



# National Archives of Canada

2002-2003  
Estimates

Part III – Report on Plans and Priorities

Canada

## The Estimates Documents

Each year, the government prepares Estimates in support of its request to Parliament for authority to spend public monies. This request is formalized through the tabling of appropriation bills in Parliament. The Estimates, which are tabled in the House of Commons by the President of the Treasury Board, consist of three parts:

**Part I – The Government Expenditure Plan** provides an overview of federal spending and summarizes both the relationship of the key elements of the Main Estimates to the Expenditure Plan (as set out in the Budget).

**Part II – The Main Estimates** directly support the *Appropriation Act*. The Main Estimates identify the spending authorities (votes) and amounts to be included in subsequent appropriation bills. Parliament will be asked to approve these votes to enable the government to proceed with its spending plans. Parts I and II of the Estimates are tabled concurrently on or before 1 March.

**Part III – Departmental Expenditure Plans** which is divided into two components:

- (1) **Reports on Plans and Priorities (RPPs)** are individual expenditure plans for each department and agency (excluding Crown corporations). These reports provide increased levels of detail on a business line basis and contain information on objectives, initiatives and planned results, including links to related resource requirements over a three-year period. The RPPs also provide details on human resource requirements, major capital projects, grants and contributions, and net program costs. They are tabled in Parliament by the President of the Treasury Board on behalf of the ministers who preside over the departments and agencies identified in Schedules I, I.1 and II of the *Financial Administration Act*. These documents are tabled in the spring and referred to committees, which then report back to the House of Commons pursuant to Standing Order 81(4).
- (2) **Departmental Performance Reports (DPRs)** are individual department and agency accounts of accomplishments achieved against planned performance expectations as set out in respective RPPs. These Performance Reports, which cover the most recently completed fiscal year, are tabled in Parliament in the fall by the President of the Treasury Board on behalf of the ministers who preside over the departments and agencies identified in Schedules I, I.1 and II of the *Financial Administration Act*.

The Estimates, along with the Minister of Finance's Budget, reflect the government's annual budget planning and resource allocation priorities. In combination with the subsequent reporting of financial results in the Public Accounts and of accomplishments achieved in Departmental Performance Reports, this material helps Parliament hold the government to account for the allocation and management of public funds.

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**National Archives of Canada**

**2002-2003**

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**Report on Plans and Priorities**

**Approved**

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**Minister of Canadian Heritage**

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# Messages

## Minister's Message

One of Canada's great strengths is the many cultures that have come together to shape the nation. The Department, agencies and Crown corporations that make up the Canadian Heritage Portfolio contribute to creating an inclusive and cohesive Canada where our diversity is a source of great strength and links us to each other through our values.



We are fully committed to playing a vital role in the daily lives of all Canadians. To fulfill this mission, the Canadian Heritage Portfolio promotes, through its plans and priorities, access to Canadian content. We help to advance Canadian culture in an era of globalization and we provide Canadians and others with opportunities to learn and understand about our country and each other. Further, we protect Canada's natural and cultural heritage while fostering access through modern technology for the benefit of current and future generations.

Over the next few years, the National Archives of Canada will continue to contribute significantly to our ability to seek out and understand the Canadian experience through the acquisition, preservation and dissemination of the records of this nation's story. It will help to increase our awareness of our heritage and to increase dialogue among Canadians from all walks of life through the innovative use of technology. Further, as it continues to develop the Portrait Gallery of Canada, the National Archives will celebrate Canada's cultural diversity through the faces of individuals who have shaped, and who continue to shape, this country.

It is up to all of us, individually and collectively, to nurture the diversity, the strength of values and our connection to one another which are such hallmarks of Canadian identity.

Sheila Copps

# MANAGEMENT REPRESENTATION

## *Report on Plans and Priorities 2002-2003*

I submit, for tabling in Parliament, the 2002-2003 Report on Plans and Priorities (RPP) for  
the National Archives of Canada

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To the best of my knowledge, the information in this document:

- Accurately portrays the agency's plans and priorities.
- Is consistent with the reporting principles contained in the *Guide to the Preparation of the 2002-2003 Report on Plans and Priorities*.
- Is comprehensive and accurate.
- Is based on sound underlying departmental information and management systems.

I am satisfied as to the quality assurance processes and procedures used for the RPP's production.

The Planning and Reporting Accountability Structure (PRAS) on which this document is based has been approved by Treasury Board Ministers and is the basis for accountability for the results achieved with the resources and authorities provided.

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Ian E. Wilson

February 11, 2002

## Message from the National Archivist

“Change the world, make it a better place, listen to the stories of our past, learn and understand, be courageous and persevere. And in time, your stories will be added to our social memory, to our archives, and they will instruct, guide and inspire future generations. This is the very essence of archives: the message is simple enough — if we are to engage the future, we must keep faith with the past.”

These were my concluding remarks when I had the great honour of addressing new graduates at the York University convocation on November 3, 2001. My message goes out to all Canadians. Indeed there is power in the record, a visible and often authoritative, honest connection with the past. Canada's faith with the past is well kept at the National Archives of Canada, a venerable cultural institution now in its 130th year of service to the people of Canada.

The National Archives preserves the collective memory of the nation, including the essential records of the Government of Canada; it opens up its documents and makes them available. In so doing, the Archives, along with Canada's 800 provincial, territorial, municipal and private archives across the country, and along with Canada's libraries and museums, becomes a vital link in the creation of the collective social memory. Here, in the Archives, are the records of the great events of history, the papers and records created by prime ministers, authors, artists, labour leaders, social activists and, more often than not, by ordinary men, women and children. Here too are the documents that capture the rhythms and patterns of daily life experienced by those otherwise unknown to history, including the full service records of Canada's unknown soldier. The National Archives is looking ahead with optimism to fulfill its mission both on site and in cyberspace, and to seize, with its many partners, the challenges, opportunities and possibilities that lie ahead in order to reunite Canadians with the evidence of their past.

Fiscal year 2002-2003 reverberates synergy and action at the National Archives of Canada. Canadians, now second in the world in terms of Internet use, are reaching a common destination on the information highway. They are arriving at the National Archives of Canada Web site to tour the thematic virtual exhibitions, search the databases and electronic resources, peruse digitized documents and call upon a wide range of services to researchers, all based on the Archives' unique collections which were built up over 130 years of documenting Canada. In 2001-2002, a total of 1.6 million visitors accessed the National Archives Web site, and this number is expected to increase in 2002-2003. Canadians in all parts of the country, of all ages, backgrounds and walks of life will come to the site to seek out and research Canada's stories, savour Canada's cultural diversity, marvel at its achievements, learn from its mistakes and share its past adventures. Canadians, desiring to find out all they can about their country's history, will be captivated by the Portrait Gallery of Canada, a real and virtual gallery where they can see and learn more about some of the men, women and children who have shaped and continue to shape Canada.

Combining scholarship, humanity and public service, the essence of the Canadian approach to archives, the National Archives will examine imaginative options to provide access to its archival treasures and present them to real and virtual visitors who are out

there waiting, patiently, in line, and impatiently, on line. Technology is enabling the Archives to share the original records and authentic voices of Canada's past with an expanding public. The Archives envisions a role in reshaping the way Canadian history is taught by enabling generations of Canadians to encounter, in schools and at home, the documents, images and voices that provide first-hand testimony to the Canadian experience.

