural agencies in Canada, it is also charged with preserving Canada's existing documentary heritage. This presently takes the form of over 140 kilometres of textual records, over 2 million maps and architectural drawings, 21 million photographs, over 300,000 hours of film, videos and sound recordings, and over 3 million megabytes of electronic records. The unique challenge facing the National Archives is to make its holdings open and relevant to Canadians in this new electronic age, to convert its priceless records into formats that are accessible electronically, and at the same time to continue to preserve what it has already acquired over the past 128 years.

The National Archives *Performance Report* for the year ending 31 March 2000 outlines the progress it has made towards a new set of three-year targets identified in the *Report on Plans and Priorities for 1999-2000*. It provides details on measures taken by the National Archives, in this the first year of a new three-year strategic plan, in support of the overarching federal government strategy to connect Canadians and to bring Canadian culture into the digital age.

Performance highlights of the National Archives in 1999-2000 of particular interest and of benefit to Canadians include significant acquisitions of public and private sector records in all media that reflect the diversity of Canadian society, and the development of authorities and guidelines to meet the information management needs of federal government departments. Canadians are served in this regard by efforts to identify, acquire and preserve records that are important to the civic life of the country and which allow them to explore the Canadian experience. Finally, a redesigned Web site and an expanded digitization program provide Canadians of all ages with access to the records of their past, a foundation on which they can base their own stories, regardless of where they live in Canada.





Minister  
of Canadian Heritage



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This Performance Report flows from the commitments made by the National Archives in its 1999-2000 *Report on Plans and Priorities*. The results also reflect the contribution of the National Archives to the shared priorities of the Canadian Heritage Portfolio.

Consistent with government policy to "make Canada the most connected country in the world," and with its own commitment to provide Canadians with the on-line, archival resources to tell their own stories, the National Archives has significantly broadened its presence on the web with a major digitization initiative. The National Archives has worked to strengthen its relationship with the National Library of Canada.

The Canadian Heritage Portfolio contributes to a common national purpose. We help to advance Canadian culture in an era of globalization. We provide Canadians with opportunities to learn and understand more about our country and each other. We protect Canada's natural and cultural heritage for the benefit of current and future generations.

It is up to all of us, individually and collectively, to nurture the diversity that is such a hallmark of Canadian identity.

The contribution of the Canadian Heritage Portfolio reflects the diversity of our Canadian values and heritage.

Sheila Copps

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# The Canadian Heritage Portfolio

Department of Canadian Heritage

Canada Council for the Arts

Canada Science and Technology Museum

Canadian Broadcasting Corporation

Canadian Film Development Corporation (Telefilm Canada)

Canadian Museum of Civilization

Canadian Museum of Nature

Canadian Race Relations Foundations

Canadian Radio-television and Telecommunications Commission

National Archives of Canada

National Arts Centre

National Battlefields Commission

National Capital Commission

National Film Board of Canada

National Gallery of Canada

National Library of Canada

Parks Canada Agency

Status of Women of Canada

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# Message from the National Archivist

“My ambition aims at the establishment of a great storehouse of the history of the colonies and colonists ... in every aspect of their lives as communities... It may be a dream, but it is a noble dream”.

Douglas Brymner, 1888

In 1888, our first national archivist, Douglas Brymner, worked from basement rooms in the West Block. Since his appointment in June 1872, he worked diligently as an advocate of archives and of the need to preserve records for future generations of Canadians. His vast storehouse may have been a dream, but without a dream of what might be, can anything of lasting value be accomplished?

For well over one hundred years, the National Archives has pursued Brymner’s dream and what has been achieved is far beyond anything he could have imagined in the 1880s. Archives are the record of our past experience insofar as the words, voices and even the images of those who have preceded us form an indissoluble link between past and present. These are our records as a nation: letters, diaries, photographs, maps, paintings, diskettes. Whatever form they take, archives speak to us from history and recall the hopes, aspirations, accomplishments and failures of the men, women and children who have gone before us.

The simple truth is that Canadians want to know more about their country. Young and old, those who can trace their Canadian roots back four or five generations and even those who arrived here in the 1990s need to know that they have access to their history at the National Archives. History is not only names and facts and dates, it is an understanding of our collective experience as Canadians, a sense of what sets us apart from others, it is pride in what we have accomplished as a nation, and a promise of what will be achieved in the future. Archives allow history to be written in the first person – our history, our family, our community, and this has never been more true than it is today.

With advances in technology, we have an unprecedented opportunity, even an obligation, to make available to Canadians the archival resources that will allow them to tell their story. Millions of Canadians now have the means to access their heritage in their homes, offices and even in the palms of their hands. If Canada wants to be “the most connected nation” in the world, the National Archives can make this dream a reality by connecting Canadians with their past, by sharing the archival heritage that has been carefully collected, preserved and made available since 1872. This is our dream for Canada, that Canadians will come to know themselves better and thereby make Canada a stronger and more united nation.

I.E. Wilson  
National Archivist



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# Departmental Performance

## Societal Context

### Objectives

The main objective of the National Archives of Canada 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.

### Strategic Priorities

To achieve its objective, the National Archives has three strategic directions:

- Serving Canadians;
- Committed to the integrity of the Government Record;
- A Place of Excellence.

These directions support the National Archives' fundamental role as a national heritage institution, which is to document the Canadian experience through public and private archival records in all media, and to serve as an administrative arm of government, supporting the management of federal government information.

### Key Co-delivery Partners

The National Archives works closely with its federal heritage partners, especially the Department of Canadian Heritage, the National Library of Canada and Canadian museums, in order to ensure that their respective heritage activities are coordinated for the benefit of all Canadians and that they are in keeping with government-wide priorities.

The National Archives cooperates with the Treasury Board Secretariat by providing advice and assistance to government institutions on the management of their active records and by providing secure, cost-effective storage for semi-active and dormant records.

### Social and Economic Factors

The environment in which the National Archives operates demands a high level of public service. In ever increasing numbers, Canadians want to know more about their history, a journey that often brings them to the Archives in person or via Internet technology. Although technology will allow the Archives to provide researchers with more on-line documentation, traditional client service is also important and remains the keystone of the National Archives' outreach to Canadians.

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The National Archives is particularly concerned with electronic records, especially the ease with which they can be altered. A key challenge will be to ensure that nationally significant electronic records arrive at the National Archives at the right time, in a format that is appropriate, accessible, long-lasting and cost-efficient.

In his annual report released in July 1999, the Information Commissioner highlighted the prerequisite link between good information management in the government of Canada and an effective access to information regime. He also observed that the records management function in government had been “seriously degraded”, this at a time when the increasing use of electronic records and electronic record-keeping threatens to further undermine the government’s capacity to properly manage its information resources. Given the mandate by the *National Archives of Canada Act* to facilitate the management of government records, the National Archives will play a key role in any concerted and coordinated effort to improve record-keeping in government.

