

6/12/91

Mtg. of Y. Claude, G. LeChevignat
Gülbert Harris, Richard Hurd

Discussion re use of 2nd Floor Turney's Post.

1. LOR has agreement to H&W that H&W will vacate 2nd floor T.P. by Oct 92.
2. GSC will have right for this space but specific use cannot be spec. at present.
 - Collections study should provide indication of space req'd by end of Mar.
 - Book office and storage space avail at TP thus space may be used to accommodate both types of GSC needs. (e.g. emer. trans. etc.)
 - Some collections from 601 Booth St might be move to TP to provide office space - e.g. mineral collection on ground floor.
 - Possibility for reloc. of other collections?

Collections info.

Discussed form + info about \bar{c}
T.E. Bottem, 145 McCracken

10 Dec 91.

Brief discussion \bar{c} Anna Sabina
re collections - should follow up.

12 Dec 91



TO
A

Curators of Geological Survey of Canada
Collections

FROM
DE

J.S. Scott
Senior Science Advisor
Room 227, 601 Booth Street

SECURITY - CLASSIFICATION - DE SÉCURITÉ
OUR FILE - N / RÉFÉRENCE
YOUR FILE - V / RÉFÉRENCE
DATE 10 December, 1991

SUBJECT
OBJET

Request for Information on GSC Collections

1. The attached memorandum to Directors of Scientific Divisions from me of 9 December 1991 contains a statement of the objectives of my current assignment of reviewing the management and curation of GSC collections.
2. A first requirement of this assignment is to obtain a complete set of information on all of the various collections held by the Geological Survey. Some of this information has already been provided in response to a request from Geological Information Division following the meeting held at Touraine in June 1990 to discuss the issue of collections curation. This previous information has been included on the attached questionnaire(s) regarding the collection(s) for which you have responsibility.
3. As noted in paragraph 1 of my memo to Directors of Scientific Divisions, this date, I intend to place initial emphasis in my study on the management and curation of specimen collections. However, you are also requested to provide information on other collections held by Divisions such as notebooks, geophysical records, airphotos, manuscripts, artifacts etc. that warrant curation for scientific and/or historical purposes.
4. I would very much appreciate your completion of the attached questionnaire(s) through providing any necessary modifications to the information provided and by providing the requested new information. You will note that the questionnaire is intended only as a means for listing the information required. Your responses should thus be recorded on separate sheets with each information entry keyed to the letter/number designation shown in the left hand column. Your return to me of completed responses by 31 January 1992 is requested.

5. I intend to use the completed questionnaires as a basis for further discussion with curators, Division Directors and selected scientific staff prior to assembly of the information into a progress report for GSC senior management. It is expected that these discussions will begin immediately and extend into February 1992.



J.S. Scott

Distribution (with attachment)

A. Achab
H.G. Ansell
M.J. Berry
M.E. Best
T.E. Bolton
A.C. Colvine
J.M. Duke
I.A. Hardy
R.K. Herd
A.D. McCracken
K.N. Nairn
D.J. Tempelman-Kluit
J-S. Vincent

For Information

E.A. Babcock
A.E. Bourgeois
D.C. Findlay
R.T. Haworth
G.D. Mossop
G.S. Nowlan
R.P. Riddihough
D.I. Ross
E.G. Snow

