

**INFO SOURCE**

**SOURCES OF FEDERAL GOVERNMENT AND EMPLOYEE INFORMATION  
2014**

**CANADIAN MUSEUM OF HISTORY**

# TABLE OF CONTENTS

<b><u>GENERAL INFORMATION</u></b> .....	<b>3</b>
BACKGROUND .....	3
RESPONSIBILITIES .....	4
<b><u>PERSONAL INFORMATION BANKS</u></b> .....	<b>4</b>
INSTITUTIONAL FUNCTIONS PROGRAMS AND ACTIVITIES .....	4
CLASSES OF PERSONAL INFORMATION .....	15
<b><u>ADDITIONAL INFORMATION</u></b> .....	<b>16</b>
ENQUIRIES .....	16
ACCESS TO INFORMATION AND PRIVACY REQUESTS .....	16
READING ROOMS .....	17

## **INTRODUCTION**

*Info Source: Sources of Federal Government and Employee Information* provides information about the functions, programs, activities and related information holdings of government institutions subject to the [Access to Information Act](#) and the [Privacy Act](#). It provides individuals and employees of the government (current and former) with relevant information to access personal information about themselves held by government institutions subject to the *Privacy Act* and to exercise their rights under the *Privacy Act*.

The [Introduction](#) and an [index of institutions](#) subject to the *Access to Information Act* and the *Privacy Act* are available centrally.

The *Access to Information Act* and the *Privacy Act* assign overall responsibility to the President of Treasury Board (as the designated Minister) for the government-wide administration of the legislation.

## **GENERAL INFORMATION**

### **BACKGROUND**

The Canadian Museum of History, formerly the Canadian Museum of Civilization, is a Crown corporation established by amendments to the *Museums Act*, which received Royal Assent on December 12, 2013. These amendments changed both the name and the mandate of the Canadian Museum of Civilization, which had been established in the *Museums Act* of 1990. The 1990 *Museums Act* also established the Canadian War Museum as an affiliate of the Canadian Museum of Civilization.

The 1990 *Museums Act* also established the Canadian War Museum as an affiliate of the Canadian Museum of Civilization. Use of the terms “the Museums” and “the corporation” in this document refer to the Canadian Museum of History as a corporate entity, and encompass both the Canadian Museum of History and the Canadian War Museum. The corporation also operates the Virtual Museum of New France (VMNF), a web-based exhibition of digitized images and information.

Under the *Museums Act*, the Canadian Museum of History is a distinct legal entity—wholly-owned by the Crown—that operates at arm’s length from the government in its day-to-day operations, activities and programming. As a Crown corporation and as a member of the Canadian Heritage Portfolio, it contributes to the achievement of the Federal Government’s broad cultural policy objectives.

The corporation is governed by the Crown corporation control and accountability regime established under Part X of the *Financial Administration Act*, and its corporate by-laws 1 and 2. It also complies with other statutes including: the *Federal Accountability Act*; the *Access to Information Act*; the *Privacy Act*; the *Public Servants Disclosure Protection Act*; the *Criminal Code of Canada*; the *Official Languages Act and Regulations*; the *Canada Labour Code*; and aligns with the Values and Ethics Code for the Public Sector through the corporation’s Code of Conduct. The corporation reports to Parliament through the Minister of Canadian Heritage and Official Languages.

As a Crown Corporation and as a member of the Canadian Heritage Portfolio, the Canadian Museum of Civilization Corporation reports to Parliament through the Minister of Canadian Heritage and contributes to the achievement of the Federal Government’s broad policy objectives. It is governed by a Board of Trustees and a President and Chief Executive Officer.

The *Museums Act* provides for a Board of Trustees, whose 11 members are appointed by the Minister of Canadian Heritage and Official Languages with the approval of the Governor in Council. The Trustees are selected from across the country. The Board, accountable to Parliament through the Minister of Canadian Heritage and Official Languages, provides broad strategic direction and oversight and meets regularly, including through an annual meeting that is open to the public. In fulfilling its responsibilities, the Board as a whole, with the help of 6 Committees and 1 Working Group, oversees the development and application of policies concerning corporate governance.

## RESPONSIBILITIES

With the creation of the Canadian Museum of History by Royal Assent on December 12, 2013, Parliament gave the Canadian Museum of History the mandate to:

***Enhance Canadians' knowledge, understanding and appreciation of events, experiences, people and objects that reflect and have shaped Canada's history and identity and also to enhance their awareness of world history and cultures.***

Together with the Canadian War Museum, the Canadian Museum of History will showcase Canada's national treasures and contain exhibitions that preserve the memories and experiences of the Canadian people, exploring the events, people, themes and special objects that have helped shape the country, from earliest times to the present day. It will also continue to present national and international temporary exhibitions.