In March of 1998, Dr. John English was commissioned by the Minister of Canadian Heritage to report on the role of the National Archives of Canada and the National Library of Canada. His report, released in July, 1999, contained many recommendations about the programs and services of the Archives.

## National Archives of Canada Chart of Key Results Commitments

<b>To provide Canadians with:</b>	<b>To be demonstrated by:</b>
An archival resource documenting the Canadian experience and protecting citizens' rights \$12.6 million	<ul style="list-style-type: none"> <li>• acquisition of archival records in core collecting areas</li> <li>• standardized descriptions of archival records</li> <li>• preventive conservation of archival records</li> </ul>
Preservation of the corporate memory of the Government of Canada \$6.4 million	<ul style="list-style-type: none"> <li>• effective disposition of government records</li> <li>• standards for the management of government records</li> <li>• optimal space utilization for federal records centre operations</li> </ul>
Access to their archival heritage \$9.9 million	<ul style="list-style-type: none"> <li>• effective services to Canadians through the use of information technology and quality service initiatives</li> <li>• awareness by Canadians of their archival heritage through dissemination of information about the National Archives and its holdings</li> <li>• development of national and international archival networks</li> </ul>
Efficient administration of the National Archives program \$14.5 million <sup>1</sup>	<ul style="list-style-type: none"> <li>• staff motivated and qualified to deliver quality services</li> <li>• increased use of information resources and information technology</li> <li>• implementation of long-term accommodation strategy</li> </ul>

<sup>1</sup> Includes \$3.8 million for corporate services to the National Library of Canada.



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## Performance Accomplishments

### Business Line: Acquisition and Holdings Management

Planned Spending	\$15,835,000
<i>Total Authorities</i>	<i>\$14,699,980</i>
<b>1999-2000 Actuals</b>	<b>\$14,523,559</b>

Planned Spending shows the Agency's plan at the beginning of fiscal year 1999-2000.

*Total Authorities* includes any additional spending approved by Parliament during the year, to reflect changing priorities and unforeseen events.

**Actual** expenditures include spending from the proceeds from the Disposal of Crown Assets. For additional details, see Financial Tables 1 and 2.

### Acquisition of archival records in core collecting areas

The National Archives acquires private and public records of national significance that enhance our understanding of the Canadian experience and that reflect the diversity of Canadian society. To ensure that private records of national significance are preserved, the National Archives prepared and implemented a new five-year strategy for the acquisition of such records. This plan was developed in cooperation with the Canadian archival community and other heritage and cultural institutions.

Important private-sector acquisitions in 1999-2000 included the Greenpeace fonds, the papers of filmmaker Gilles Carle, the Chief Justice Antonio Lamer fonds, and the papers of the Canadian Auto Workers; the portraits of Pierre de Rigaud, Marquis of Vaudreuil, last Governor of New France, and his wife Jeanne Charlotte Fleury de Gorgendière, were added to the collections of art works in the National Archives of Canada.

To rationalize acquisition activities, the National Archives consults regularly with its federal heritage partners, exploring areas of potential collaboration. In 1999-2000, for instance, the National Archives, the Canadian War Museum and the Canadian Museum of Civilization negotiated the acquisition of the records and artifacts of the Canadian Nurses Association, dividing the acquisition by respective collecting mandate. The National Archives and the National Library also cooperate regularly with respect to acquisitions in order to ensure that important records are preserved.

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The acquisition of government electronic records is also critical, and efforts have been made to ensure that important government records created and stored in electronic format are identified and preserved. The National Archives developed an Electronic Records Strategy which aims at ensuring that electronic records remain authentic, reliable, and accessible over time. A number of significant electronic systems and records were transferred to the National Archives, including the Canada Land Data System of Environment Canada containing over 20,000 digital map sheets of the Canadian land-mass; remote sensing imagery from Atmospheric Environment Services; and electronic records from the Privy Council Office relevant to the Royal Commission on Aboriginal Peoples.

Major acquisitions of records from the Government of Canada included those of the Canadian Intellectual Property Office, which holds, among others, the likes of the patents held by Alexander Graham Bell and Joseph Armand Bombardier. As well, in 1999-2000, technical and architectural drawings such as those of the Radio and Electrical Engineering Division of the National Research Council of Canada were acquired.

As identified in the *Report on Plans and Priorities for 1999-2000*, the National Archives targetted key Crown Corporations for acquisition. However, our hope to acquire records from Canadian National was not realized this year; negotiations are ongoing with senior managers in the Corporation.

### **Standardized descriptions of archival records**

To increase accessibility to its archival records, the National Archives, in consultation with the Canadian archival community, continued to develop standardized descriptions of its holdings in accordance with the Rules for Archival Description. Descriptive standards continue to be refined, including a study of the application of these standards to all types of archival records (textual, electronic, audio-visual, visual, etc.). Standard rules of archival description will allow the National Archives to provide Canadians with more efficient and effective access to archival records, especially on the Archives' on-line research tool, ArchiviaNet. In 1999-2000, thousands of new entries were added to ArchiviaNet. More information is given on p. 16.

### **Preventive conservation of archival records**

Archival records are acquired for use by Canadians and these records must be preserved in order to ensure their use by future generations. Preservation at the National Archives is based on a strategy that emphasizes global care of all holdings through optimum storage facilities, preventive conservation and selective treatment, duplication and migration.

To ensure the effective management and control of all preservation activities, a renewed preservation policy is being drafted; as part of this new policy, a comprehensive long-term copying and digitization strategy is being developed. The framework for a holdings survey methodology has also been adopted and methods have been partially developed. The National Archives continued to participate as required in programs initiated by the AV Preservation Trust, a pan-Canadian organization dedicated to the preservation of the national audio-visual heritage.

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A long-term capital replacement plan has been prepared, which will allow for a planned and rationalized approach to capital replacement.

The preparation of a strategic plan to initiate extensive copying of nitrate-based records was delayed due to the need to develop more detailed costing for a new nitrate storage facility.

The National Archives conducted an operational review of its Preservation Division and reported findings in the fall of 1999. The report provided recommendations on how the Preservation Program might operate more effectively in light of current and anticipated demands and available resources. The key recommendation concerned the creation of a performance management framework for the National Archives, which includes performance indicators. In addition, the review recommended that preservation standards and training modules be developed for staff across the institution. The review also stressed the importance of viewing preservation activities as an integral part of all archival processes within the National Archives. The National Archives have undertaken the implementation of the recommendations of the report.

### **Business Line: Management of Government Information**

Planned Spending	\$6,049,000
<i>Total Authorities</i>	\$7,441,664
<b>1999-2000 Actuals</b>	\$7,009,097

Planned Spending shows the Agency's plan at the beginning of fiscal year 1999-2000.

*Total Authorities* includes any additional spending approved by Parliament during the year, to reflect changing priorities and unforeseen events.

**Actual** expenditures include spending from the proceeds from the Disposal of Crown Assets. For additional details, see Financial Tables 1 and 2.