New technologies promise enormous potential for the National Archives. Yet, in the face of this promise, the Archives must confront a challenge that looms on the horizon: the preservation, housing and accessing of the mountains of records that it holds in ever evolving media and formats — from glass and tintype to paper, film, sound, video and digital. Every record entrusted to the National Archives of Canada is irreplaceable in terms of its monetary, cultural and legal value to Canadians. The Gatineau Preservation Centre in Gatineau, Quebec, was designed to provide state-of-the-art facilities for only half of the Archives' permanent collection; the other half is stored in a former factory in Renfrew, Ontario, 100 kilometres away. The distance between the Archives' storage facilities and its headquarters is cause for concern. Moving Canada's documentary heritage back and forth by truck every day from its storage sites in Gatineau and Renfrew to the consultation rooms in Ottawa, in all kinds of weather, presents, for the long term, risks of deterioration, accident and theft. The Archives' most daunting challenge is to find a solution that brings together, on one site, its staff, the public and the most frequently consulted collections.

To be equipped for the journey through the age of knowledge and to be successful in the digital domain, the National Archives will build on the competencies and public service values of its staff. Recruitment, retention and learning are fundamental to a renewed workforce equipped with the skills and leadership capabilities to achieve the National Archives' strategic directions of serving Canadians, its commitment to the integrity of the government record and its promise to be a workplace of excellence.

Every generation leaves certain information and messages for the next. Each generation re-evaluates the past, asking new questions relevant to its concerns and its future, seeking answers in the recorded memory of those who came before. History is a dialogue between present and past, with the voices and images of our predecessors kept alive in the National Archives, preserved in the diaries, journals, photographs, paintings, recordings, government records, maps and treaties they have bequeathed to us. The Archives will continue to document the Canadian experience; it will digitize more of Canada's documentary heritage; it will harness the World Wide Web to make it possible for more Canadians to access authentic archival records for the first time, and it will pursue and strengthen vibrant partnerships with other Canadian cultural and heritage institutions. In so doing, the National Archives of Canada will stimulate the interplay of past, present and future so that new generations of Canadians can communicate through time with their own stories, their own understanding and their own experience.

Ian E. Wilson  
National Archivist



## Raison d'être

The National Archives of Canada preserves the recorded memory of Canada, including the essential records of the Government of Canada. By opening its records to Canadians, the National Archives contributes to the protection of the rights of all Canadians and enhances their understanding of Canada. In this way, the National Archives serves Canadians by connecting them to the sources of their past, to their stories.

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

Under the *National Archives Act*, the National Archivist may:

- acquire records or obtain the care, custody or control of records;
- take such measures as are necessary to classify, identify, preserve and restore records;
- provide access to records, subject to any lawful restriction that applies;
- provide information, consultation, research and other services related to archives;
- make known information concerning archives by means such as publications, exhibitions and the lending of records;
- advise government institutions concerning standards and procedures pertaining to the management of records;
- provide government institutions with reproduction services and other services pertaining to the management of records;
- provide a central service for the care and control of records pertaining to former personnel of any government institution;
- provide record storage facilities to government institutions;
- provide training in archival techniques and the management of records;
- cooperate and undertake activities with organizations interested in archival matters or the management of records through exchanges and joint projects; and
- provide professional, technical and financial support in aid of archival activities and the archival community.

## **Plans and Priorities by Strategic Outcome**

The National Archives' vision as the original source for Canada's stories and the foundation of Canadians' rights and responsibilities, preserved and accessible, will manifest over time and regenerate as — in the future — the present becomes the past, and as Canada's continuing stories are added to the Archives' collections, instructing, guiding and inspiring today's and tomorrow's generations.

With this vision in mind, the National Archives is guided by three strategic directions, each signalling outcomes and long-term benefits to Canadians. The three strategic directions are:

- i) Serving Canadians — Telling Canadians what we have
- ii) Commitment to the integrity of the government record — Leadership in information management
- iii) A place of excellence — Revitalizing management and business practices.

As the National Archives carries out its work, in general, and addresses its strategic priorities, in particular, it must be conscious of the challenges and opportunities that many external factors and environmental forces present.

### **Strategic Outcome 1 — An archival resource documenting the Canadian experience and protecting citizens' rights**

In the Budget Speech of December 10, 2001, the Honourable Paul Martin told Canadians that in this time of “global turbulence,” it is more important than ever for the Government of Canada to “invest in the future.” He reminded Canadians that “Economy is not about statistics or spreadsheets. It is a measure of individual enterprise and effort. It is about what people do and how they live.” “Knowledge”, he said, “is the fuel that drives the information age, the energy that sustains it.”

These words validate the government's investment in the collections of the National Archives, one of Canada's most valuable national assets, that document the Canadian experience. The archival collections are the tangible social memory of Canada: a primary source of knowledge about Canada and its development as a nation, a rich legacy of words, images and ideas to be shared.

#### **Acquisition of archival records in core collecting areas**

Serving Canadians and telling them what records the National Archives of Canada holds is a principal strategic direction that the Archives is taking. Canadians, now and in the future, will be well served by having an archival resource documenting the Canadian experience and protecting citizens' rights. The Archives has stories to tell about who

Canadians are and how they came to be this way, as individuals, as communities, as organizations, as institutions, as Canadians. Its collections, in all media, are a fundamental source of information, evidence, knowledge and, sometimes, creative inspiration.

Effectively managing the development of its collections is a priority for the National Archives. Year after year, in cooperation with other archives and national institutions, the National Archives acquires new records from the public and private sectors. The Archives keeps a constant watch on Canadian society in order to document its development and cultural diversity. With institutional and private bequests from all parts of the country, transfers from various federal offices, purchases and gifts, the National Archives collects comprehensive archival holdings that reflect the multiple facets of Canadian life.

- ❑ The National Archives will work towards fulfilling its five-year directions set forth in *Private Sector Acquisition Orientation 2000-2005*. Thematic areas targeted for acquisition include Canadian culture, cultural industries, economics, natural resources, environment, political life, public life and social life. The National Archives will also focus on acquiring portraits for the Portrait Gallery of Canada.
- ❑ Since the 1950s, the Archives has offered to senior federal politicians, as well as to Supreme Court judges, a service for the secure storage of the personal papers amassed during their public careers, in the hope of acquiring these records through formal donation to the National Archives after the retirement of the records' creators. Over the next three years, within the resources available, the National Archives will take steps to develop an improved system for managing the personal papers of federal cabinet ministers and Supreme Court judges that the institution has received on temporary deposit. The Archives will also begin negotiations to formally acquire the personal papers of key members of the Trudeau cabinets, which are the oldest ministerial records presently on deposit at the National Archives.
- ❑ The National Archives intends to update the guidelines it published in 1992 on the management of recorded information in a cabinet minister's office. The new guidelines will emphasize the management of electronic records and the use of tracking systems which are becoming more prevalent in the electronic work environment of today's government officials.

## **Standardized descriptions of archival records**

If Canadians and researchers around the world are to be able to effectively locate the wealth of archival records held by the National Archives and access them readily, the records must be properly described. Specialists at the National Archives use the *Rules for Archival Description*, the nationally recognized standard developed by the Canadian Council of Archives, to describe the National Archives' holdings.

- ❑ In consultation with the Canadian archival community, the Archives will continue to review and update the *Rules for Archival Description* and sustain efforts to harmonize practices for describing archival records.

Thanks to the National Archives' acquisition and holdings management program, Canadians, present and future, have permanently available, easily accessible archival collections of public and private records of national significance in all media. The collections bear witness to the origins and development of Canada over the centuries and reflect the diversity of Canadian society. Also, researchers have access to the foremost resources of Canadian historical and cultural records wherein they may find a range of perspectives on the most significant aspects of Canada's history.

## **Preservation of archival records**

Serving Canadians and telling them what the Archives has taken on an added dimension in terms of the preservation of the original records which generations of Canadians have entrusted to their National Archives. Increased public awareness and increased demand for original documents add urgency to the need to preserve the archival records of the nation so that they are available to Canadians now and long into the future.