In support of the Government's broad cultural policy objectives, the Museums contribute to the vision of the Department of Canadian Heritage, "*one of a Canada where all Canadians can celebrate our rich cultural diversity, our shared experiences and values, and where all can gain a greater understanding and appreciation of our history, heritage, and communities.*"

The Corporation, through the *Museums Act*, is entrusted with a responsibility to preserve and promote Canada's history in its human, social, cultural, military and political dimensions. The Corporation is responsible for management and operation of the Canadian Museum of History, Canada's national museum of human history; the Canadian War Museum, the national museum of military history; and the Virtual Museum of New France, a Web-based exhibition. It is also home to the Canadian Children's Museum and the IMAX™ theatre.

## INSTITUTIONAL FUNCTIONS, PROGRAMS AND ACTIVITIES

### ***EXHIBIT, EDUCATE AND COMMUNICATE***

The Corporation furthers Canadians knowledge, understanding and appreciation of their country's human, social, cultural, military and political history. The Corporation develops and communicates knowledge and expertise, and increases understanding of human cultural achievements and historical events through its research, exhibitions, educational programs, and publications.

#### Exhibitions

Exhibitions increase understanding and knowledge of human, social, cultural, military and political history, primarily about Canada. The exhibitions serve as springboards for a wide variety of events, visitor experiences, or educational initiatives.

#### *Audiovisual and Photographic Services*

**Description:** Records related to audiovisual and photographic presentation documentation (analog and digital) of the Canadian Museum of History's artifact collections, exhibitions, events, programs, employees and facilities. Includes records related to the production of audiovisual public programming such as self-directed audio tours, artists interviews, lectures and presentations, and the preservation of media-based asset compilations such as bilingual subtitled and voice-over derivatives. Also includes records related to acquisitions and exhibition installation views.

**Document Types:** Correspondence, internal work orders or requests, purchase orders and invoices, contracts, and photographic metadata.

**Format:** Analog and digital audio and video, analog and digital photographs.

**Record Number:** CMH 5004-20

#### *Exhibition Management and Research*

**Description:** Records related to research for exhibitions and the management of exhibitions, specifically planning, development, production, installation, takedown and cost evaluation. Information related to permanent, temporary, travelling and virtual exhibitions. Records related to the creation and upkeep of guidelines for the programming of exhibitions either created or hosted by the Canadian Museum of History, as well as the process of planning and

management of the space available for exhibitions, development and cost evaluation. Includes records related to the fabrication of crates, frames, lighting design, display elements and exhibition graphics. Also includes records related to the specifications for shipping, storage and installation of an individual work of art or an exhibition.

**Document Types:** Correspondence, colour and material samples, mock-up layouts, agendas and minutes of meetings, exhibition proposals, precis of critiques, project briefs, exhibition calendars, proposed exhibit schedules, exhibition catalogues, research reports (preliminary, progress or final), copies of catalogue records from external databases, concepts and research notes, storylines, artifact lists, condition reports, image reproductions, illustrations (laser colour prints, photographs), research notes, trip reports, exhibition texts for captions and panels, installation manuals and specifications, purchase requests, budget estimates and tracking, plans and drawings of exhibition installations, policies and procedures, crate fabrication, field notes (oral interviews, informants, references, impressions), maps and plans, drawings and sketches, documents related to restrictions, financial reports, summaries of research and exhibition projects, copies of artifact reports, labels, orientation plates, samples of various panel types (texts, labels), communications plan, development plan, partnership agreements, programming schedules, exhibition products, posters, event scenarios, documents related to exhibition openings, tour itineraries, exhibition layout plans, end-of-tour reports, publicity and attendance reports, programming activity books, promotional material, and crate lists.

**Format:** Photographs, video, film, DVD.

**Record Number:** CMH 5000

### *Graphical and Technical Design*

**Description:** Records related to the design strategies and production procedures for exhibit set-up and layout of display spaces, supporting publications and graphic material for all exhibitions at the Canadian Museum of History (Canadian War Museum, and Canadian Children's Museum), and for travelling exhibitions. Records related to the coordination and communication with outside contracting firms for design and display production and scheduling. Includes records related to communications with various divisions and artists for development and approval of design strategies.

**Document Types:** Correspondence, drawings, specifications, layouts, colour and material samples, digital images of mock-up layouts, work orders, invoices, purchase orders, contracts, agendas and meetings minutes, schedules, texts for panels, labels, curator's notes, orientation plates, floor versions and samples of various panel types (texts, labels).

**Record Number:** CMH 5002

### *Virtual Museum of Canada*

An Interactive space that brings together Canadian museum collections and riches in a variety of thought-provoking and instructive contents. Includes virtual exhibits, teaching resources and innovative projects.