### **Effective disposition of government records**

The *National Archives of Canada Act* states that government institutions must seek authorization from the National Archivist to dispose of records, and that the National Archivist determines which records must be preserved for historical and archival purposes. The Records Disposition Authority is the legal document that permits destruction and identifies records of archival value.

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Multi-institutional Disposition Authorities (MIDA) are authorities that apply to records, such as finance and personnel records, which are common to all institutions across the Government. These authorities allow the National Archives to maximize the impact of limited archival resources on the most pressing information management needs of government departments. In 1999-2000, MIDAs for Human Resources and General Administration records were produced and issued to government departments. Training sessions for government records management staff were organized. MIDAs for Material Management and Comptrollership were also approved by the National Archivist.

Measures were implemented in order to ensure the safe disposition of those electronic records systems that were affected by the Year 2000 date problem. Initiatives undertaken by the National Archives provided government departments with the authority to dispose of non-archival, non-Year 2000 compliant systems, thereby allowing them to concentrate resources on the conversion of archival, non-Year 2000 compliance systems to electronic systems that were compliant.

The National Archives conducts an ongoing review of how well it and other government departments work to accomplish legislated responsibilities related to the disposition of government records; these responsibilities ultimately support the efficient management of government records and the long-term preservation of the federal government's corporate memory, for the benefit of all Canadians. The first of these reports was produced in 1999-2000. It contains an analysis of which of the government's records are covered by valid Records Disposition Authorities. The report demonstrates that, over the last decade, the National Archives has improved the quality of Records Disposition Authorities as they tend increasingly to cover all records in all media associated with significant programs or organizations. This increase in the scope of Authorities provides a more effective tool both for the disposal of unnecessary records and for the preservation of those with archival value. The report also points out, however, that significant quantities of government records are not yet covered by Records Disposition Authorities. This report will help the National Archives to focus its future efforts in the area of records disposition.

### **Standards for the management of government records**

The Government of Canada is committed to open and accountable government and to connecting Canadians to on-line government information and services. In order to accomplish this, the Government must be able to manage information consistently so as to ensure its quality, integrity, and accessibility over the time required to conduct business. The National Archives works towards this goal by helping federal institutions manage their information effectively, especially electronic information. Archives staff develop guidelines, best business practices and standards, as well as provide leadership to the Federal Information Management Community.

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To help the Government manage its information assets effectively, the National Archives undertook a number of actions during the past year. These included guidance on the management of Y2K records; information on the Web; and electronic mail. As the Government of Canada was renewing its human resources system, the National Archives led efforts to develop a human resource competency profile for information management as well as guidance in the form of a pilot module on how long to keep human resource records in active files. General guidance on record keeping was developed in partnership with the Treasury Board Secretariat and Justice Canada.

The National Archives continued to provide leadership to the Information Management Community by chairing the Information Management Forum and by contributing to standards development through its work with the Canadian General Standards Board on a Canadian Evidence Standard. During the reporting period, an assessment study of information management in the Government of Canada, jointly sponsored by the Treasury Board Secretariat and the National Archives, was produced with a report on issues and proposed recommendations. On the international level, it collaborated with the International Organisation for Standardisation to develop an international Records Management Standard.

The National Archives Electronic Records Strategy identified broadly-based, common issues in records-keeping that continue to arise within the Government. Some of the key issues that were explored include influencing records-creators, appraisals, intellectual and physical control, preservation, public access to electronic records, resourcing, and the development of national and international partnerships and initiatives.

### **Optimal space utilization for federal records centre operations**

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

The National Archives developed a national accommodation strategy for these centres. Public Works and Government Services Canada is using this strategy to prepare Investments Analysis Reports for Records Centres in Halifax, Quebec, Montreal, Toronto and Ottawa. The purpose of these reports is to identify the most cost-efficient means for the Crown to accomplish the needed expansion or consolidation of existing buildings for the centres in these cities.

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Once again in 1999-2000, the volume of records disposed of in federal records centres exceeded the volumes accessioned. The federal record centres received approximately 91,500 metres of material and eliminated approximately 100,000 metres of government records. An initiative to develop and implement a national, automated, information holdings management system across the regions in each of the federal records centres was not realized. As a result, the possibility of installing a commercial product is being reviewed. Although the existing system has a number of identified deficiencies, it was Year 2000 compliant.

Service Standards were communicated to client departments and agencies and comments were invited which will lead to a client survey for a formal assessment of the quality of service and the making of necessary adjustments.

Small cost recovery initiatives for special services were realized with Human Resources Development Canada in the National Capital Region (NCR), and with the Saint Lawrence Seaway Management Corporation in the NCR and Quebec regions. Our large cost recovery agreement with Canada Customs and Revenue Agency continues to bring in approximately 1 million dollars a year.

**Business Line: Services, Awareness and Assistance**

Planned Spending	\$9,080,000
<i>Total Authorities</i>	<i>\$11,018,980</i>
<b>1999-2000 Actuals</b>	<b>\$10,912,732</b>

Planned Spending shows the Agency's plan at the beginning of fiscal year 1999-2000.

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

Internet technology not only increases the number of potential users of the National Archives and its resources, but it also permits the National Archives to display more and more of its archival treasures to an ever-widening audience. As stated in the Speech from the Throne, it is the government's firm belief that "new technologies offer new opportunities to strengthen the bonds between Canadians". This is an opportunity to share with Canadians the rich resources of the National Archives. The diverse records that constitute our national archival heritage – which include textual documents, photographs, films, maps, and paintings – will now begin to be available on-line. This will enhance an understanding of our history and our collective identity, thus fostering a strong and united Canada.

In May 1999, the National Archives launched a redesigned Web site, easy to use and full of information about the holdings and services of the National Archives. The site now features "ArchiviaNet", a research tool that allows researchers to access on-line databases, finding aids, other research tools, and digitized records. By the end of 1999-2000, ArchiviaNet consisted of 10 databases available on the Internet, containing a total of nearly 4.5 million entries. During the year, two new databases were launched: the general inventory of collections of the National Archives of Canada, with 66,000 entries and the database on (English) Home Children, with 53,000 entries; and a new guide to Canadian postal archives was added. In addition, 214,000 digital images provided clients with direct access to records of interest.

"This is simply a note to thank you for such a wonderful Web page! I located the enlistment papers for my uncle on your list of the Canadian Expeditionary Forces. [...] Thank you so much for making this information available over the Internet. I hope other organizations will follow your lead in posting such historical information for easy access. Keep up the good work..." (Boston, Massachusetts).

The National Archives' Web site already includes a number of digitized documents, images and databases that have proved to be extremely popular with researchers. The expansion of the digitization program will provide Canadians of all ages (especially students, from elementary schools to universities and colleges) with the records of our past, with the records that tell our story as Canadians. The past year has seen over a million and a half user sessions on our site. Furthering an established five-year partnership with the Digital Collections Program of Industry Canada, the National Archives

of Canada continued its efforts to digitize the attestation papers of members of the Canadian Expeditionary Force of the First World War. 38,000 new images were produced in 1999-2000 under this important partnership.