**GEOLOGICAL SURVEY OF CANADA
SPECIMEN COLLECTIONS**

Name of Collection	Responsible Division	Curator (*)
GSC Rock Collections (current)	CGD	* Dr. A.C. Colvine
GSC Rock Collections (current)	MRD	* Dr. R.K. Herd
Archival Rock Collection	MRD	* Dr. R.K. Herd
National Meteorite Collection	MRD	* Dr. R.K. Herd
Ore Reference Collection	MRD	* Dr. J.M. Duke
Ore Commodities	MRD	* Dr. R.K. Herd
National Mineral Collection (Systematic Reference Series)	MRD	* Mr. H.G. Ansell
National Geochemical Reconnaissance: Lake Sediments, Stream Sediments, Water Samples	MRD	* Dr. J.M. Duke
National Type Collection of Fossil Invertebrates and Plants	ISPG	* Dr. G.S. Nowlan Dr. T.E. Bolton Dr. A.D. McCracken
Reference Fossil Collection (Ottawa)	ISPG	* Dr. G.S. Nowlan Dr. A.D. McCracken
Reference Fossil Collection (Calgary)	ISPG	* Dr. G.S. Nowlan Mr. K.N. Nairn Mr. D. McInroy
Subsurface Cores and Samples	ISPG	* Mr. K.N. Nairn Ms. Elspeth G. Snow
Processed Subsurface Material	ISPG	* Mr. K.N. Nairn Mr. D. McInroy
Radio Carbon dated materials	TSD	* Dr. J-S. Vincent
Surficial Sediment	TSD	* Dr. J-S. Vincent
Arctic Herbarium	TSD	* Dr. J-S. Vincent
Reference Heavy Minerals	TSD	* Dr. J-S. Vincent
National Geomarine Samples	AGC	* Ms. Iris Hardy
GSC Rock Collections (Vancouver)	CD	* Dr. D.J. Tempelman-Kluit
Reference Fossil Collection (Vancouver)	CD	* Dr. D.J. Tempelman-Kluit
GSC Rock Collections (Quebec City)	CGQ	* Mme. A. Achab
Surficial Sediments (Quebec City)	CGQ	* Mme. A. Achab
Marine Soft Sediment Cores	PGC	* Dr. M.E. Best
Geophysical Specimens	GD	* Dr. M.J. Berry

**GEOLOGICAL SURVEY OF CANADA
SPECIMEN COLLECTIONS**

A. Name of Collection:

B. Purpose of Collection:

C. Responsible Division:

D. Location(s) of Collection:

E. Nature of Materials in Collection:

(Hand specimens, fossil/plant specimens, thin sections, drill cores etc.)

.1 - Approximate number of specimens/items in the collection:

F. Specimen Documentation:

(Please state types of documentation available for specimens in collection: e.g. field notes, accession records, laboratory analytical data, data base, catalogues etc.)

G. Accessibility of Specimen Documentation:

(Are the specimen documents readily available to GSC staff or external users?)

H. Management/Curation Documentation:

.1 - Procedures for accession/discard
(append copy or copies where available)

.2 - Loan Records
(describe)

.3 - Publicity
(make reference to published catalogues, lists or other publicly available information)

I. Space/Storage Facilities:

(State physical location and area (ft²) occupied by collection)

- .1 - Describe type and adequacy of storage facilities
(e.g. rock cabinets, shelves, bulk containers; ease of access, loading/unloading facilities, examination/preparation space, fire/flood protection, handling/preparation equipment etc.)

- .2 - Describe any special storage or preparation requirements
(e.g. security, radioactive shielding, temperature/humidity control)

- .3 - Approximate annual increment to collection
(no. specimens)

- .4 - Estimated annual incremental storage space requirement
(ft²)

J. Use of Collections:

- .1 - By GSC staff
(total number requests for access to specimens or specimen documentation per year)

- .2 - From external sources
(total number requests for access to specimens or specimen documentation per year)

K. Curation/Specimen preparation staff:

.1 - Professional:

(Please provide names of full time continuing staff and number of person-months /yr. used by each employee)

.2 - Technical/Clerical Support:

(Please provide names of full time continuing staff and number of person-months /yr. used by each employee)

.3 - Term employees:

(Indicate number of person months /yr.)

L. Training Requirements:

(Please identify any requirements of professional or support staff for training in curation activities. Sources for training?)

M. Comments:

Completed by:

Date: _____

**GEOLOGICAL SURVEY OF CANADA
SPECIMEN COLLECTIONS**

A. Name of Collection:

B. Purpose of Collection:

C. Responsible Division:

D. Location(s) of Collection:

E. Nature of Materials in Collection:

(Hand specimens, fossil/plant specimens, thin sections, drill cores etc.)

.1 - Approximate number of specimens/items in the collection:

F. Specimen Documentation:

(Please state types of documentation available for specimens in collection: e.g. field notes, accession records, laboratory analytical data, data base, catalogues etc.)