**Description:** Records contain information on the management of investments in the development of online museum content; the presentation of online exhibits and other digital museum content; and training and online resources for heritage professionals on creating, presenting and managing digital content online. Includes information on the development of standards and guidelines for museum documentation and information exchange; electronic delivery of museum products and services; information management; digitization, preservation, documentation, national inventories of Canadian collections; research and reference resources; information technology assessment; Internet presence, intellectual property management; policy; procedures; public enquiry.

**Document Types:** Correspondence, reports, inventories, procedures, program guidelines, application files, financial reports, evaluations, contracts, agreements, newsletters, marketing materials (digital and print), and exhibits.

**Format:** Web sites, databases.

**Record Number:** CMH 7501-9

### Programs

Public programs and outreach are designed to communicate knowledge about Canada's history and world cultures. Public programs focus on providing broader or specialized perspectives on special exhibition themes or subjects about Canada's history, and Canadian and world cultures. Public programs disseminate knowledge to create a total visitor experience, and to support and complement other functions of the Museums, such as research, exhibitions, and collections. They also highlight seasonal events, anniversaries or issues of national importance.

### *Public Programs*

**Description:** Records related to the planning, development, implementation and evaluation of on-site and online public programmes for a variety of target audiences including, families, adults, and people with disabilities. Programmes

include tours, talks, lectures, panel discussions, symposia, demos, film series, events, workshops, audio guides, and self-guides.

**Document Types:** Correspondence, budgets, reports, contracts, purchase orders and invoices, program outlines and scenarios, evaluation tools and data, memoranda, service contract requests, hospitality forms, internal requisitions, work orders, expense claims and receipts, business cases, vision documents, policies and guidelines, sketches of design ideas, site architecture, wire frames, script document, original text for biographies, self-guides, chronologies, scripts, audio guides, training manuals, drawings, specifications, layouts, colour and material samples, mock-up layouts, contracts, agendas and meetings minutes.

**Record Number:** CMH 5500

### *Educational Programs*

**Description:** Records related to the planning, development, implementation and evaluation of on-site and online educational programmes primarily for schools. Programmes include tours, talks, lectures, workshops, games and activities, hands-on discovery areas, and educational exhibitions.

**Document Types:** Correspondence, budgets, reports, program outlines and scenarios, evaluation tools and data, memoranda, hospitality forms, policies and guidelines, photo and field trip permission forms, emergency contact information form, sketches of design ideas, site architecture, wire frames, script document, original text for biographies, lesson plans, self-guides, chronologies, audio guides, and training manuals.

**Record Number:** CMH 6000

### Publications

In-house and co-publishing programs communicate knowledge, expertise and research findings related to its research disciplines and exhibitions.

### *Publications*

**Description:** Records related to the in-house and co-publishing programmes of the Canadian Museum of History. Records related to the production of publications for the purposes of exhibitions and research, in a variety of formats such as books, CD-ROMs, audio cassettes, VHS and DVD.

**Document Types:** Correspondence, manuscripts, translated materials, text and catalogue drafts, pre-press drafts, final versions of publications, design materials, copies of analog and digital images, and copyright clearance correspondence.

**Formats:** CD-ROMs, audio cassettes, VHS, DVD, compact discs.

**Record Number:** CMH 3003

### Communications

Communications increase understanding of activities of the two National Museums for audiences across Canada and around the world. They share museological knowledge and expertise with others enabling responses to a multitude of enquiries. They increase understanding through tours and presentations in the collections reserves and through programs such as the VIP Visits program.

### *Outreach*

**Description:** Records related to the dissemination of information to the public through the Canadian Museum of History website. Records include web exhibitions of digitized artifacts, archival and library material, based on various themes. Records created in conjunction with the Canadian Culture Online Project, an initiative of the Department of Canadian Heritage, whose primary objective is to connect Canadians with their diverse heritage through a collaborative approach to presenting key collections online.

**Document types:** Website text drafts and final versions, approval forms, correspondence, cataloguing records, statistical reports, financial reports, research material on themes, archival material and artifacts, invoices, work orders, lists of artifacts, archival and library material selected and digitized, lists of caption and credit information, policies, procedures, general progress reports, copies of cataloguing and digitizing standards, meeting minutes, and agendas.

**Format:** Digital video formats, digital audio formats, databases (KE Emu and Vubis), content management system (WordPress), digital photographs and scans.

**Record Number:** CMH 7501

## Business Partnerships

The Business Partnerships support the Canadian Museum of History and its mandate by establishing partnerships and by bringing the Museum to the country and to the world. Through the creation of a national network of history museums, partnering and developing travelling exhibitions, the Canadian Museum of History disseminates our history and collections to a greater number of Canadians.