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In addition to the thousands of Canadians who have accessed the National Archives via the Internet, the National Archives continued to respond to thousands of written, phone and in-person requests every year. Personal visits of researchers to the National Archives in Ottawa increased by 29%. Also, the National Archives offers highly-used services for the reproduction of records and inter-institutional loans. To meet the needs of researchers and to facilitate use of the collections, the Quality Service Plan continued to be implemented in 1999-2000. The consultation room for special media (photographs, maps, etc.) was reorganized to provide more suitable accommodation for researchers; similarly, the microfilm reading room was renovated and now, for the first time, includes a self-serve microfilm reader printer service. Users of the main reading room are surveyed on a regular basis. The National Archives is sensitive to the needs of researchers and is continually looking for innovative means to improve the quality of service and to assist those Canadians who wish to access their archival heritage.

"I am writing to express my sincere thanks to you [...] for your efforts on my behalf [...]. I realize that you receive many requests such as mine, and want you to know that your very helpful and courteous response to my appeal is much appreciated." (Nanaimo, British Columbia).

The National Archives of Canada has developed standards for most of the services that it offers to its clients. The institution worked to refine its performance measures so that it could ascertain more precisely the effectiveness of the delivery of the services that it offers. In 1999-2000, the National Archives was able to respond to the majority of its client's requests within 30 days.

In 1999-2000, the National Archives received 2,114 formal applications under the *Access to Information Act* as well as 3,814 formal applications under the *Privacy Act*, ranking second among all federal government departments in the number of formal access requests received and fourth in the number of formal privacy requests.

The vast majority of the formal access to information (*ATI*) requests (90.7%) and formal *Privacy Act* requests (98.5%) were completed within 30 days or less while 96% of *ATI* requests and 98.6% of *Privacy Act* requests were completed within allowable time limits. This compares favourably with 1998-99, when the National Archives completed 88.6% of access requests and 85% of privacy requests within allowable time limits.

« C'est avec un peu de retard mais avec beaucoup de reconnaissance que je tiens à vous remercier de la diligence et de la qualité de vos services. » (Candiac, Québec).

To better serve Canadians, the National Archives also offers a complementary method of access to government information. This procedure typically allows for the release of a large amount of historical records in response to client requests, without the need to apply formally under



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the access to information and privacy legislation. Consistent with the provisions of the *Access to Information and Privacy Acts*, this method of access, also known as “informal review”, has been expanding steadily over the last years. In 1999-2000, over 1.7 million pages were reviewed in response to client requests.

“My only comment is WOW! You got me the correct information in less than two weeks and right the first time.” (Ajax, Ontario).

The National Archives also works proactively on implementing a multi-year plan for the systematic or “block” review of restricted historical documents en masse. This process allows the National Archives

to identify, review and release large amounts of frequently requested government information for public research, without the need for clients to apply formally or informally. In 1999-2000, over 4.2 million pages were released as a result of block review.

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

The archival resources in the custody of the National Archives are made available to writers, historians, students, journalists and genealogists on a daily basis. From all this activity flow books, plays, films, art, TV and radio documentaries, news stories and more, all of which serve to connect Canadians with their past in one way or another. As knowledge of our history expands, so too does our understanding and appreciation of the rich diversity that is Canada.

In 1999-2000, the Archives created and designed several popular exhibitions, including *Critical Acclaim*; *Treaty 8*; *Canada at Scale*; *The Quebec Act*; *Festive Reflections*; and *Treasured Memories*. Collaboration with the Privy Council Office led to the development of an exhibition of documents illustrating Canada’s constitutional development; this exhibition opened in May 2000 in the Hall of Honour of the Parliament Buildings. Furthermore, in conjunction with the Canadian War Museum’s exhibition, *Canvas of War*, the National Archives created *Canadian War Artists*, a virtual gallery linked to the exhibition. The 118th issue of the National Archives magazine, *The Archivist*, was devoted entirely to Canadian Francophonie in conjunction with the *Année de la francophonie canadienne* and the *Francophonie Summit* held in Moncton, New Brunswick.

The objective of increasing awareness of the National Archives and its activities cannot be achieved in isolation. To this end, the National Archives has actively pursued partnerships and sponsorships with other federal heritage agencies and with the private sector. The National Archives joined MoviePIX for the restoration and re-release of the film *Act of the Heart* at the Montreal Film Festival. The film was also featured at the opening of the 1999-2000 program of the Canadian Film Institute. In collaboration with the National Film Board, the National Archives sponsored a special screening of two films: *Keepers of the Frame*, which explores the subject of film preservation, and *Traces d'une histoire oubliée*, which deals with the fur trade competition between the Hudson's Bay Company and the Revillon Frères.

The National Archives also operates a very active loans program of archival records – 133 items were loaned to 19 venues, including the Winnipeg Art Gallery, the Art Gallery of Nova Scotia, the Montreal Museum of Fine Arts, the High Prairie Museum, the Art Gallery of Ontario, and the Musée du Québec. Films were also loaned to a number of venues including the Toronto International Film Festival, the Canadian Society of Cinematographers and La Biennale de Venezia in Italy.

Technological advances not only allow Canadians to access their archival heritage, but those same resources are now available to millions of people around the world. For the National Archives, it is an opportunity to showcase our documentary heritage in all media, to provide non-Canadians with a window to our past, to our people, and to our accomplishments as a nation.

### **Canadians Discovering Their Heritage – Output Indicators**

	<b>1998-1999</b>	<b>1999-2000</b>
Responses to enquiries	120,256	118,457
Photocopies to clients	1,518,717	1,467,649
Official Requests under Access to Information and Privacy legislation	6,108	5,928
Hits on Web site	14,123,660	43,636,029
Visits on Web site (unique hosts)	796,260	1,543,565
Visits to the NA Headquarters	49,927	58,964

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## Development of national and international archival networks

The participation of the National Archives in national and international archival activities reflects the leadership role of the National Archives at home and abroad.

The National Archives continues to support the Canadian Council of Archives and its work in establishing the Canadian Archival Information Network or CAIN. Once on-line, CAIN will provide Canadians with instant access to information about archival holdings and collections in archives all across Canada.

On the international scene, the National Archives participates in the activities of the International Council on Archives (ICA) and provides technical and administrative support for the ICA Web site. The National Archives is also represented at the Conférence internationale de la Table ronde des Archives (CITRA).

### Business Lines: Corporate Services

Planned Spending	\$14,196,000
<i>Total Authorities</i>	<i>\$16,610,607</i>
<b>1999-2000 Actuals</b>	<b>\$17,006,406</b>

Planned Spending shows the Agency's plan at the beginning of fiscal year 1999-2000.

*Total Authorities* includes any additional spending approved by Parliament during the year, to reflect changing priorities and unforeseen events.

**Actual** expenditures include spending from the proceeds from the Disposal of Crown Assets. For additional details, see Financial Tables 1 and 2.