Although the National Archives employs sound, modern concepts, techniques and guiding principles in preserving, copying and treating its collections to ensure that future generations of Canadians are guaranteed access to their archival heritage, another risk to collections — this one more difficult to control — is looming on the horizon. The distance between the Archives' two main storage facilities and its headquarters is cause for concern. The staff who work closely with the collections and the Archives' public reading rooms where the records are consulted are located in Ottawa. The Gatineau Preservation Centre, in Gatineau, Quebec, was designed to provide state-of-the-art storage facilities for only half of the Archives' permanent collection; the other half is stored in a former factory in Renfrew, Ontario, 100 kilometres away. Moving the unique documentary heritage of a country back and forth by truck every day, in all kinds of weather, exposes irreplaceable and fragile records to significant risks of deterioration, accident and theft.

- In 2002-2003, the National Archives will conduct a risk assessment of its collections to determine the risks associated with the daily circulation of records by truck among its several facilities. Equipped with data on the nature and extent of all risks to its holdings, aware of the magnitude of each risk, and with preservation priorities clarified and mitigation strategies identified, the Archives will assess the cost and benefit of each strategy. The institution will then be well positioned to take the most appropriate and cost-effective actions to implement the recommendations put forth to improve the management, preservation and accessibility of its archival holdings.

In November 2000, the Minister of Canadian Heritage announced a new Canadian Feature Film Policy. The objective of the policy is to increase the quality, diversity and accessibility of Canadian feature films. Since the inception of the policy, the National Archives has received \$600,000 annually from the Department of Canadian Heritage to acquire, restore and preserve Canadian feature films.

- Under the Preservation and Access Component of the Canadian Feature Film Policy, the National Archives will be receiving \$600,000 annually until 2002-2003 with the possibility of a further two-year extension. The Archives will continue to invest this

sum in the acquisition, restoration and preservation of Canadian feature films. The investment offers Canadian audiences of today and tomorrow increased opportunities to access feature films no longer in commercial distribution and to experience their significant contribution to Canada's cultural life.

The demands of becoming the digital Archives of Canada, as well as those of the Government On Line initiative, will require the National Archives to make major information technology expenditures. In September 2000, the Archives prepared a Digital Technology Platform Plan which specifies the technical infrastructure and operational requirements necessary to digitize collections, process image files for Web use and store the image files for long-term use. Implementation of the Digital Technology Platform Plan will also allow the Archives to respond to client requests for copies of documents from its holdings by digital means, provide digitization services to the National Library and apply digital technologies to other preservation activities.

- In order to increase the digitization capacity of the Archives for preservation of and access to its collections, the National Archives will continue the implementation of its Digital Technology Platform Plan throughout 2002-2003, as resources permit.

## **Strategic Outcome 2 — The preservation of the corporate memory of the Government of Canada**

In an operating environment where information and technology are primary drivers in the global economy, and where Government On Line and electronic service delivery are key to the government's success in connecting Canadians, the National Archives' envisioned outcome of a preserved corporate memory of the Government of Canada embodies not only its commitment to the integrity of the government record, but also its leadership in information management.

The most important strategic initiatives of government rely almost entirely on the effective and efficient management of information. Improving information management today and planning for information management tomorrow has been the focus of discussions between the National Archives and the Chief Information Officer Branch of the Treasury Board Secretariat. In a joint report entitled *Information Management in the Government of Canada: A Situation Analysis* (June 2000), both institutions affirmed that "at no other time in the Government of Canada's history has information management been as important as it is today."

In partnership with the Chief Information Officer Branch, Treasury Board Secretariat, the National Archives is in an advantageous position to deal with the urgent need to transform the Government of Canada's approach to information management and to establish an over-arching information management governance structure and accountability framework. Leadership in information management is consistent with the National Archives mandate to not only control records disposition by federal institutions, but also to facilitate the management of government information.

## Effective disposition of government records

The methodical preservation and disposition of records are regarded as the cornerstones of effective administration. The availability of practices to organize, preserve and dispose of records enhances the government's ability to be accountable, adopt policies, make decisions, and deliver programs and services.

- ❑ The National Archives will continue to discharge its legislated responsibilities for the identification, appraisal and disposition of government records. The institution will ensure that records of historic importance are under the National Archives' care and control through Multi-year Disposition Plans, signed with government institutions; through records appraisals; and through Disposition Authorities which enable government departments and agencies to dispose of records which no longer have business value, either by destroying them or by transferring them to the Archives. The ultimate result supports the efficient management of records and the long-term preservation of the federal government's corporate memory.

In its *2001-2002 Report on Plans and Priorities*, the National Archives anticipated the completion of a review of its Records Disposition Authority Control System. The deadline, however, has been extended to the fall of 2002 in order to provide sufficient time for the National Archives and federal departments to work together to resolve questions concerning existing Disposition Authorities that need to be amended, replaced or revoked.

## Standards for the management of government records

Acknowledging that information is a primary commodity of the 21st century and that the success of Government On Line depends on effective management, on sharing and innovative use of information, the government, in its December 2001 budget, promised to modernize the management of information throughout all departments and agencies.

Technological advances pose exciting, yet daunting challenges for the National Archives as it works to assist the Government of Canada in managing its corporate information. The Archives itself must adapt — and also assist federal departments in adapting — to the new realities of the workplace where office systems are predominant and where electronic record-keeping systems are quickly replacing the traditional records office. Archivists and information analysts are becoming future-oriented as they endeavour to manage, preserve and ensure the long-term accessibility of electronic records in a vast array of formats.

- ❑ The National Archives will develop a vision for the archivist/information manager of the future in order to face the large technology challenge. The National Archives will work with the Chief Information Officer Branch, Treasury Board Secretariat, and with federal managers towards a realistic, workable information management infrastructure for the federal government. The information management infrastructure will be based on principles which are used for managing the life cycle of traditional paper records and which apply equally to digital information, as well as on sound information management standards, techniques and tools.

Although technology and record formats keep changing, Canadians' need to stay connected with the records of the past and find relevant information remains constant.

- ❑ The Archives will acquire, preserve and make accessible the textual and electronic records of the Government of Canada. Over the next three years, the Archives plans to implement a strategy for managing electronic records. Such a strategy will provide the Archives with the critical infrastructure to ensure that nationally significant electronic records arrive at the National Archives at the appropriate moment in time, in a format that is appropriate, accessible, long-lasting and cost-efficient. The overall objective of the strategy is to have a truly integrated electronic archive.

Recognizing that effective, cost-efficient information management depends on the capacity of organizations to make decisions about the value of their information over time in the context of their business needs, and that the National Archives can play an essential role in developing the government's information management capacity, the Treasury Board provided the Archives with \$1.2 million to undertake a number of pilot projects to advance the federal government's Information Management initiatives.

- ❑ In 2002-2003, the National Archives will establish multi-disciplinary teams composed of representatives of the National Archives and client departments. Through outreach, orientation, training and information management tools, the teams will assess the state of information management in several departments, provide advice to institutions and to practitioners in order to build the Government of Canada's information management resource capacity, especially with respect to electronic records.

The June 2000 report titled *Information Management in the Government of Canada: A Situation Analysis* emphasized the pressing need for an updated, standard approach to the classification of government information. The National Archives will be a leader in developing a new model classification system for the common management and comptrollership functions of government, focussing on the needs of an on-line, citizen-centred national government.