**Description:** Documentation supporting the Business Partnerships activities; official documents related to partnerships established by the Canadian Museum of History.

**Document Types:** Meeting minutes, correspondence, contracts, letters of agreement, working and planning documents.

**Record Number:** CMH 1010-6

## ***COLLECT AND RESEARCH***

The Corporation acquires artifacts in five disciplines, conducts fundamental research and preserves the collection for future generations through conservation initiatives, and provides appropriate and proper storage. The Corporation acquires collections to preserve, research, and document human, social, cultural, military and political history that represent Canada's heritage, history, and identity.

## Collections

The National collections reflect Canada and the world, and provide knowledge and a material basis to increase understanding of national human history and cultural heritage. Artifacts include three-dimensional artifacts, historic archives (textual, photographic, and audio-visual), works of art and books. The acquisition of artifacts is through fieldwork, donation and purchases.

### *Acquisition of Collections*

**Description:** Records related to the acquisition of artifacts and archives through purchase, gift, donation, transfers and exchanges. Records related to the approval or rejection of the acquisition. Records related to the object's provenance (history of ownership), creation, historical context, exhibition and publication history, and monetary value. Records also related to the deaccessioning of objects from the collection.

**Document Types:** Policies, procedures, gift and donation forms, acquisition proposals, offers to the Corporation for purchase, purchase agreements, plans and reports, tax receipt information for gifts and donations, correspondence with donors, analog and digital images, monetary evaluations and appraisals, conservation reports, descriptions of artifacts, inventories, statistics, notes from donors, drawings, manuals, agendas and minutes of Acquisition Committee meetings, trip reports, bibliographies, press clippings, and photocopies from publications.

**Record Number:** CMH 7000

### *Collections*

**Description:** This bank contains complete information pertaining to the collection of objects by the Canadian Museum of History. It may contain information such as name, address, correspondence, evaluation report, income tax and insurance forms, contract and all pertinent information involving an individual who is selling or giving an object to the Corporation for inclusion in its Collections.

**Class of Individuals:** Individuals with which the Canadian Museum of History deals, in relation to collecting.

**Purpose:** To maintain complete information about objects collected or collectable by the Corporation. The information is classified by objects or names.

**Consistent Uses:** Determination of value of objects for income tax or insurance purposes.

**Retention and Disposal Standards:** Retained indefinitely

**RDA Number:** Under development

**Related Record Number:** CMCC 7000

**TBS Registration:** 003453

**Bank Number:** CMH PPU 005

### *Collections Documentation*

**Description:** Records related to the intellectual control and research of the artifact collection. Digital records reside in the computerized collection management system representing the descriptive catalogue of all collections. Includes records related to the specific history of the object as well as the cultural and historical context of the object's creation.

**Document Types:** Correspondence, agendas and minutes of meetings, collection database catalogue records, lists, training manuals, draft and final catalogue entries, handwritten and electronic research notes, press clippings, bibliographies, and photocopies from publications and archival documents.

**Format:** Database KE Emu, video, film, photographs.

**Record Number:** CMH 3001-4

### *Collections Registration*

**Description:** Records related to the registration of the artifact collection, which includes assigning a unique artifact number, physically numbering the objects, recording the measurements, materials and physical description, recording the source and donor information and the general status and condition, and photographing the object.

**Document Types:** Draft and final catalogue entries, inventories of archival material acquired with the artifacts, artifact tags, lists of artifacts for photography, copies of artifact documentation standards, analog and digital images.

**Format:** Database KE Emu, photographs.

**Record Number:** CMH 7001-5

### *Conservation*

**Description:** Records related to the conservation, preservation and restoration of artifacts, library material and archival material both in the Canadian Museum of History's collections and other institutions for purposes of preservation and exhibition. Records related to the partnership between the Canadian Museum of History and the Canadian Conservation Institute (CCI), including records related to conservation and preservation work performed by the Corporation's staff for the CCI. Records related to the preservation of objects through suitable physical environments for storage, the creation of casts and replicas for exhibition purposes, condition of objects and research on the deterioration of artifacts due to poor environmental conditions of buildings.

**Document Types:** Policies, procedures, general reports, reports for acquisition, reports for loans and exhibitions, environmental control standards, correspondence, treatment proposals and reports, technical photographs, drawings, and agreements with the Canadian Conservation Institute.

**Record Number:** CMH 7002

### *Insurance*

**Description:** Records related to risk management for artifacts within the Canadian Museum of History's collections.

**Document Types:** Correspondence, monthly insurance reports, appraisals, annual insurance policy renewals, certificates of insurance, and damage claims.

**Record Number:** CMH 7001-2-1

### *Loans In*

**Description:** Records related to incoming loans from other museums, galleries, and private collectors (nationally and internationally) for exhibition or research purposes. Records related to requests for loans, forthcoming loans, approvals or rejections of loans, long-term loans, condition and insurance.