### Staff motivated and qualified to deliver quality services

In 1999-2000, the National Archives developed a new Performance Planning and Management Program, the foundation to a larger Human Resources Strategy that will address other issues such as management accountability, succession planning, career management, training and development, and core competencies. This strategy will also allow us to address our departmental recruitment, retention and learning challenges, including issues raised in the Public Service Survey. As part of the government-wide initiative to renew its human resources system (Universal Classification System), the National Archives has completed the description and evaluation of all positions and is proceeding with the Implementation Plan as targeted by the TBS.

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## **Increased use of information resources and information technology**

The *National Archives of Canada Report on Plans and Priorities 1999-2000* committed the agency to the implementation of an Information Management/Information Technology strategy in order to meet the agency's strategic priorities. The strategy, it was stated, would be used throughout the planning process to allow the National Archives to exploit Information Management /Information Technology in support of its core operations. The strategy has completed its first operational cycle. At the same time, however, the administrative entity that was responsible for reporting results against this key commitment was reorganized at the end of the 1999-2000 fiscal year. The John English report recommended, among other things, that common services for the National Archives and the National Library should be expanded. This would include the creation of a single information technology service for both institutions and this has in fact occurred. The new joint National Archives/National Library information technology service area will consequently re-evaluate this project.

## **Implementation of a long-term accommodation strategy**

A key strategic priority for the National Archives is to ensure that all facilities used by the Archives can accommodate the evolving needs of staff and clients and of archival services. There were two principal parts to an initiative to obtain appropriate facilities identified in the *National Archives of Canada Report on Plans and Priorities 1999-2000*: the renovation of the West Memorial Building as the agency's public, archival and administrative headquarters, and the construction of a storage facility for nitrate-based film and photography holdings. The National Archives began work with the National Library to develop a joint long-term accommodation strategy. In light of this important work, which will continue into the next fiscal year, the decision to renovate the West Memorial Building will only be made pending the outcome of the strategy. The February 2000 federal budget identified \$10 million to fund the Nitrate Storage Facility Project. Public Works and Government Services Canada and the National Archives are currently pursuing detailed project cost estimates that will be submitted to Treasury Board for approval next fiscal year.

These initiatives are important components of the National Archives' commitment to become a place of excellence. The use of the word "place" is entirely deliberate and reflects the National Archives' belief that modern 21<sup>st</sup> century public and staff facilities are needed to complement the state-of-the-art Gatineau Preservation Centre and to provide Canadians with the service they deserve.

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## **Other Performance Issues to Note**

### **Government-wide Priorities**

#### **Dynamic Economy**

The Speech from the Throne noted the need to create and encourage the development of a strong, diversified cultural infrastructure that will support the new knowledge-based economy in the 21<sup>st</sup> century. The National Archives is specifically mentioned, along with the National Library, as an institution that will strengthen the bond between Canadians by putting its collections on-line. By making its holdings accessible, support for the use of new media will be encouraged, and Canadian culture will be enriched and preserved.

In 1999-2000, the National Archives redesigned its Web site and continued to increase the number of researcher tools and digitized records that are available to researchers on the Internet. Preparations for a vastly expanded digitization program, which will assist in bringing Canadian culture into the digital age were undertaken. A five year Digital Access Strategy will bring archives to Canadians of all ages and regions.

#### **Strong and Unified Canada**

For over 128 years, the mandate of the National Archives has been to preserve the memory of Canada, to protect the rights of its citizens, and to enhance a sense of national identity. Its national acquisition program, in all media, the wide range of reference services it provides to researchers, and its exhibitions and awareness programs promote an increased awareness of what it is to be Canadian and what brings us together across regions, different multicultural makeups, and a shared linguistic duality.

#### **Children and Youth**

The Digital Access program of the National Archives aims to provide Canadian homes, schools and businesses with access to the unique Canadian content of its rich holdings. By focussing in particular on the needs of children and youth and by being sensitive to their interests, both in terms of the Web site design and in the selection of material that will available on-line, the National Archives is contributing to the government-wide priority to provide Canada's young people with historical information and the tools they need to learn about themselves, their country, their region, and their communities.

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# Consolidated Reporting

## Modernizing Comptrollership

The National Archives will continue its efforts to develop a modern comptrollership framework, which will feature a clear commitment to a results-based planning process and incorporate human resources planning into the corporate planning process. Many of the National Archives' accomplishments in 1999-2000 represent a continuation of initiatives undertaken during the previous fiscal year and these are expected to continue.

The implementation of a renewed integrated planning approach began in the fall of 1999. Specific results include a revamped, results-based, integrated business plan for the agency. In addition, the National Archives must prepare for the implementation of the federal government's Financial Information Strategy (FIS), as part of the development of a modern comptrollership framework. There have been a number of results achieved in this area: staffing of the areas affected by FIS was undertaken; an Implementation Plan was approved; and an assessment to determine our FIS readiness and an analysis of the options for the National Archives' transition to accrual accounting and the capitalization of assets were completed.



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# Financial Performance

## Financial performance Overview

The National Archives' Main Estimates for 1999-2000 were \$45,160,000 (see table 1) including contributions to employee benefit plans. The National Archives carried forward approximately \$1.4 million from fiscal year 1998-1999 to 1999-2000. It also received approximately \$1.7 million to cover increased salary costs resulting from collective bargaining agreements. This and other smaller adjustments brought the total funds available for the year to \$49,771,200 (see Table 2).

The National Archives manages its program through four business lines. Two of the business lines, "Acquisition and Holdings Management" and "Service, Awareness and Assistance", account for 51.5% of total National Archives spending (see Tables 3 and 4). The "Corporate Services" includes resources used to provide support to the National Library. In 1999-2000, this amounted to approximately \$4 million.

Revenues in the amount of \$177,000 generated by the National Archives came mainly from the sale of photocopies of archival records (see Table 5). It also received \$116,327 in Proceeds from the disposal of Crown Assets; this money was used in its general operations.

## Financial Summary Tables

Table Number	Title of Financial Table
1	Summary of Voted Appropriations
2	Comparison of Total Planned Spending to Actual Spending
3	Historical Comparison of Total Planned Spending to Actual Spending
4	Resource Requirements by Organization and Business Line
5	Non-Respendable Revenues
6	Transfer Payments
7	Capital Spending by Business Line
8	Capital Projects by Business Line



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## Financial Table 1: Summary of Voted Appropriations

<b>Financial Requirements by Authority (\$ thousands)</b>				
		<b>1999-2000</b>		
<b>Vote</b>		<b>Planned Spending</b>	<b>Total Authorities</b>	<b>Actual</b>
<b>National Archives</b>				
60	Program expenditures	39,938.0	43,609.3	<b>43,429.8</b>
(S)	Contribution to employee benefit plans	5,222.0	6,022.0	<b>6,022.0</b>
<b>Total Agency</b>		<b>45,160.0</b>	<b>49,631.3</b>	<b>49,451.8</b>

Note: Total Authorities are Main Estimates plus Supplementary Estimates. It does not include the Proceeds from the disposal of Crown Assets (\$139,883). Actual Expenditures include spending from the Proceeds from the disposal of Crown Assets (\$91,213).