- ❑ The National Archives has begun a pilot project with Health Canada to review all of Health Canada's Records Disposition Authorities and to update those that are outdated. This project will free up much needed space in both agencies and allow for the transfer of historical and archival records to the National Archives. Health Canada has also initiated a review of its records classification systems with a view to modernizing them using a functional approach. Over 2002-2003, the National Archives expects to apply this new function-based model to the records classification schemes of other federal government departments. The adoption throughout government of a records classification scheme based on business function will be an important step in the Government of Canada's information management transition from paper to an electronic working environment. The definition and adoption of an approach to the organization and management of electronic information is also a critical component of the new International Standards Organization Standard (ISO) *Records Management Standard 15489* adopted by Canada.

## **Optimal space utilization for the management of government records**

The National Archives manages the operations and holdings of federal records centres located in Vancouver, Edmonton, Winnipeg, Toronto, Montreal, Quebec City, Halifax and Ottawa. These regional centres allow for the transfer and storage of dormant and semi-active records from the offices of departments and agencies — usually located in expensive downtown sites in Canadian cities — into less expensive, centralized operations which are strategically located across the country.

Although the transition from the paper to the electronic record as the preferred record of government will be accorded high priority, there will be a 10- to 20-year period where organizations such as the National Archives of Canada and its federal records centres will have to fill the dual role of the management of both media. The National Archives aims to position the federal records centres so that they effectively address the future challenges of keeping the dormant and semi-active records of the Government of Canada in the present hybrid paper and electronic environment.

- ❑ The National Archives will begin to define the functional requirements and services needed to maximize the information technology capacity of the network of federal records centres so that automated information management services can be provided to government departments throughout the country.

In light of the fact that an acceleration in the use of the electronic record in government is not predicted to have an impact on space requirements for paper records in the federal records centres over the coming decade, the National Archives will pursue its 2001-2010 National Accommodation Strategy for the Federal Records Centres. The centres will continue to store, retrieve and manage the dormant and essential records in all media and all personnel files of former federal public servants and former military personnel on behalf of government departments and agencies.

- ❑ Elements of the National Accommodation Strategy for the Federal Records Centres, which is to be addressed by the National Archives together with Public Works and Government Services Canada, include the following changes: in Halifax, expansion of the centre; in Toronto, expansion of the centre and consolidation of the buildings; in Montreal and Ottawa, further consolidation of the buildings. The National Archives will explore new service options for the federal records centres, including the potential for expanding its special cost-recovery service beyond the Canada Customs and Revenue Agency, Veterans Affairs Canada and the Canadian Broadcasting Corporation, and the potential for increased partnership with the private sector in the provision of services.



## **Strategic Outcome 3 — Access for Canadians to their archival heritage**

Archives serve no purpose unless they are accessible. Acquisition, archival descriptions and access go hand in hand. The role of the National Archives is to unite Canadians with the evidence of their past and, in so doing, the Archives becomes a vital link in the creation of social memory.

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

Archives and the World Wide Web are made for each other. Canadians, who now rate second in the world in terms of Internet use, are reaping a variety of social and cultural benefits from content-rich institutions such as archives, which are defining themselves on the Internet as centres of knowledge, discovery, learning and enrichment.

The launch of the Canadian Archival Information Network (CAIN) on October 19, 2001, was a groundbreaking achievement. CAIN makes Canadian archives accessible at one Internet address and provides researchers, amateur and professional alike, with a single portal to information about the past. With CAIN, archival holdings go from being the least accessible heritage resource to the most accessible — accessible to schools, libraries, at home, in offices and, indeed, in the palm of your hand.

- ❑ With financial support from the Department of Canadian Heritage, the National Archives, together with its provincial and territorial partners, will enrich the Canadian Archival Information Network (CAIN) Web-based gateway by adding to it thousands more bilingual archival descriptions and a broad spectrum of digitized archival content from over 800 archives across Canada.

Technology is also bringing together cultural institutions within the Canadian Heritage Portfolio, in a spirit of continued co-operation. As a result, the treasured holdings of archives, libraries, museums and galleries, regardless of where the document, artifact or painting is physically located, are becoming more easily accessible to Canadians. Canadians now have greater access to information about their country's history, culture and heritage.

- ❑ December 2002 is the target date for completing the migration of the entire National Archives' descriptive catalogue of its holdings to an integrated, scalable archival application on the National Library's AMICUS platform. The project has been expanded to include, by June 2002, an integrated public access module which will provide a more robust user interface to the National Archives catalogue of its holdings.

National Archives staff work hard to connect Canadians to the sources of their past. As heritage specialists, they make information and knowledge about our country and its past available and more accessible to Canadians. The Internet is raising the level of public expectation regarding access to archival collections to heights previously unknown in the history of modern communication. The profile of the typical researcher at the National Archives of Canada is rapidly changing. Our experience at the National Archives confirms a rising tide of interest in Canada's past and in who we are as Canadians, as well as a significant trend towards a better informed audience that knows about the National Archives' holdings. Today, the Archives' clients are just as likely to be genealogists, high school students, members of the media or casual home-based Web surfers, as they are to be academics. The access environment and tools that users want are rapidly evolving. The challenge for the National Archives is to move at the same quick pace to deliver services in the public interest.

- ❑ The "Accessible Archives" project will take a client-centred approach to define a vision for access to the rich holdings of the National Archives and other heritage institutions in today's and tomorrow's connected environment. The status quo for archival access will be challenged in order to bring archives to the people in creative new ways and to place archives at the centre of Canada's national life. By April 2002, the National Archives will have a detailed six-year action plan, including resource requirements to achieve this vision of access.

Through its Canadian Culture Online Program, the Department of Canadian Heritage is funding a wide range of initiatives to stimulate the development of quality Canadian digital cultural content and to connect Canadians, particularly youth and lifelong learners, with the riches of Canada's heritage.

- ❑ To foster ties between Canadians through the discovery of their family histories and to promote the genealogical resources of archives and libraries, the National Archives will partner with the Department of Canadian Heritage and with the National Library of Canada over the next three years to develop and implement the Canadian Genealogy Centre. The Centre will provide genealogists and family historians with a single portal to authoritative Canadian genealogical sources, content and services on the Internet.

Under the Canadian Memory component of the Department of Canadian Heritage's Canadian Culture Online Program, the National Archives will digitize more of its key cultural collections. The National Archives will seize the opportunity offered by the Canadian Memory Program, which is in accordance with its strategic direction to serve Canadians, to provide more and diverse Canadian choices on the Internet, and to engage citizens in their cultural heritage.

- ❑ Some of the digital resources that the National Archives plans to put on its Web site in 2002-2003 to make Canadian history more accessible and to enhance the lifelong learning of Canadians include:
  - Over 450 photographs taken by Richard Harrington from 1948 to 1951. This project will be undertaken in collaboration with the Nunavut Sivuniksavut training program in Ottawa and the Department of Culture, Language, Elders and Youth of the Nunavut Government.

- *1901 Decennial Census*, the first census of the 20th century
  - *1881 Census*
  - *War Diaries of the Canadian Expeditionary Force*, documenting Canadian battalions involved in battles of the First World War
  - Personal diaries of former Prime Minister William Lyon Mackenzie King, in collaboration with the Millennium Bureau of Canada. The digitization of the Mackenzie King papers is the first step in the Archives' larger plan to digitize, in the future, more of its Canadian prime ministers' papers.
  - *Expo '67*, a thematic resource of digitized records from the National Archives collection on the Montreal World Fair, which was held from April 28 to October 27, 1967, and coincided with Canada's 100th anniversary of Confederation.
- To mark the 400th anniversary of the French presence in North America, the National Archives of Canada, in conjunction with the Archives de France and the Canadian Embassy in Paris, has undertaken a major project designed to make available on the Internet close to 80,000 documents dating from the French Colonial period. The documents involved represent approximately 800,000 images of manuscripts, maps and plans, the originals of which are all held in France. To illustrate the period's evolution, the project will include a virtual exhibition featuring a selection of the most relevant records of that period, such as maps, plans, prints, portraits and reproductions of artefacts, as well as contemporary records documenting early Canadian history. The virtual exhibition will be developed according to the resources made available for the project.