**Document Types:** Loan agreements, security assessments, insurance evaluations and certificates, work orders, photographs, damage reports, government indemnity documentation, customs brokerage documentation, courier reports, correspondence, memos, policies and procedures.

**Format:** Photographs.

**Record Number:** CMH 7003

### *Loans Out*

**Description:** Records related to outgoing loans from other museums, galleries, and private collectors (nationally and internationally) for exhibition or research purposes. Records related to requests for loans, forthcoming loans, long-term loans, condition and insurance.



**Document Types:** Loan requests, loan agreements, conservation reports for loan, correspondence, borrower facility reports, lists of objects loaned, security assessments, insurance evaluations and certificates, work orders, photographs, damage reports, government indemnity applications and agreements, customs brokerage documentation, itinerary and shipment plans, courier reports, correspondence, memos, policies and procedures.

**Format:** Photographs.

**Record Number:** CMH 7004

### Research

Scholarship and research creates knowledge and public information that increase understanding of Canada's human, social, cultural, military and political heritage and informs policy. Research enriches the knowledge base of the Museums and is disseminated in exhibitions, publications, conference presentations, scholarly and popular books for the general public and other programming.

#### *General Research*

**Description:** Records related to general historical research in the fields of Archaeology, Ethnology, Cultural Studies, History and Military History. Records include various databases created by multiple divisions, such as images, repatriation, archaeology. Research categories in Archaeology include various regional areas, Physical Anthropology, Human Remains Repatriation, and Nunavut Archaeological Repatriation. Research categories in Ethnology include various regional areas, Contemporary Aboriginal Art and Contemporary Inuit Art. Research categories in Cultural Studies include various Canadian cultural groups, and Canadian music. Research categories in History include Canadian History before 1800, Canadian Political History, Economic and Environmental History, and Postal History. Research categories in Military History include First World War, Second World War, Post 1945 History, and Art & War.

**Document Types:** Correspondence, handwritten and electronic research notes, image reproductions (paper and electronic), press clippings, bibliographies, research reports, field trip reports, maps, recorded interviews, manuscripts, project proposals, agendas, notes and minutes of meetings, lectures and presentations.

**Format:** Video, film, photographs, DVD, CD-ROMS, maps, databases.

**Record Number:** CMH 6500

### Library and Archives

The acquisition, preservation and access to knowledge are critical to understanding the Canadian collections of material artifacts and intangible evidence on history and identity.

#### *Copyright Management*

**Description:** Records related to copyright clearances, licenses and agreements from external organizations to the Canadian Museum of History. Records related to negotiations and licensing for the reproduction and exhibition of objects for various projects – exhibitions, web, publications, posters, banners, etc.

**Document Types:** Correspondence, licenses, invoices, memos, agreements with copyright holders, credit information, source information, and copyright clearance request forms, copies of images.

**Format:** Analog and digital photographs.

**Record Number:** CMH 1010-8

#### *Library and Archives*

**Description:** Records related to the documentation and management of the Canadian Museum of History's library, textual archives, audiovisual archives, and photographic archives. Records related to the acquisition, digitization, cataloguing, maintenance, classification and categorization methods, research, loans (interlibrary loans and loans for exhibitions), online catalogues, library exhibitions, and information on employees, artists, and various subjects. Digital records are housed in the computerized library catalogue system (VubisSmart), representing the descriptive cataloguing of all library and archival collections. Records include information related to undertaking and disseminating bibliographic and scholarly research, developing and disseminating tools (digital and electronic resources, finding aids, bibliographies, indices), sharing resources with other institutions around the world, and providing user services, including reference and research, internally, nationally and internationally. Records include information related to cataloguing, classification, name authority, vocabulary control, indexing, database management, preservation, binding, collection storage, reference and research services, interlibrary loans, document delivery, acquisitions, withdrawals, donations, appraisals, distribution of surplus material, memberships in national and international associations and

societies, external exhibition loans, participation in national and international projects. Records also include information related to the history, collections, exhibitions, research, administration and employees of the Corporation.

**Document Types:** Policies, procedures, correspondence, bibliographies, research requests, catalogues, books, periodicals, publications (including annual reports, bulletins, exhibition catalogues, Mercury series), inventories, artists' files, employee files, subject files, orders, requisitions, gift and donation agreements, texts for displays of library and archival material, invoices, contracts, loan forms, acquisition forms, cartographic material, DVDs, videocassettes, analog and digital photographs, copies of archival and library standards, copies of legislation and regulations.

**Format:** VHS, DVD, database VubisSmart, microfiches, microfilms, photographs (including negatives, lantern slides, glass negatives, transparencies, prints and digital images), sound recordings, wax cylinders, published materials, manuscripts, sound recordings, digital materials.