## Financial Table 2: Comparison of Total Planned Spending to Actual Spending

Agency Planned versus Actual Spending by Business Line (\$ thousands)						
Business Lines	FTEs	Operating Capital	Grants & Contributions	Total: Gross Expenditures	Less: Respendable Revenues	Total Net Expenditures
<b>Services, Awareness and Assistance</b>						
(Planned spending)	147	7,315.0	-	1,765.0	9,080.0	- 9,080.0
<i>(Total authorities)</i>	<i>149</i>	<i>9,254.0</i>	-	<i>1,765.0</i>	<i>11,019.0</i>	- <i>11,019.0</i>
<b>(Actuals)</b>	<b>149</b>	<b>9,148.0</b>	-	<b>1,764.8</b>	<b>10,912.7</b>	- <b>10,912.7</b>
<b>Acquisition and Holdings Management</b>						
(Planned spending)	181	15,835.0	-	-	15,835.0	- 15,835.0
<i>(Total authorities)</i>	<i>176</i>	<i>14,700.0</i>	-	-	<i>14,700.0</i>	- <i>14,700.0</i>
<b>(Actuals)</b>	<b>176</b>	<b>14,523.6</b>	-	-	<b>14,523.6</b>	- <b>14,523.6</b>
<b>Management of Government Information</b>						
(Planned spending)	139	6,049.0	-	-	6,049.0	- 6,049.0
<i>(Total authorities)</i>	<i>143</i>	<i>7,441.7</i>	-	-	<i>7,441.7</i>	- <i>7,441.7</i>
<b>(Actuals)</b>	<b>143</b>	<b>7,009.1</b>	-	-	<b>7,009.1</b>	- <b>7,009.1</b>
<b>Corporate Services</b>						
(Planned spending)	143	14,196.0	-	-	14,196.0	- 14,196.0
<i>(Total authorities)</i>	<i>140</i>	<i>16,610.6</i>	-	-	<i>16,610.6</i>	- <i>16,610.6</i>
<b>(Actuals)</b>	<b>140</b>	<b>17,006.4</b>	-	-	<b>17,006.4</b>	- <b>17,006.4</b>
<b>Total</b>						
(Planned spending)	610	43,395.0	-	1,765.0	45,160.0	- 45,160.0
<i>(Total authorities)</i>	<i>607</i>	<i>48,006.2</i>	-	<i>1,765.0</i>	<i>49,771.2</i>	- <i>49,771.2</i>
<b>(Actuals)</b>	<b>607</b>	<b>47,687.0</b>	-	<b>1,764.8</b>	<b>49,451.8</b>	- <b>49,451.8</b>
<b>Other Revenues and Expenditure</b>						
<b>Non-Respendable Revenues</b>						
(Planned spending)						(125.0)
<i>(Total authorities)</i>						<i>(293.3)</i>
<b>(Actuals)</b>						<b>(293.3)</b>
<b>Cost of services provided by other departments</b>						
(Planned spending)						23,128.0
<i>(Total authorities)</i>						<i>23,049.4</i>
<b>(Actuals)</b>						<b>23,049.4</b>
<b>Net Cost of the Program</b>						
(Planned spending)						68,163.0
<i>(Total authorities)</i>						<i>72,527.3</i>
<b>(Actuals)</b>						<b>72,207.9</b>

Note: Numbers in italics denote Total Authorities for 1999-2000 (Main and Supplementary Estimates and Proceeds from the disposal of Crown Assets). **Bolded numbers** denote actual expenditures/revenues in 1999-2000. **Due to rounding, figures may not add to totals shown.**

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

Historical Comparison of Agency Planned versus Actual Spending by Business Line (\$ thousands)					
Business Lines	Actual 1997-1998	Actual 1998-1999	1999-2000		
			Planned Spending	Total Authorities	Actual
Services, Awareness and Assistance	9,073.9	11,062.5	9,080.0	11,019.0	<b>10,912.7</b>
Acquisition and Holdings Management	17,789.6	14,318.6	15,835.0	14,700.0	<b>14,523.6</b>
Management of Government Information	6,347.1	6,996.6	6,049.0	7,441.7	<b>7,009.1</b>
Corporate Services	15,534.6	15,777.5	14,196.0	16,610.6	<b>17,006.4</b>
<b>Total</b>	<b>48,745.2</b>	<b>48,155.2</b>	<b>45,160.0</b>	<b>49,771.2</b>	<b>49,451.8</b>

Note: Total Authorities are Main Estimates and Supplementary Estimates plus Proceeds from the disposal of Crown Assets. **Due to rounding, figures may not add to totals shown.**