Although designed for the general public, the project will be more specifically geared to young people, so that they can discover the roots of their history. The exhibition will show the evolution of the French presence in Canada, and the way that French civilization has contributed to the development of the linguistic duality and cultural diversity characteristic of the Canada we know today. The compilation of the records will result in an enormous data bank that will make an impressive array of information available to the general public.

The National Archives shares the Government of Canada's commitment to quality client service.

- The Archives is committed to continuous service improvement — the heart of its service philosophy — and this commitment is reflected in the development of the Canadian Genealogy Centre, the digitization of more of its unique archival collections and the "Accessible Archives" project, which will define the National Archives' vision of access to its holdings.

The National Archives serves Canadians who are interested in the documentary history of Canada and in their own personal stories by providing comprehensive, client-centred reference assistance both in person and on line. The service to researchers includes responding to written, phone, Internet and in-person requests for information; making original archival records available for consultation; loaning microfilms; reviewing government records to apply the provisions of Access to Information and Privacy legislation; and providing copies of archival material.

- ❑ The National Archives will reach out to educators, students, librarians and other archival institutions to promote the historical and cultural resources of its Web site. The outreach program will enable teachers to make greater use of materials from the Archives in the classroom and to build teaching plans and projects around the diverse range of resources available on the Archives Web site and through the Canadian Archival Information Network (CAIN). Reaching out will benefit Canadian archives staff who are seeking guidance from the National Archives on how to initiate digitization programs of their own.

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

Archival records are not inert. The user must interact with the record; the context, significance, value and, ultimately, the interpretation of the record is derived from this dynamic interaction. Only then do archives fulfil their potential, being transformed from mere information into meaningful memory. That is why the National Archives of Canada takes every possible opportunity to open its doors to the world and to highlight its services and collections.

In the aftermath of the events of September 11th in the United States, Canadians feel a strong need for social cohesion that not only encompasses a concern about public safety and personal security, but more so, expresses a heightened appreciation of a shared identity, shared experiences, culture and values. The National Archives' public programming addresses the need for social cohesion. The National Archives enlightens, educates and entertains the public through a broad spectrum of outreach activities. Exhibitions, both traditional, on-site and virtual engage and stimulate the public with authentic, challenging displays of history, culture, heritage, diversity and accomplishments.

- ❑ In 2002-2003, the National Archives will ensure that communication is intertwined with its corporate objectives. The Archives will adopt a fresh perspective on communication and public programming by re-evaluating its emphasis on exhibitions and contemplating a change towards a model of enhanced electronic and community outreach initiatives and partnerships. It will develop a media relations strategy and leverage the enormous opportunity of its Web site to enhance its public profile as an accessible and meaningful resource for Canadians.
- ❑ At the invitation of the Aboriginal Healing Foundation, the National Archives, in collaboration with religious and provincial archives as well as the National Library, will develop an exhibition and related products to promote a more inclusive society and a greater understanding of Canada's Aboriginal communities. Entitled *Where Are the Children? — Healing the Legacy of the Residential Schools*, the exhibition is scheduled to open in Ottawa on June 21, 2002, National Aboriginal Day. It will tell the story of residential schools through photographs, maps and other archival material from the National Archives' collections, books and reports held in the National Library and various items drawn from other sources such as religious and provincial archives.

It is hoped that this exhibition will initiate a dialogue within and among urban, reserve and rural Aboriginal communities and all Canadians. A virtual version will be developed on the Aboriginal Healing Foundation Web site, with links to the National Archives Web site and to the Aboriginal Canada portal ([www.aboriginalcanada.gc.ca](http://www.aboriginalcanada.gc.ca)). A travelling version, developed by the Aboriginal Healing Foundation and based on reproductions, is tentatively scheduled to be ready by the fall of 2002.

- ❑ From May 22 to November 11, 2002, the National Archives of Canada, together with representatives from each of the Scandinavian countries' embassies in Canada, will host an on-site and a travelling exhibition called *Scandinavian Roots — American Lives*. It is hoped that those who experience the exhibition will be equally bound and illuminated by the strong ties between Canada and the Nordic countries. Since the exhibition will complement the Canadian Museum of Civilization's exhibition on *Vikings — The North American Saga*, from May 8 to October 14, 2002, viewers of both exhibitions will have maximum benefit from the planned collaborative public programming and events.
- ❑ An open house for the public will be held at the Gatineau Preservation Centre on June 2, 2002, to celebrate the fifth anniversary of the opening of this unique, state-of-the-art archival preservation and conservation facility.
- ❑ In June 2002, the National Archives of Canada and the Canadian Conservation Institute will host a 10-day workshop on Japanese paper conservation techniques. Paper conservators working in archives, libraries and museums who attend the workshop will gain an understanding of Japanese paper conservation materials and techniques, along with clear guidance on their use in conserving a wide variety of archival and Western art collections.
- ❑ In September 2003, together with the Canadian Conservation Institute and the National Library of Canada, the National Archives will co-sponsor an international symposium entitled "Symposium 2003 — The Preservation of Electronic Records: New Knowledge and Decision Making." The symposium will provide a forum for archives, library and museum communities around the world to address the wide range of preservation issues and collaborate in developing practical tools.

## **Development of national and international archival networks**

The National Archives shares its professional and technical expertise by supporting the objectives of over 800 Canadian archives through grants and contributions to the Canadian Council of Archives (CCA). The National Archives also cooperates with the AV Preservation Trust.ca as an ex-officio Board and Executive Committee member. The National Archives looks forward to continuing its relationship with the Canadian Council of Archives in their joint endeavour to make Canadians more aware of the archival resources that are available to them through the Canadian Archival Information Network (CAIN) and with the AV Preservation Trust.ca.

In 2001-2002, to address the fact that Canada has no facility mandated to preserve, manage and make accessible research data in digital form, the Social Sciences and Humanities Research Council and the National Archives established a Working Group composed of accomplished researchers and expert archivists. The Group was asked to assess the need for a national research data archive, develop recommendations on the best way to construct a new national facility or system, and make the research community more aware of the enormous importance of a National Research Data Archives. Election studies, longitudinal health and income surveys, digitized images and primary text collections are a few examples of research data that is available today but could be lost if Canada does not take steps to properly preserve it, manage it and continue to make it accessible.

- ❑ In 2002-2003, the National Archives will continue to work with the Social Sciences and Humanities Research Council on Phase II of the National Research Data Archives project. Together, members of the Working Group will explore possible institutional forms for a National Research Data Archives, begin to define possible working relationships between a new system and existing agencies such as the National Archives and the National Library, and determine how best to take advantage of the new information and communication technologies.
- ❑ Together with major archival institutions around the world, including the United States National Archives and Records Administration (NARA), and with university researchers, technology experts and private firms in North America, Europe, Asia and Australia, the National Archives will continue to support and participate in the InterPARES (International Research on Permanent Authentic Records in Electronic Systems) project, which is coordinated by the University of British Columbia. All partners will benefit by sharing their expertise and will learn from one another as they develop theoretical knowledge, model strategies, policies, standards and practical tools for archives and others to meet the challenges associated with the permanent preservation of electronic records.

## **Strategic Outcome 4 — The efficient administration of the National Archives of Canada program**

The National Archives aims to remain a centre of excellence in archival science, preservation, information management and client service. The administration of the Archives is multi-faceted and will be improved year by year. The outgrowth will be an institution that is more focussed on its clients, driven by its values, results-oriented, representative, knowledgeable and accountable.