**Record Number:** CMH 3001

#### *Rights and Reproduction Management*

**Description:** Records related to selling or providing of images from the Canadian Museum of History's collections to third parties. Records related to the negotiation and licensing of images from the Corporation's collections.

**Document Types:** Correspondence, analog and digital files, licenses, invoices, memos, inventories, agreements with copyright holders, copyright clearance request forms, payment records, copies of final product, source and credit information related to the object, image reproduction request forms, new photography request forms, and collections management system reports.

**Format:** Digital and analog photographs.

**Record Number:** CMH 1010-9

#### **CORPORATE MANAGEMENT**

The Corporation provides for sound governance as well as effective and efficient management of its human and financial resources, and generates external revenues to help support it in meeting its mandate. In addition, the Corporation ensures resources are effectively developed, directed, administered and controlled.

#### Revenue Generating Activities

Revenue-generating activities such as, retail operation and facility rentals, enhance and complement the Museum experience, enabling continued promotion of the Museums' collections and brand, making them available throughout Canada and abroad. These activities improve the visitor's value-for-money experience, while maximizing revenues.

Philanthropy and sponsorship promote exhibitions or events, build and manage professional relationships with individual corporations, foundations, and associations. This support helps raise public awareness of the Museums and the social causes they represent: education, cultural awareness and heritage preservation

#### *Annual Giving*

**Description:** Records related to members and donors who provide funding to the Canadian Museum of History with regards to campaigns and/or programs. Monetary donations can be on an annual basis or one-time gift. The monetary donations can be both restricted and non-restricted for specific projects. Records may also include information with regard to donor stewardship events and activities.

**Document Types:** Correspondence, proposals to the donor, agreements with the donor, tax receipts, press releases, media correspondence, lists of invited guests, event scenario planning records, campaign planning material such as brochures, envelopes, design concepts, mailing lists, contracts, invoices, and purchase orders.

**Format:** Databases.

**Record Number:** CMH 1501

#### *Boutiques*

**Description:** Records related to the financial transactions, purchase and sale of inventory in the two Boutiques (Canadian Museum of History and Canadian War Museum) on site at each location and online. Includes records related to the sale of catalogues and books, posters, stationery, personal accessories, home accents, media, games, exhibit-related material.

**Document Types:** Correspondence, receipts, inventory lists, daily accounting records, daily deposit records, and online order forms.

**Record Number:** CMH 8500

### *Facility Rentals*

**Description:** Records related to the planning, implementation, execution and rental of spaces at the Canadian Museum of History and the Canadian War Museum for special government and corporate events as well as private weddings, association meetings, and concerts. Information may relate to exhibitions and activities, Director's events, and foundation and partnership events.

**Document Types:** Correspondence, invoices, guest lists, menus, seating plans, event logistics or scenarios, estimates, contracts, floor plans, security protocol, event notes, event budgets, action plans, purchase orders, activity schedules, promotional documents, biographical text, member/donor information, press releases, clippings and communiqués, event programs, statistical reports on revenues, attendance, and speaking notes.

**Record Number:** CMH 2502-2-1-2

### *IMAX™ Theatre*

**Description:** Records related to the management of the Canadian Museum of History's IMAX™ Theatre, as well as the production of IMAX™ films. Records related to research, film selection, distribution, evaluation, sponsorship, agreements, promotional activities, advertising and financial transactions.

**Document Types:** Correspondence, receipts, inventory lists, daily accounting records, daily deposit records, reports, calendars, scripts, posters, banners, photographs, storyboards, stock shots, films, ticket stubs, and press kits.

**Format:** Photographs, VHS, banners.

**Record Number:** CMH 8000

### *Membership*

**Description:** Records related to the sale, renewal, promotion and maintenance of memberships to the Canadian Museum of History. Records also related to planning events and activities for members.

**Document Types:** Correspondence, membership form, renewal form, financial transaction record, campaign planning material such as brochures, envelopes, design concepts, mailing lists, contracts, invoices, purchase orders, activity planning reports, and surveys.

**Record Number:** CMH 1013

### *Planned Giving*

**Description:** Records related to planned gifts, campaigns and programs which provide monetary funding to the Canadian Museum of History towards the acquisition of artifacts for its National Collection. Donations are also provided for endowments that support the organization in perpetuity. Financial donations may describe the campaigns and/or programs that will be supported by the donation (for example, acquisitions of artifacts, education and exhibition programs, curatorial research, etc.), or may be provided as non-restricted funds. Artifacts are added to the Corporation's National Collection, if accepted, and provide the institution with acquisitions that may otherwise not be attainable. Records may also include information related to events organized by several "Friends of the Museums" organizations and/or receptions in honour of major patrons or donors.

