

INFO SOURCE

**SOURCES OF FEDERAL GOVERNMENT AND EMPLOYEE INFORMATION
2015**

CANADIAN MUSEUM OF HISTORY

TABLE OF CONTENTS

<u>GENERAL INFORMATION</u>	3
BACKGROUND	3
RESPONSIBILITIES	4
<u>PERSONAL INFORMATION BANKS</u>	4
INSTITUTIONAL FUNCTIONS PROGRAMS AND ACTIVITIES	4
CLASSES OF PERSONAL INFORMATION	15
<u>ADDITIONAL INFORMATION</u>	16
ENQUIRIES	16
ACCESS TO INFORMATION AND PRIVACY REQUESTS	16
READING ROOMS	18

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. For a complete timeline of the Canadian Museum of History’s evolution, please see [The History of the Museum](#).

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, précis 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

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

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

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. It is collected under the authority of the Museum Act.

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

Retention and Disposal Standards: Retained indefinitely

RDA Number: (N/A)

Related Record Number: CMH 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, 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, audiovisual material, photographic material, 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

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 Class of Record
 - Professional Services Contracts Personal Information Bank

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 Class of Record
 - Internal Communications Personal Information Bank
 - Public Communications Personal Information Bank

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 Class of Record
 - Accounts Payable Personal Information Bank
 - Accounts Receivable Personal Information Bank

- Acquisition Cards Personal Information Bank

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.

- Awards (Pride and Recognition) Class of Record
 - Recognition Program Personal Information Bank
- Classification of Positions Class of Record
 - Staffing Personal Information Bank
- Compensation and Benefits Class of Record
 - Attendance and Leave Personal Information Bank
 - Pay and Benefits Personal Information Bank
- Employment Equity and Diversity Class of Record
 - Employment Equity and Diversity Personal Information Bank
- Hospitality Class of Record
 - Hospitality Personal Information Bank
- Human Resources Planning Class of Record
 - Human Resources Planning Personal Information Bank
- Labour Relations Class of Record
 - Canadian Human Rights Act – Complaints Personal Information Bank
 - Discipline Personal Information Bank
 - Grievances Personal Information Bank
 - Harassment Personal Information Bank
 - Disclosure of Wrongdoing in the Workplace Personal Information Bank
 - Values and Ethics Codes for the Public Sector and Organizational Code(s) of Conduct Personal Information Bank
- Occupational Health and Safety Class of Record
 - Employee Assistance Personal Information Bank
 - Harassment Personal Information Bank
 - Occupational Health and Safety Personal Information Bank
- Official Languages Class of Record
 - Official Languages Personal Information Bank
- Performance Management Reviews Class of Record
 - Discipline Personal Information Bank
 - Performance Management Reviews Personal Information Bank
- Recruitment and Staffing Class of Record
 - Applications for Employment Personal Information Bank
 - Employee Personnel Record Personal Information Bank
 - Personnel Security Screening Personal Information Bank
 - Staffing Personal Information Bank
 - Values and Ethics Codes for the Public Sector and Organizational Code(s) of Conduct Personal Information Bank
- Relocation Class of Record

- Relocation Personal Information Bank
- Training and Development Class of Record
 - Training and Development Personal Information Bank

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.

- Access to Information and Privacy Class of Record
 - Access to Information Act and Privacy Act Requests Personal Information Bank
- Information Management Class of Record
 - Library Services Personal Information Bank

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.

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 Class of Record
 - Lobbying Act Requirements Personal Information Bank
 - Outreach Activities Personal Information Bank
- Executive Services Class of Record
 - Executive Correspondence Personal Information Bank
- Internal Audit and Evaluation Class of Record
 - Evaluation Personal Information Bank
 - Internal Audit Personal Information Bank
- Planning and Reporting Class of Record

Material

Material 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 Class of Record
 - Vehicle, Ship, Boat and Aircraft Accidents Personal Information Bank

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 Class of Record
 - Real Property Management Personal Information Bank

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.