G. Accessibility of Specimen Documentation:

(Are the specimen documents readily available to GSC staff or external users?)

H. Management/Curation Documentation:

.1 - Procedures for accession/discard
(append copy or copies where available)

.2 - Loan Records
(describe)

.3 - Publicity
(make reference to published catalogues, lists or other publicly available information)

I. Space/Storage Facilities:

(State physical location and area (ft²) occupied by collection)

- .1 - Describe type and adequacy of storage facilities
(e.g. rock cabinets, shelves, bulk containers; ease of access, loading/unloading facilities, examination/preparation space, fire/flood protection, handling/preparation equipment etc.)

- .2 - Describe any special storage or preparation requirements
(e.g. security, radioactive shielding, temperature/humidity control)

- .3 - Approximate annual increment to collection
(no. specimens)

- .4 - Estimated annual incremental storage space requirement
(ft²)

J. Use of Collections:

- .1 - By GSC staff
(total number requests for access to specimens or specimen documentation per year)

- .2 - From external sources
(total number requests for access to specimens or specimen documentation per year)

K. Curation/Specimen preparation staff:

.1 - Professional:

(Please provide names of full time continuing staff and number of person-months /yr. used by each employee)

.2 - Technical/Clerical Support:

(Please provide names of full time continuing staff and number of person-months /yr. used by each employee)

.3 - Term employees:

(Indicate number of person months /yr.)

L. Training Requirements:

(Please identify any requirements of professional or support staff for training in curation activities. Sources for training?)

M. Comments:

Completed by:

Date: _____

**GEOLOGICAL SURVEY OF CANADA
SPECIMEN COLLECTIONS**

A. Name of Collection:

B. Purpose of Collection:

C. Responsible Division:

D. Location(s) of Collection:

E. Nature of Materials in Collection:

(Hand specimens, fossil/plant specimens, thin sections, drill cores etc.)

.1 - Approximate number of specimens/items in the collection:

F. Specimen Documentation:

(Please state types of documentation available for specimens in collection: e.g. field notes, accession records, laboratory analytical data, data base, catalogues etc.)

G. Accessibility of Specimen Documentation:

(Are the specimen documents readily available to GSC staff or external users?)

H. Management/Curation Documentation:

.1 - Procedures for accession/discard
(append copy or copies where available)

.2 - Loan Records
(describe)

.3 - Publicity
(make reference to published catalogues, lists or other publicly available information)

I. Space/Storage Facilities:

(State physical location and area (ft²) occupied by collection)

- .1 - Describe type and adequacy of storage facilities
(e.g. rock cabinets, shelves, bulk containers; ease of access, loading/unloading facilities, examination/preparation space, fire/flood protection, handling/preparation equipment etc.)

- .2 - Describe any special storage or preparation requirements
(e.g. security, radioactive shielding, temperature/humidity control)

- .3 - Approximate annual increment to collection
(no. specimens)

- .4 - Estimated annual incremental storage space requirement
(ft²)

J. Use of Collections:

- .1 - By GSC staff
(total number requests for access to specimens or specimen documentation per year)

- .2 - From external sources
(total number requests for access to specimens or specimen documentation per year)

K. Curation/Specimen preparation staff:

.1 - Professional:

(Please provide names of full time continuing staff and number of person-months /yr. used by each employee)

.2 - Technical/Clerical Support:

(Please provide names of full time continuing staff and number of person-months /yr. used by each employee)

.3 - Term employees:

(Indicate number of person months /yr.)

L. Training Requirements:

(Please identify any requirements of professional or support staff for training in curation activities. Sources for training?)