**Document Types:** Correspondence, proposals to the donor, agreements with the donor, copy of the donor's will and bequest, tax receipts, appraisals, press releases, media correspondence, lists of invited guests, event scenario planning records, and copy of the donor's life insurance policy.

**Record Number:** CMH 1509

### *Sponsorship*

**Description:** Records related to outside sponsors which provide support (monetary, in-kind sponsorships and/or corporate donations) to various Canadian Museum of History initiatives, including exhibitions, programs, and projects. Also includes records related to recognition and promotional benefits received by the sponsor in relation to the partnership, such as advertising and marketing opportunities.

**Document Types:** Correspondence, proposals to the sponsor, sponsor agreements, invoices, tax receipts, and promotional and marketing material.

**Record Number:** CMH 1501-6

## Corporate Services

Corporate Services are essential to enhancing corporate performance and ensuring adherence to legislative requirements. They are imperative to sustaining a strong financial and operational foundation for the delivery of quality museum services and central to demonstrating operational planning and reporting accountability.

## Governance

Governance is vital to ensuring the Canadian Museum of History's public mandate is delivered with legitimacy, accountability and efficiency. Rigorous and disciplined planning and budgeting, maximize revenue generation opportunities and are principal to good corporate governance.

## **ACCOMMODATION**

The Corporation ensures that its facilities are secure, suitable for the preservation and exhibition of the national collection, readily accessible to the public, and safe for visitors and employees.

## Facilities Management

Facilities management is crucial to the preservation of the Corporation's collection, to the operation and maintenance of mechanical and electric systems, the daily operations of the Corporation's physical sites, and longer-term maintenance and improvements.

## Capital Projects

Capital projects, through major repairs, replace and enhance the Corporation's physical sites and installations. These projects are essential in ensuring the facilities are secure, suitable for the preservation and exhibition of the national collection, readily accessible to the public, and safe for visitors and employees.

## **INTERNAL SERVICES**

Internal Services are groups of related activities and resources that are administered to support the needs of programs and other corporate obligations of an organization. These groups are: Management and Oversight Services; Communications Services; Human Resources Management Services; Financial Management Services; Information Management Services; Information Technology Services; Real Property Services; Materiel Services; Acquisition Services; and Travel and Other Administrative Services. Internal Services include only those activities and resources that apply across an organization and not to those provided specifically to a program.

## Acquisitions

Acquisition Services involve activities undertaken to acquire a good or service to fulfil a properly completed request (including a complete and accurate definition of requirements and certification that funds are available) until entering into or amending a contract.

- ❑ Procurement and Contracting
  - Professional Services Contracts

## Communications Services

Communications Services involve activities undertaken to ensure that Government of Canada communications are effectively managed, well coordinated and responsive to the diverse information needs of the public. The communications management function ensures that the public – internal or external – receives government information, and that the views and concerns of the public are taken into account in the planning, management and evaluation of policies, programs, services and initiatives.

- ❑ Communications
  - Internal Communications

- Public Communications

### Financial Management

Financial Management Services involve activities undertaken to ensure the prudent use of public resources, including planning, budgeting, accounting, reporting, control and oversight, analysis, decision support and advice, and financial systems.

- Financial Management
  - Accounts Payable
  - Accounts Receivable
  - Acquisition Cards

### Human Resources Management

Human Resources Management Services involve activities undertaken for determining strategic direction, allocating resources among services and processes, as well as activities relating to analyzing exposure to risk and determining appropriate countermeasures. They ensure that the service operations and programs of the federal government comply with applicable laws, regulations, policies, and/or plans.

#### *Aboriginal Training Program*

**Description:** Records related to the calls for application to the Aboriginal Training Program, and advertising, processing of application, administration of the Program, and appointment of interns. Records created by the Trainees are maintained by the various divisions the Trainees work with during their internship.

**Document Types:** Correspondence, applications, assessments of applicants, written evaluations related to the progress of the Trainee, status reports.

**Record Number:** CMH 6501-4

- Awards (Pride and Recognition)
  - Recognition Policy
- Classification of Positions
  - Staffing
- Compensation and Benefits
  - Attendance and Leave
  - Pay and Benefits
- Employment Equity and Diversity
  - Employment Equity and Diversity
- Hospitality
  - Hospitality
- Human Resources Planning
  - Human Resources Planning
- Labour Relations
  - Canadian Human Rights Act - Complaints
  - Discipline
  - Grievances
  - Harassment
  - Internal Disclosure of Wrongdoing in the Workplace
  - Values and Ethics Code for the Public Service

- Occupational Health and Safety
  - Employee Assistance
  - Harassment
  - Occupational Health and Safety
- Official Languages
  - Official Languages
- Performance Management Reviews
  - Discipline
  - Performance Management Reviews
- Recruitment and Staffing
  - Applications for Employment
  - Employee Personnel Record
  - Personnel Security Screening
  - Staffing
  - Values and Ethics Code for the Public Service
- Relocation
- Training and Development
  - Training and Development

#### Information Management

Information Management Services involve activities undertaken to achieve efficient and effective information management to support program and service delivery; foster informed decision making; facilitate accountability, transparency, and collaboration; and preserve and ensure access to information and records for the benefit of present and future generations.