When defining its agenda for service, growth and opportunity, the National Archives places major importance on people, their competencies and their knowledge. In support of the Government of Canada's commitment to modern comptrollership, the Archives will make an effort to revitalize its management and business practices. An important and critical building block for the Archives consists of finding appropriate accommodation to house and protect its archival holdings; not only will new accommodations help the

Archives maximize its mandate — making these holdings available to a multiplicity of audiences —, they will also contribute to the health, safety, security and well-being of staff, visitors and clients.

## **Staff motivated and qualified to deliver quality service**

The National Archives will champion the Government of Canada's major commitment to providing its staff with opportunities for skills improvement and continuous learning.

- ❑ Being fully aware that good people management is critical to its mission, the National Archives will focus its human resources framework on recruitment, retention and learning. In order to ensure that its staff component reflects the diversity of Canadian society and is equipped with the competencies to support the institution's vision and business plans, the National Archives will develop succession plans, including programs for coaching and mentoring, which will focus on two streams — managerial and professional. The Archives will identify and strengthen key organizational and managerial skills and competencies.
- ❑ The National Archives and the National Library will complete their joint comptrollership capacity check, a self-directed assessment of the modern management practices within each institution, which began in the middle of 2001-2002. The assessment addresses strategic leadership, accountability, values, ethics, risk management, integrated performance information, motivated people and rigorous stewardship. Based on the results, an implementation plan for modern comptrollership will be established to improve the identified priority areas. By using the capacity check as a diagnostic tool, the senior management of both institutions will be able to focus on the capabilities that must be in place in the future so that the institutions can respond to emerging client demands and environmental change.

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

The National Archives and the National Library have consolidated their Information Technology Services Branches. The consolidated branch, formed in 2001-2002, is part of the National Library and it provides a shared service to both institutions.

- ❑ The new Information Technology Services Branch will move the National Archives and the National Library to a common Information Technology (IT) platform over the next three years. National Archives hardware, software, telecommunications networks, IT training and support will be improved and standardized with that of the National Library.

The consolidated Information Technology Services Branch positions both institutions to meet the challenges of the information age in delivering services to Canadians. Canadians benefit from the leveraging of resources, which creates a common gateway to the holdings and services of the National Archives and the National Library.

- ❑ By the beginning of 2003, MIKAN, an integrated archival holdings control system for the National Archives based on the National Library's AMICUS system platform, will be completed. As well as being a tool for the Archives to capture and manage descriptive information about its collections, MIKAN will make it possible for Canadians to access a consolidated view of the archival holdings of the National Archives on the Internet. It will also enable the National Archives to exchange descriptive information about its collections with other archives and libraries.
- ❑ The Information Technology Disaster Recovery Plans of the National Archives and the National Library will be updated and merged. This measure is particularly critical in light of the many changes to the National Archives' information technology platform and the need to ensure that the Archives is ready to respond in the event of a disaster.

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

The National Archives has been working closely with the Department of Canadian Heritage, the National Library and with Public Works and Government Services Canada to develop a long-term accommodation strategy.

- ❑ All four institutions will continue to examine different options to address the Archives' and the Library's common accommodation needs for secure appropriate space for collections, preservation, public access and staff. The National Archives and the National Library will develop a plan to improve the outdated access control, surveillance and perimeter control systems in each institution's facilities, including the regional federal records centres.

On March 22, 2001, the Treasury Board gave the National Archives and Public Works and Government Services Canada preliminary project approval to build a new cellulose nitrate film collection facility to safely preserve Canada's early cinematic and photographic heritage.

- ❑ In collaboration with Public Works and Government Services Canada, the National Archives will design and build, by late 2003, a new cellulose nitrate film collection facility at an estimated cost of \$10 million.



## Strategic Outcome 5 — The Portrait Gallery of Canada

In January 2001, the Minister of Canadian Heritage announced the establishment of the Portrait Gallery of Canada, an institution of the National Archives of Canada. At the same time, the Minister also indicated that the Portrait Gallery's public spaces would be located at 100 Wellington Street, in Ottawa, directly across from Parliament Hill.

The Portrait Gallery of Canada is responsible for leadership in all aspects of the development, implementation and administration of a nationally and internationally recognized portrait gallery, focussing on some of the men and women from all walks of life who have helped to shape Canada and continue to do so.

- ❑ Over the next four years, at an estimated cost of \$22 million, the Portrait Gallery, supported by the Archives, will work with Public Works and Government Services Canada to make 100 Wellington Street a suitable site for its exhibitions and public programming.
- ❑ Partnerships, the support infrastructure and the public profile for the Portrait Gallery will be established. Interim programming will be developed which will maximize joint communications and public programming activities with the National Archives, as well as improve the Portrait Gallery of Canada's Web site ([www.portraits.gc.ca](http://www.portraits.gc.ca)) and recognition among Canadians.

## Organization

### Relationship between Strategic Outcomes, Strategic Directions and Business Lines 2002-2003

Strategic Directions	Business Lines	Strategic Outcomes – Planned Spending* (\$ thousands)					
		An archival resource documenting the Canadian experience and protecting citizens' rights	The preservation of the corporate memory of the Government of Canada**	Access for Canadians to their archival heritage	The efficient administration of the National Archives of Canada program	The Portrait Gallery of Canada	Total
Serving Canadians — Telling Canadians What We Have	Acquisition and Holdings Management	16,612				229	16,841
Commitment to the Integrity of Government Information — Leadership in Information Management	Management of Government Information		9,098				9,098
Serving Canadians: Telling Canadians What We Have	Services, Awareness and Assistance			17,642			17,642
A Place of Excellence — Revitalizing Management and Business Practices	Corporate Services				19,323	5,660***	24,983

\* The figures in this table include approved adjustments obtained since the Main Estimates, as well as Budget initiatives, Supplementary Estimates, etc.

\*\* The outcome of a preserved corporate memory of the Government of Canada embodies the Archives' commitment to the integrity of the government record and to leadership in information management.

\*\*\* **Note:** Includes \$5.4 million for the Portrait Gallery of Canada's accommodation project estimates.

## **Business Line Descriptions**

### **Acquisition and Holdings Management**

Acquire, control and preserve federal government records of long-term historical value and records from the private sector that document the development of Canada and are of enduring value.

### **Management of Government Information**

Review, assess, monitor and process records retention and disposition authorities for federal institutions; assist them in managing their information; and secure, retrieve and dispose of records that remain under the control of government institutions.

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

Facilitate access to the holdings of the National Archives, provide Canadians with information about the National Archives, its holdings and services, and encourage and assist archives, archival activities and the Canadian archival community.

### **Corporate Services**

Provide strategic planning, policy coordination and review services to the National Archives; provide human, financial, security, materiel and accommodation services to the National Archives and the National Library of Canada.