## Financial Table 4: Resource Requirements by Organization and Business Line

Comparison of 1999-2000 (RPP) Planned Spending and Total Authorities to Actual Expenditures by Organization and Business Line (\$ thousands)					
Business Lines					
Organization	Services, Awareness and Assistance	Acquisition and Holdings Management	Management of Government Information	Corporate Services	TOTAL
<b>Office of the National Archivist</b>					
(Planned spending)	1,483.7	1.6	-	370.4	1,855.7
<i>(Total authorities)</i>	<i>1,800.6</i>	<i>1.4</i>	-	<i>433.4</i>	<i>2,235.4</i>
<b>(Actuals)</b>	<b>1,783.2</b>	<b>1.4</b>	-	<b>443.7</b>	<b>2,228.3</b>
<b>Office of the Assistant National Archivist</b>					
(Planned spending)	12.1	3.5	21.5	996.5	1,032.7
<i>(Total authorities)</i>	<i>14.7</i>	<i>3.3</i>	<i>26.5</i>	<i>1,164.8</i>	<i>1,209.3</i>
<b>(Actuals)</b>	<b>14.6</b>	<b>3.3</b>	<b>25.0</b>	<b>1,192.5</b>	<b>1,235.3</b>
<b>Regional Operations</b>					
(Planned spending)	2.9	0.1	3,446.5	167.1	3,616.5
<i>(Total authorities)</i>	<i>3.5</i>	-	<i>4,240.0</i>	<i>195.5</i>	<i>4,439.0</i>
<b>(Actuals)</b>	<b>3.4</b>	-	<b>3,993.6</b>	<b>200.2</b>	<b>4,197.2</b>
<b>Archives Headquarter Accomodation Project</b>					
(Planned spending)	4.5	13.2	-	421.6	439.3
<i>(Total authorities)</i>	<i>5.5</i>	<i>12.2</i>	-	<i>493.4</i>	<i>511.1</i>
<b>(Actuals)</b>	<b>5.4</b>	<b>12.1</b>	-	<b>505.1</b>	<b>522.6</b>
<b>Archives Development and Preservation</b>					
(Planned spending)	1,689.1	15,627.1	2,573.0	697.2	20,586.4
<i>(Total authorities)</i>	<i>2,049.8</i>	<i>14,507.0</i>	<i>3,165.4</i>	<i>815.8</i>	<i>20,538.0</i>
<b>(Actuals)</b>	<b>2,030.0</b>	<b>14,332.9</b>	<b>2,981.4</b>	<b>835.2</b>	<b>20,179.5</b>
<b>Client Services and Communications</b>					
(Planned spending)	5,863.7	33.6	6.3	237.3	6,140.9
<i>(Total authorities)</i>	<i>7,115.8</i>	<i>31.2</i>	<i>7.7</i>	<i>277.7</i>	<i>7,432.4</i>
<b>(Actuals)</b>	<b>7,047.2</b>	<b>30.8</b>	<b>7.3</b>	<b>284.3</b>	<b>7,369.6</b>
<b>Management Services</b>					
(Planned spending)	4.0	23.3	1.6	6,413.0	6,442.0
<i>(Total authorities)</i>	<i>4.9</i>	<i>21.6</i>	<i>2.0</i>	<i>7,503.8</i>	<i>7,532.4</i>
<b>(Actuals)</b>	<b>4.9</b>	<b>21.4</b>	<b>1.9</b>	<b>7,682.6</b>	<b>7,710.7</b>
<b>Information Management</b>					
(Planned spending)	19.9	132.7	-	4,893.9	5,046.5
<i>(Total authorities)</i>	<i>24.2</i>	<i>123.2</i>	-	<i>5,726.3</i>	<i>5,873.7</i>
<b>(Actuals)</b>	<b>24.0</b>	<b>121.7</b>	-	<b>5,862.8</b>	<b>6,008.4</b>
<b>TOTAL</b>					
(Planned spending)	9,080.0	15,835.0	6,049.0	14,196.0	45,160.0
<i>(Total authorities)</i>	<i>11,019.0</i>	<i>14,700.0</i>	<i>7,441.7</i>	<i>16,610.6</i>	<i>49,771.2</i>
<b>(Actuals)</b>	<b>10,912.7</b>	<b>14,523.6</b>	<b>7,009.1</b>	<b>17,006.4</b>	<b>49,451.8</b>
<b>% of TOTAL</b>	<b>22.1</b>	<b>29.4</b>	<b>14.2</b>	<b>34.4</b>	<b>100.0</b>

Note: *Numbers in italics* denote Total Authorities for 1999-2000 (Main and Supplementary Estimates plus Proceeds from the disposal of Crown Assets). **Bold numbers** denote actual expenditures/revenues in 1999-2000. **Due to rounding figures, may not add to totals shown.**

## Financial Table 5: Non-Respendable Revenues

Non-Respendable Revenues by Business Line (\$ thousands)					
Business Lines	Actual 1997-1998	Actual 1998-1999	1999-2000		
			Planned Revenues	Total Authorities	Actual
Services, Awareness and Assistance	153.0	168.4	125.0	177.0	<b>177.0</b>
Acquisition and Holdings Management	-	-	-	-	-
Management of Government Information	-	-	-	-	-
Corporate Services	-	-	-	-	-
<b>Subtotal</b>	153.0	168.4	125.0	177.0	<b>177.0</b>
Unplanned	116.8	137.7	-	139.9	<b>139.9</b>
<b>Total Non-Respendable Revenues</b>	<b>269.8</b>	<b>306.1</b>	<b>125.0</b>	<b>316.9</b>	<b>316.9</b>

Note: The unplanned revenues represent the revenues from the Proceeds from the disposal of Crown Assets. The total available for 1999-2000 is composed of the amount generated during the current year \$116,327 and the amount available from the previous year \$ 23,556. The amount spent during the current year was \$91,213. This expenditure is included in Operating Costs.

## Financial Table 6: Transfer Payments

Transfer Payments by Business Line (\$ thousands)					
Business Lines	Actual 1997-1998	Actual 1998-1999	1999-2000		
			Planned Spending	Total Authorities	Actual
<b>GRANTS</b>					
Services, Awareness and Assistance	675.0	625.0	625.0	625.0	625.0
<b>Total Grants</b>	<b>675.0</b>	<b>625.0</b>	<b>625.0</b>	<b>625.0</b>	<b>625.0</b>
<b>CONTRIBUTIONS</b>					
Services, Awareness and Assistance	1,203.0	1,139.9	1,140.0	1,140.0	1,139.8
<b>Total Contributions</b>	<b>1,203.0</b>	<b>1,139.9</b>	<b>1,140.0</b>	<b>1,140.0</b>	<b>1,139.8</b>
<b>Total Transfer Payments</b>	<b>1,878.0</b>	<b>1,764.9</b>	<b>1,765.0</b>	<b>1,765.0</b>	<b>1,764.8</b>

## Financial Table 7: Capital Spending by Business Line

Capital Spending by Business Line (\$ thousands)					
Business Lines	Actual 1997-1998	Actual 1998-1999	1999-2000		
			Planned Spending	Total Authorities	Actual
Acquisition and Holdings Management	-	-	-	-	-
Management of Government Information	-	-	-	-	-
Services, Awareness and Assistance	-	-	-	-	-
Corporate Services	972.5	332.4	-	-	-
<b>Total Capital Spending</b>	<b>972.5</b>	<b>332.4</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Financial Table 8: Capital Projects by Business Line

Capital Projects by Business Line (\$ thousands)						
Business Lines	Current Estimated Total Cost	Actual 1997-1998	Actual 1998-1999	1999-2000		
				Planned Spending	Total Authorities	Actual
Corporate Services	-	-	-	-	-	-
Gatineau Project	18,200.0	300.0	-	-	-	-
West Memorial Project	10,217.0	672.5	332.4	-	-	-

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



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# Departmental Overview

## Mandate, Mission and Vision

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

The objective of the National Archives 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:

- by acquiring, conserving and providing access to private and public records of national significance, and serving as the permanent repository of records of government institutions and of ministerial records;
- by facilitating the management of records of government institutions and of ministerial records; and
- by exercising shared leadership in supporting and developing the Canadian and international archival communities.

“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.”

International Council on Archives,  
“Welcome To ICA”, July 1997, 4.

The dual role of the National Archives, as a national heritage institution and an administrative arm of the federal government, was confirmed in the *National Archives of Canada Act* in 1987. The National Archives, by the terms of the Act, serves both the Government of Canada, as a centre of expertise in the management of essential records of governance, and Canadians, as it strives to be a centre of leadership in client-focussed and service-oriented archival development, nationally and internationally.

A number of specific responsibilities have been assigned to the National Archives by virtue of its enabling legislation. No record under the control of a government institution and no ministerial record can be destroyed without the consent of the National Archivist, and concomitantly, government and ministerial records, which in the opinion of the National Archivist are of historic or archival importance, shall be transferred to the care and control of the National Archivist.