- Information Management

#### Information Technology

Information Technology Services involve activities undertaken to achieve efficient and effective use of information technology to support government priorities and program delivery, to increase productivity, and to enhance services to the public.

- Information Technology

#### Management and Oversight Services

Management and Oversight Services involve activities undertaken for determining strategic direction, and allocating resources among services and processes, as well as those activities related to analyzing exposure to risk and determining appropriate countermeasures. They ensure that the service operations and programs of the federal government comply with applicable laws, regulations, policies, and/or plans.

- Cooperation and Liaison
  - Lobbying Act Requirements
  - Outreach Activities
- Executive Services
- Internal Audit and Evaluation
  - Evaluation
  - Internal Audit

- Planning and Reporting

### Materiel

Materiel Services involve activities undertaken to ensure that materiel can be managed by departments in a sustainable and financially responsible manner that supports the cost-effective and efficient delivery of government programs.

- Materiel Management
  - Vehicle Accidents

### Real Property

Real Property Services involve activities undertaken to ensure real property is managed in a sustainable and financially responsible manner, throughout its life cycle, to support the cost-effective and efficient delivery of government programs.

- Real Property Management

### Travel and Other Administrative Services

Travel and Other Administrative Services include Government of Canada travel services, as well as those other internal services that do not smoothly fit with any of the internal services categories.

- Access to Information and Privacy
  - Access to Information and Privacy Requests
- Administrative Services
  - Parking
- Boards, Committees and Councils
  - Governor in Council Appointments
  - Members of Boards, Committees and Councils
- Business Continuity Planning
- Disclosure to Investigative Bodies
- Proactive Disclosure
  - Hospitality
  - Travel
- Security
  - Identification and Building-Pass Cards
  - Personnel Security Screening
  - Security Incidents
  - Security Video Surveillance and Temporary Visitor Access Control Logs and Building Passes
- Travel
  - Travel

### **CLASSES OF PERSONAL INFORMATION**

Some Canadian Museum of History files summarized in the classes of records contains personal information which is not used in a decision-making process directly affecting the individual to whom it relates. Examples are inquiries about the Canadian Museum of History and the Canadian War Museum collections, programmes and services, information and advice given to individuals by the Canadian Museum of History and the Canadian War Museum employees about

museums and museum objects, and information about individuals in documents relating to grants or proposed grants to institutions.

These classes of personal information are kept on the relevant subject files and are not identifiable by name of the individual or other personal identifier. To retrieve these classes of personal information, the Corporation would need as much detail as possible about the subject matter, the geographic location and the time the information would have come to the Canadian Museum of History or the Canadian War Museum.

The retention periods for these classes of personal information are subject to *Privacy Act* retention schedules.

## **MANUALS**

Emergency Evacuation Plan

Emergency Response Plan

Business Continuity Plan

## **ADDITIONAL INFORMATION**

### **ENQUIRIES**

The Government of Canada encourages the release of information through requests outside of the ATIP process. You may wish to consult Canadian Museum of History completed Access to Information (ATI) summaries <http://www.historymuseum.ca/about-us/corporation/about-the-corporation/completed-access-to-information-requests>.

To make an informal request, contact:

Canadian Museum of History  
100 Laurier Street  
Gatineau, Quebec K1A 0M8

Telephone: 819-776-8493

### **ACCESS TO INFORMATION AND PRIVACY REQUESTS**

Mail your letter or [Access to Information Request Form](#) (*Access to Information Act*) or [Personal Information Request Form](#) (*Privacy Act*), along with any necessary documents (such as consent or the \$5.00 application fee for a request under the *Access to Information Act*) to the following address:

Ms. Chrissie Unterhoffer

Access to Information and Privacy Coordinator

Canadian Museum of History  
100 Laurier Street  
Gatineau, Quebec

Please note: Each request made to the Canadian Museum of History under the *Access to Information Act* must be accompanied by an application fee of \$5.00, cheque or money order made payable to the Canadian Museum of History.



**READING ROOM**

In accordance with the *Access to Information Act* and *Privacy Act*, an area on the premises will be made available should the applicant wish to review materials on site. The address is:

Canadian Museum of History  
100 Laurier Street  
Gatineau, Quebec