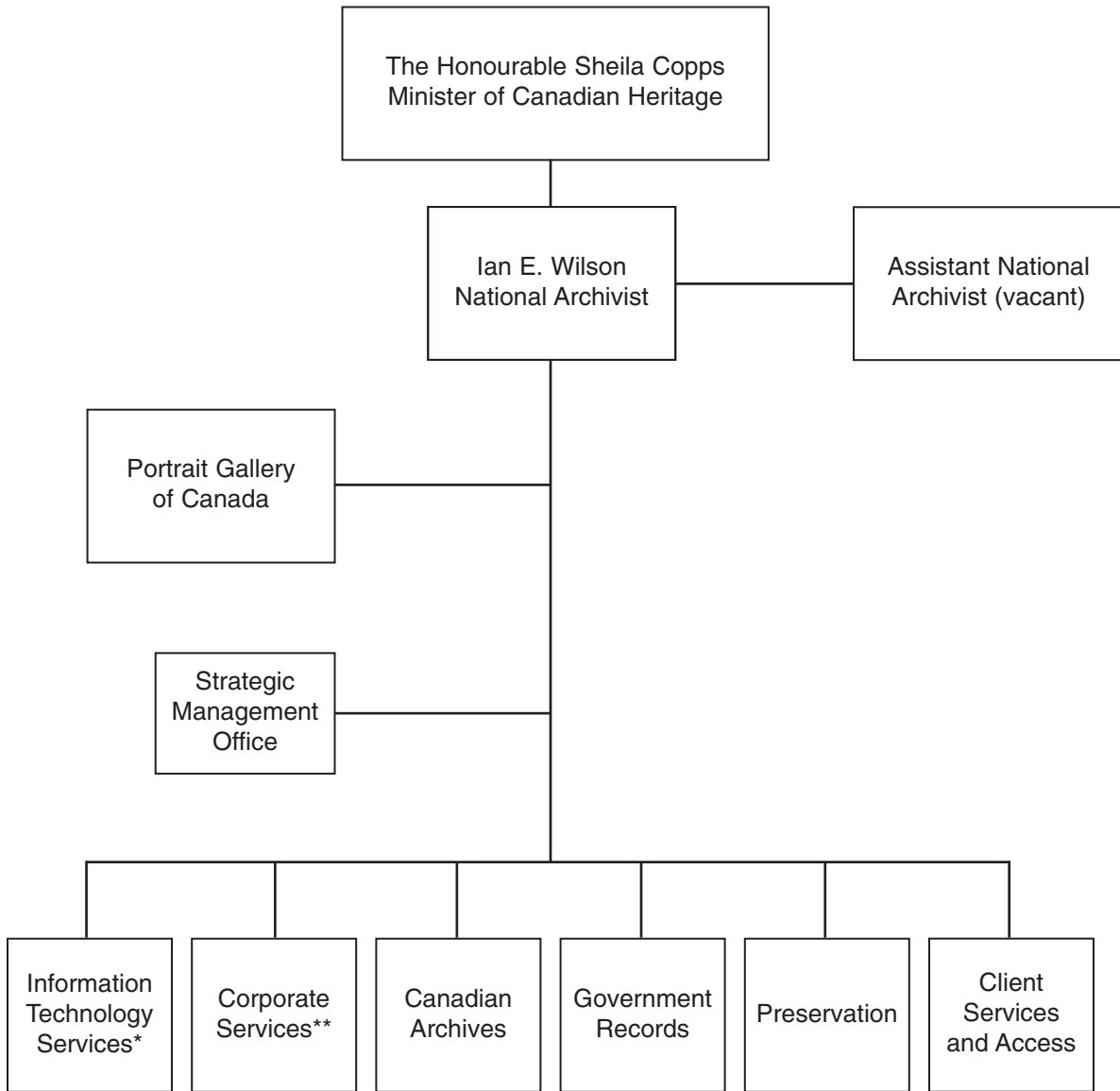
## Holdings of the National Archives of Canada<sup>1</sup>

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

Type of Records	Extent of Holdings
Government Textual Records	102,207 linear metres
Private Textual Records	44,478 linear metres
Electronic Records	3,180,000 megabytes
Maps	1,322,255 items
Architectural Drawings	972,652 drawings
Photographic Images	21,221,528 images
Documentary Art Records	340,858 items
Library Items	57,894 items
Audio-visual Records — Sound	161,446 hours
Audio-visual Records — Video	108,203 hours
Audio-visual Records — Film	71,079 hours

1. Statistics are current to the end of the 2000-2001 fiscal year.

# Agency Structure



\* Common services for both the National Archives and the National Library.

\*\* As of March 31, 2001, the Information Technology branches of the National Archives and the National Library consolidated into a new shared Information Technology Services Branch, a component of the National Library, reporting to the National Archivist and the National Librarian.

## Positions Responsible for Each Business Line Based on Forecast Spending 2001-2002

<b>Branch</b>	<b>Business Line</b>	<b>(\$ thousands)</b>	<b>(FTE)</b>
Office of the National Archivist	Acquisition and Holdings Management	<b>197.9</b>	<b>0</b>
	Services, Awareness and Assistance	<b>4,205.3</b>	<b>0</b>
	Corporate Services	<b>1,856.4</b>	<b>12</b>
Portrait Gallery of Canada	Acquisition and Holdings Management	<b>191.4</b>	<b>0</b>
	Corporate Services	<b>277.6</b>	<b>4</b>
Corporate Services*	Corporate Services	<b>11,815.2</b>	<b>94</b>
Information Technology Services**	Services, Awareness and Assistance	<b>500</b>	<b>0</b>
	Corporate Services	<b>1,192</b>	<b>0</b>
Preservation	Acquisition and Holdings Management	<b>6,867.9</b>	<b>74</b>
	Services, Awareness and Assistance	<b>833.7</b>	<b>0</b>
Government Records	Acquisition and Holdings Management	<b>4,676</b>	<b>81</b>
	Management of Government Information	<b>7,995.6</b>	<b>128</b>
	Services, Awareness and Assistance	<b>446</b>	<b>0</b>
Canadian Archives	Acquisition and Holdings Management	<b>6,454.6</b>	<b>87</b>
	Management of Government Information	<b>14.3</b>	<b>0</b>
	Services, Awareness and Assistance	<b>462.1</b>	<b>0</b>
Client Services and Access	Services, Awareness and Assistance	<b>10,558.1</b>	<b>123</b>
	Corporate Services	<b>605.1</b>	<b>5</b>

\* Common services for both the National Archives and the National Library.

\*\* As of March 31, 2001, the Information Technology branches of the National Archives and the National Library consolidated into a new shared Information Technology Services Branch, a component of the National Library, reporting to the National Archivist and the National Librarian.

## Agency Planned Spending

(\$ thousands)	Forecast Spending 2001-2002*	<b>Planned Spending 2002-2003</b>	Planned Spending 2003-2004	Planned Spending 2004-2005
Acquisition and Holdings Management	15,051	<b>16,016</b>	14,675	14,675
Management of Government Information	7,478	<b>7,373</b>	7,373	7,373
Services, Awareness and Assistance	13,018	<b>13,317</b>	10,886	10,886
Corporate Services	15,287	<b>16,059</b>	15,826	15,826
Budgetary Main Estimates (gross)	50,834	<b>52,765</b>	48,760	48,760
Adjustments**	8,315	<b>12,099</b>	25,353	6,409
<b>Net Planned Spending</b>	59,149	<b>64,864</b>	74,113	55,169
Less: Non-respondable revenue	245	<b>265</b>	285	305
Plus: Cost of services received without charge	31,583	<b>31,563</b>	31,561	31,559
Less: Cost of services provided to the National Library	6,198	<b>6,198</b>	6,198	6,198
<b>Net Cost of Program</b>	84,289	<b>89,964</b>	99,191	80,225
<b>Full Time Equivalents</b>	609	<b>609</b>	609	609

\* Reflects the best forecast of total net planned spending to the end of the fiscal year.

\*\* Adjustments take into account approvals obtained since the Main Estimates and include Budget initiatives, Supplementary Estimates, etc. They also include cost estimates for the Portrait Gallery's accommodations over the three-year planning period: \$5.4 million in 2002-2003; \$15.6 million in 2003-2004; and \$1 million in 2004-2005.