M. Comments:

Completed by:

Date: _____

Organization

Nature of materials

Specimen / collection documentation

Field notes

Accession records

Catalogues

Information files

Data bases

Management / Curation Documentation

- Policies
- Procedures for accession / discard
- Loan records
- Publicity - catalogues, lists or other publicly available information

Space / Storage Requirements

- Space occupied by collection (m^2)
- Storage facilities, trays, cabinets, shelves, etc.
- Special storage requirements - security, radioactive shielding, air / temperature / humidity control
- Status of hazard protection - Flood, fire, other
- Examination / preparation space and facilities
- Ease of access to specimens
- Adequacy of loading / unloading facilities
- Handling equipment
- Approximate annual increment of specimens
- Estimated annual incremental storage space requirements: m^2

Name of Collection:

Purpose of Collection:

Responsible Division

Location

Curator / Time allocated to curation

Support Staff / Time allocated for curation

Space occupied by collection (m^2)

Accession procedures: / documentation

Discard procedures: / documentation

Collection catalogue

Publicity

Access to specimens by GSL staff

Access to specimens by non GSL staff

Destructive Testing

Analysis and/or description of specimens: - records management
forms, location, accessibility, frequency of use.

Use of collections.

GBC staff: total number of requests per year.

External enquiries/requests - total number per year.

Curatorial/Specimen preparation Staff.

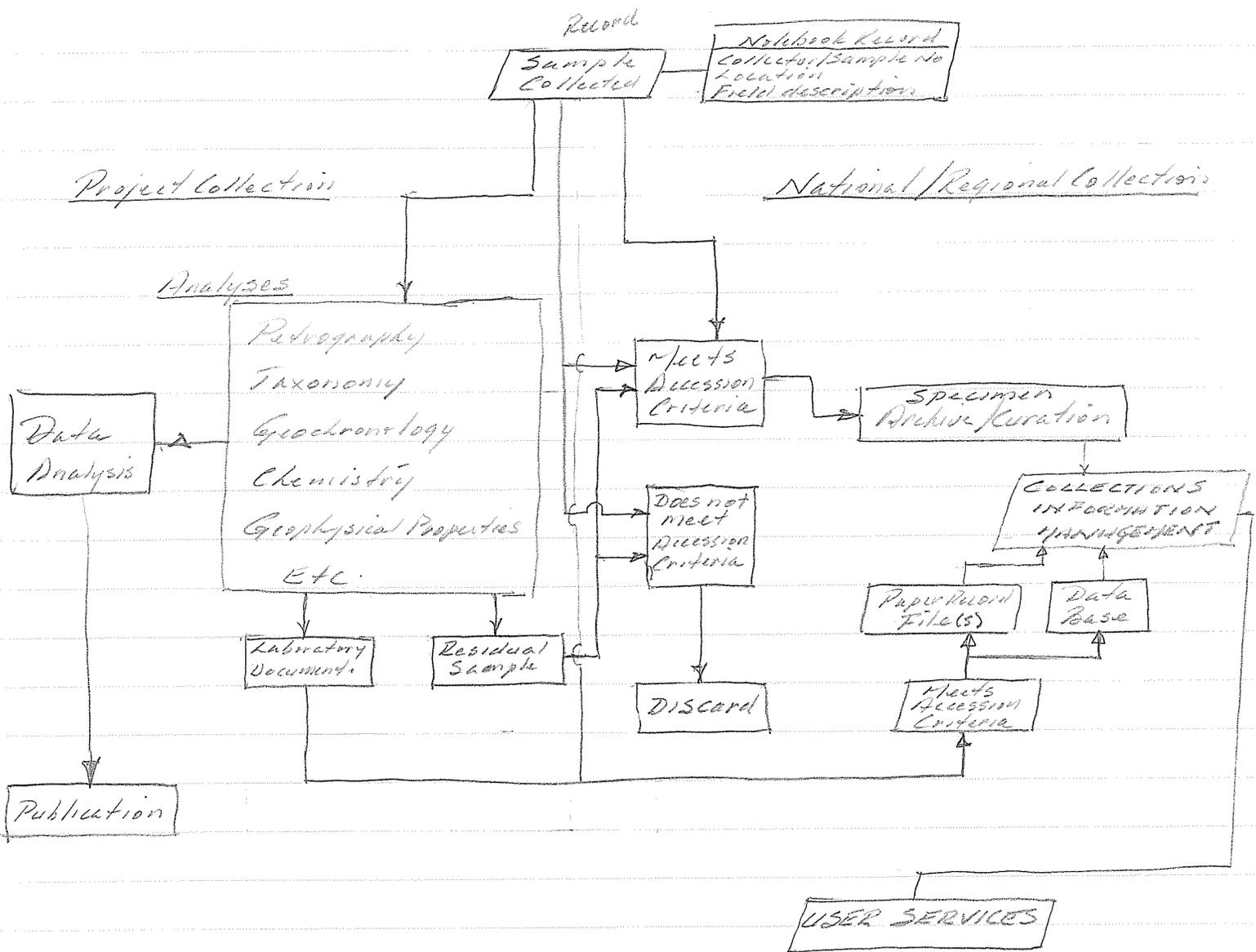
Professional, Full time - names, person months/yr.