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## Holdings of the National Archives of Canada

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

Type of Records	Extent of Holdings
Government Textual Records	98,000 linear metres
Private Textual Records	44,000 linear metres
Electronic Records	3,160,000 megabytes
Maps	1.3 million items
Architectural Drawings	900,000 drawings
Photographic Images	21 million images
Documentary Art Records	330,000 items
Library Items	57,000 items
Audiovisual Records – Sound	160,000 hours
Audiovisual Records – Video	107,000 hours
Audiovisual Records – Film	70,500 hours

## Departmental Organization

In order to fulfill its mission of serving Canadians by connecting them to the sources of their past, the National Archives delivers a single program which consists of four business lines: Acquisition and Holdings Management; Management of Government Information; Services, Awareness and Assistance; and Corporate Services.

**Minister:** The Honourable Minister of Canadian Heritage is responsible for the National Archives of Canada.

**National Archivist:** The National Archivist reports to the Minister and has an Assistant National Archivist and four Directors General who report to him.

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## **Business Lines Description**

### **Acquisition and Holdings Management**

Under this business line, the National Archives aims to acquire, control and preserve federal government records of long-term historical value and records from the private sector which document the development of Canada and are of national significance.

Clients served under this business line include government institutions, records donors, and the National Archives staff and research public who use our descriptive tools and preservation expertise.

### **Management of Government Information**

Under this business line, the National Archives prepares records disposition authorities for federal institutions; assists them in managing their information; and provides secure and economical storage, retrieval and disposal of records that remain under the control of government institutions.

Our immediate clients served under this business line are government departments. Ultimately, however, the National Archives protects the rights of all Canadians by ensuring the corporate memory and ongoing accountability of the Government of Canada.

### **Services, Awareness and Assistance**

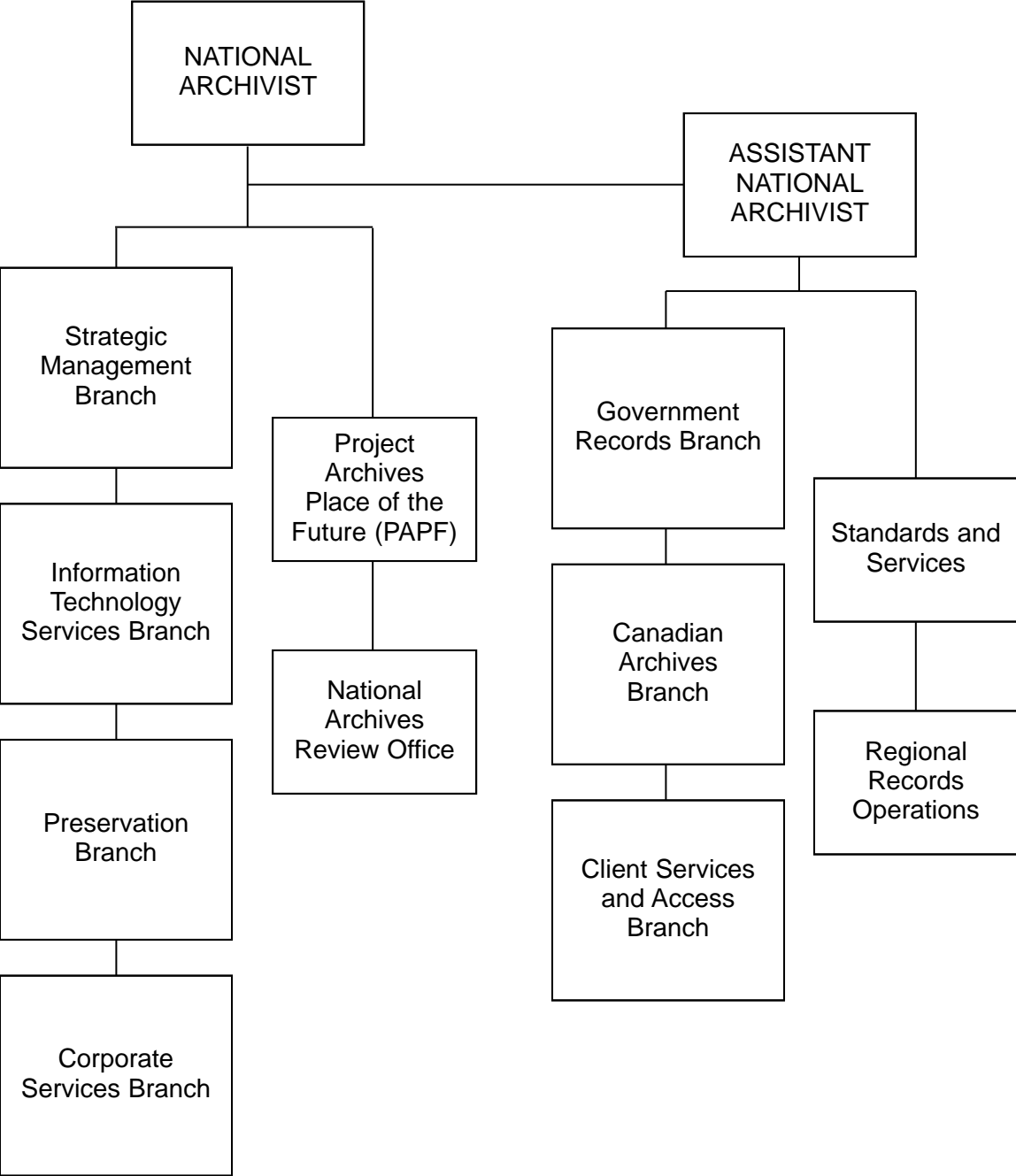
Under this business line, the National Archives aims to ensure that Canadians have knowledge of and ready access to its vast holdings. The National Archives also offers support for the development of archives in Canada.

A wide variety of clients are served under this business line: the Canadian public, veterans and genealogists; Canadian and international researchers, including academics, journalists, and native claims investigators; and the Canadian archival community.

### **Corporate Services**

The objective of this business line is to support the operations of the National Archives of Canada and the National Library of Canada.

**Organization Structure**



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# Other Information

## Contacts for Further Information

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395 Wellington Street  
Ottawa, Ontario  
K1A 0N3

General Information: (613) 995-5138  
<http://www.archives.ca>

An electronic version of this report can be found at:  
<http://www.archives.ca>

For more information about the contents of this document, contact the Director,  
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## Legislation Administered by the National Archives of Canada

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

*National Archives of Canada Act* R.S.C., 1995, c.1(3rd suppl., c. N-2.5)

**The National Archivist shares responsibility to Parliament for the following Acts:**

*Access to Information Act* R.S.C., 1985, c. A-1

*Privacy Act* R.S.C., 1985, c. P-21

## List of Statutory Annual Reports and Other Departmental Reports

- *Estimates, Part I*
- *Estimates, Part II*
- *Report on Plans and Priorities*
- *Performance Report*
- Part VII of the *Official Languages Act*
- Employment Equity Action Plan and Annual Report
- Official Languages Action Plan and Annual Report
- Annual Report on Multiculturalism
- Reports on the *Access to Information Act* and the *Privacy Act*