## Annex A — Financial Information

**Table 1: Summary of Capital Spending by Program and Business Line**

(\$ thousands)	Forecast Spending 2001-2002	<b>Planned Spending 2002-2003</b>	Planned Spending 2003-2004	Planned Spending 2004-2005
Acquisition and Holdings Management	685	<b>335</b>	335	335
Management of Government Information	110	<b>80</b>	80	80
Services, Awareness and Assistance	613	<b>225</b>	225	225
Corporate Services	110	<b>110</b>	110	110
<b>Total Capital Spending</b>	1,518	<b>750</b>	750	750



**Table 2: Summary of Transfer Payments**

(\$ thousands)	Forecast Spending 2001-2002	Planned Spending 2002-2003	Planned Spending 2003-2004	Planned Spending 2004-2005
<b>Grants</b>				
<i><b>Services, Awareness and Assistance</b></i>				
Canadian Council of Archives	600	<b>600</b>	600	600
AV Preservation Trust.ca	25	<b>25</b>	25	25
<b>Total Grants</b>	625	<b>625</b>	625	625
<b>Contributions</b>				
<i><b>Services, Awareness and Assistance</b></i>				
Canadian archival community in support of archival projects leading to the development of a national network of Canadian archives, holdings, activities and services	1,340	<b>2,740</b>	2,740	640
Canadian archival community in support of projects relating to the conservation of archival records, conservation research and conservation training and information	500	<b>500</b>	500	500
<b>Total Contributions</b>	1,840	<b>3,240</b>	3,240	1,140
<b>Total Grants and Contributions</b>	2,465	<b>3,865</b>	3,865	1,765

**Table 3: Sources of Non-Respendable Revenue**

(\$ thousands)	Forecast Revenue 2001-2002	<b>Planned Revenue 2002-2003</b>	Planned Revenue 2003-2004	Planned Revenue 2004-2005
<b><i>Services, Awareness and Assistance</i></b>				
Service and Service Fees	230	<b>250</b>	270	290
Miscellaneous	15	<b>15</b>	15	15
<b>Total Non-Respendable Revenue</b>	245	<b>265</b>	285	305

**Table 4: Net Cost of Program for the Estimates Year 2002-2003**

(\$ thousands)	<b>Total</b>
Net Planned Spending (Gross Budgetary and Non-Budgetary Main Estimates plus Adjustments*)	<b>68,564</b>
<i>Plus: Services Received without Charge</i>	
Accommodation provided by Public Works and Government Services Canada (PWGSC)	<b>25,845</b>
Contributions covering employer's share of employees' insurance premiums and expenditures paid by TBS	<b>2,231</b>
Workmen's compensation coverage provided by Human Resources Development Canada	<b>91</b>
Information technology services provided by the National Library of Canada	<b>3,396</b>
<i>Less: Services Provided without Charge</i>	
Management of human, financial, materiel and tenant services provided to the National Library of Canada	<b>5,348</b>
Other client services provided to the National Library of Canada	<b>850</b>
<b>Total Cost of Program</b>	<b>93,929</b>
<i>Less: Non-Respendable Revenue</i>	<b>265</b>
<b>2002-2003 Net cost of Program</b>	<b>93,664</b>

\* Includes \$5.4 million for the Portrait Gallery of Canada's accommodation cost estimates.

**Table 5: Collective Initiatives**

<b>Collective Initiative</b>	<b>Goal</b>	<b>Partners</b>	<b>Money Allocated by Partners (\$ thousands)</b>	<b>Planned Results</b>
Portrait Gallery of Canada	To renovate and expand 100 Wellington Street to make it a suitable site for the exhibitions and public programming of the Portrait Gallery of Canada.	<ul style="list-style-type: none"> <li>▶ Department of Canadian Heritage</li> <li>▶ Public Works and Government Services Canada</li> <li>▶ National Capital Commission</li> </ul>	22,000	By 2005, Canadians have a nationally and internationally recognized Portrait Gallery focussing on people who have shaped and continue to shape Canada. The Gallery, both real and virtual, will be a place for enjoyment, inspiration, study and learning.
Management of Government Information	To undertake a number of pilot projects to advance the federal government's Information Management initiatives.	<ul style="list-style-type: none"> <li>▶ Treasury Board Secretariat, Chief Information Officer Branch</li> <li>▶ National Library of Canada</li> <li>▶ Other government departments</li> </ul>	1,200	The information management capacity in several federal government departments is assessed. Their needs for increasing their information management resource capacity, especially with respect to electronic records, are identified and addressed.
Canadian Archival Information Network (CAIN)	To enrich the Canadian Archival Information Network with thousands more bilingual archival descriptions and a broad spectrum of digitized archival content originating from over 800 Canadian archival institutions.	<ul style="list-style-type: none"> <li>▶ Department of Canadian Heritage</li> <li>▶ Canadian Council of Archives</li> <li>▶ Provincial, territorial, municipal and private Canadian archives</li> </ul>	2,300	Canadians are aware of the records that are held in the many archives across the country. They can easily and freely access the descriptions and digitized images of these records, thus improving their scholarship and lifelong learning based on the relevance and utility of archival sources.

<b>Collective Initiative</b>	<b>Goal</b>	<b>Partners</b>	<b>Money Allocated by Partners (\$ thousands)</b>	<b>Planned Results</b>
Canadian Genealogy Centre	To develop and implement a Canadian Genealogy Centre on the Internet.	<ul style="list-style-type: none"> <li>▶ Department of Canadian Heritage</li> <li>▶ National Library of Canada</li> </ul>	350	Genealogists, family historians, Canadians and people around the world with family ties to Canada have a single portal to authoritative Canadian genealogical sources, content and services on the Internet.
Canadian Culture Online Program	To digitize more of the National Archives' collections and to make them available on the Internet. Also, to develop Internet research tools to help Canadians navigate their way through the National Archives' extensive holdings.	<ul style="list-style-type: none"> <li>▶ Department of Canadian Heritage</li> <li>▶ National Library of Canada</li> <li>▶ Industry Canada</li> </ul>	2,850	Canadians have access to authoritative, quality, informative, authentic and bilingual Canadian content, research tools and interpretive products on the Internet. The treasures of Canada's archives, museums and libraries are available in an intelligent, interactive and engaging way for all Canadians in their homes, schools and businesses.
Storage facility for the cellulose nitrate collections	To design and build a new nitrate vault for the safe storage and conservation of Canada's cellulose nitrate cinematic and photographic heritage.	<ul style="list-style-type: none"> <li>▶ Public Works and Government Services Canada</li> <li>▶ Department of Canadian Heritage</li> </ul>	approx. 10,000	The National Archives continues to acquire cellulose nitrate moving and photographic images for its collections, confident that of these films and photographs in its possession are properly housed and maintained for Canadians to view, study and enjoy, now and in the future.

## Annex B — Other Information

### Legislation Administered by the National Archives of Canada

The National Archivist has sole responsibility to Parliament for the following act:  
*National Archives of Canada Act*, R.S.C., 1995, c.1 (3rd suppl., c. N-2.5).

The National Archivist shares responsibility to Parliament for the following acts:  
*Access to Information Act*, R.S.C., 1985, c. A-1  
*Privacy Act*, R.S.C., 1985, c. P-21.

### References

- *The Source of Canada's Stories: Strategic Directions at the Dawn of the New Millennium — The National Archives of Canada 2000-2003*. Ottawa, Ministry of Public Works and Government Services Canada, 2000 ([www.archives.ca/04/0427\\_e.html](http://www.archives.ca/04/0427_e.html))
- *Information Management in the Government of Canada — A Situation Analysis*. For the Chief Information Officer and the National Archivist, by John McDonald, Senior Advisor, National Archives of Canada, June 2000 ([www.cio-dpi.gc.ca/ip-pi/policies/imreport/imreport-rapportgi00\\_e.asp](http://www.cio-dpi.gc.ca/ip-pi/policies/imreport/imreport-rapportgi00_e.asp))

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An electronic version of this report can be found at [www.archives.ca](http://www.archives.ca).

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