- Administrative Services Class of Record
 - Parking Personal Information Bank
- Boards, Committees and Council Class of Record
 - Governor in Council Appointments Personal Information Bank
 - Members of Boards, Committees and Councils Personal Information Bank
- Business Continuity Planning Class of Record
 - Business Continuity Planning Personal Information Bank
- Disclosure to Investigative Bodies Class of Record
 - Disclosure to Investigative Bodies Personal Information Bank
- Proactive Disclosure Class of Record
 - Hospitality Personal Information Bank
 - Travel Personal Information Bank
- Security Class of Record
 - Identification Cards and Access Badges Personal Information Bank
 - Disclosure of Wrongdoing in the Workplace Personal Information Bank
 - Personnel Security Screening Personal Information Bank
 - Security Incidents and Privacy Breaches Personal Information Bank
 - Security Video Surveillance and Temporary Visitor Access Control Logs and Building Passes Personal Information Bank
- Travel Class of Record
 - Travel Personal Information Bank

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

Access to Information Policy

Emergency Evacuation Plan

Emergency Response Plan

Repatriation Policy

Emergency Planning Standard

Electronic Data Processing Security

External Communications Policy

Fire Protection Standard

First Aid Training

Information Security

Physical Security Procedure

Risk Management Policy

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

To make a formal request, the following procedures have been articulated by the Government of Canada:

Access to Information Act

The following procedures should be followed when making a formal request under the Access to Information Act.

1. Obtain an [Access to Information Request form](#) from the Treasury Board Secretariat website. If the form is not used, a letter may be sent instead. See the instructions below.
2. Enclose the application fee.
3. Send the completed form or the letter to the Access to Information Coordinator of the appropriate government institution.

If a letter is submitted instead of the Access to Information Request form, the following information must be included:

- statement that the information is being requested under the [Access to Information Act](#);
- name of the appropriate government institution;
- description of the records requested (be as specific as possible);
- preferred method of viewing the records (e.g. receiving photocopies of the original documents or viewing the originals in the government office where they are located);
- name, street address, city or town, province or territory, postal code, telephone number(s) and signature of the applicant;
- date of request; and
- application fee.

The [list of Access to Information and Privacy Coordinators](#), along with their contact information, is available online.

Fees

An application fee of \$5 applies to all requests and additional fees may be charged for specific purposes, such as document searches over 5 hours, reproduction of records, and other limited reasons. Applicants will be notified in advance if there are additional fees and if a deposit is required.

For most requests cheques and money orders are payable to the Receiver General of Canada. Please refer to Public Works and Government Services Canada's list of [Institutions with Receiver General Accounts](#) for a list of government institutions to which access to information requests must be accompanied by cheques or money orders made out the Receiver General of Canada. For all other institutions, cheques or money orders must be made out to the institution itself.

Time to process a request

Under the [Access to Information Act](#), government institutions must respond to a request within 30 days; however, in certain cases, extensions may be applied by the institution where conditions established by the [Access to Information Act](#) are met; for example, where the request is for a large number of records, requires a search through a large number of records or where consultations are necessary. Applicants who feel that it is taking too long to process their requests may submit a complaint to the Office of the Information Commissioner (See [Roles and Responsibilities](#)).

Privacy Act

The following procedures should be followed when making a formal request under the [Privacy Act](#).

1. Obtain a [Personal Information Request Form](#) from the Treasury Board Secretariat web site.
2. Send the completed form to the Privacy Coordinator of the appropriate government institution.

If a letter is submitted instead of the [Personal Information Request Form](#), the following information must be included:

- statement that the information is being requested under the [Privacy Act](#);
- name of the appropriate government institution;
- description of the records requested (be as specific as possible);
- preferred method of viewing the records (e.g. receiving photocopies of the original documents or viewing the originals in the government office where they are located);
- name, street address, city or town, province or territory, postal code, telephone number(s) and signature of the applicant;

- date of request.

The list of Access to Information and Privacy Coordinators, along with their contact information, is available online.

Fees

There is no fee to apply for or obtain information under the Privacy Act.

To correct personal information

If an individual believes that the personal information a government institution has on file about him/her is in error or has been omitted, the individual may ask to have it corrected by submitting a request for correction. Even if the institution does not agree to change this information, it must make a note that a request for the change was made and attach the note to the file.

The following procedures should be followed when making a request for Record Correction under the Privacy Act.

- Obtain a Record Correction Request Form from the Treasury Board Secretariat web site.
- Send the completed form to the Privacy Coordinator of the appropriate government institution.

Time to process a request

Under the Privacy Act, government institutions must respond to a request within 30 days. If a time extension is required, the applicant will be notified within the first 30 days and told why up to another 30 days may be needed. Applicants who feel that it is taking too long to process their requests may submit a complaint to the Office of the Privacy

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