Term - names, person months/yr.

Technical/Cherical Full time - names, person months/yr.

Support Term - person months/yr.

Staff Training requirements: Specify for professional and support full time staff.





MEMORANDUM

NOTE DE SERVICE

TO A → A. E. Bourgeois,
A/Director,
Geoscience Information Division,
Geological Survey of Canada

FROM DE Dr. R. K Herd,
Curator, National Collections,
Geological Survey of Canada

GEOSCIENCE INFORMATION DIVISION SECURITY - CLASSIFICATION - DE SÉCURITÉ JUL 3 1990	
OUR FILE - N / RÉFÉRENCE	550101 / 6215501
YOUR FILE - V / RÉFÉRENCE	VAEB1106-90
DATE July 2, 1990	

SUBJECT INFORMATION REQUESTED POST JUNE 7 MEETING, TOURAINE
OBJET

I regret the delay in this information. Perhaps what I sent you prior to the meeting has proved useful. I attach more specific information for some collections for which I have responsibility and/or knowledge. Note that I will be doing field work from July 3 until August 7.

At Touraine we all learned some new things about collections and how they are viewed by management. I was particularly interested in your information about the GSC library, and to have the discussion about "National" collections. I hope that we can reach consensus on what constitutes "curation", "archiving", "collections", "working collections", "archival/reference collections" etc.

I think that the single most important factor in sorting out curation/archiving problems will be management support for policy and guidelines that are set down by expert staff, so that curators, librarians, archivists and scientists are given responsibility, if not resources, and are not just told what to do. That is why the recommendation for establishment of a permanent Curatorial Committee was so important in our Response to the Baillie Report. I think that you will see, after June 7's discussion, that the recommendations of the Ad Hoc committee are still pertinent and valid. While any group may reach a consensus (perhaps the same one as before?) on these issues, getting recommendations implemented, and supported by management, are the real obstacles.

Our Administration is seeking office space in 601 Booth and to diminish costs for storage areas such as City Centre and Laperrière Avenue. I believe that it wants to move collections out of these areas (and 401 Lebreton and 588 Booth) to anywhere else, to achieve an administrative and "storage space vs. office space" solution to a problem. The problem is rather an operational one-- how best to allow access and to provide service to scientists and others needing to consult various collections, and to provide ongoing care so that today's collections and their data are relevant to the past and to the future.

Richard

COLLECTION INFORMATION SUMMARY

COLLECTION GSC ROCK COLLECTIONS, CURRENT

CURRENT RESPONSIBILITY CENTRE Dr. R.K. Herd and collectors,
mainly in LCSD *MRD*

CLIENTELE Collectors of the material

FREQUENCY OF USE 1989-90: accessions of 761 containers and
1600 other specimens, loans of 230 pails and over 3000 other
samples

CRITERIA Regional rock collections, including
geochronological studies, from current projects (last 10 years)

SPACE AND LOCATION Collectors' offices and the Reference
Collection Facility, Tunney's Pasture, with some space at 601
Booth Street: total 7600 sq. ft., c. 250,000 specimens

ACCESS By permission of collectors and consultation with Dr.
Herd and/or assistants

MOST CRITICAL PROBLEMS Central data file needed that reflects
yearly activity by collectors, to assist in making archival
collections

COLLECTION INFORMATION SUMMARY

COLLECTION GSC ARCHIVAL ROCK COLLECTIONS (incl. 9-10 sub-collections)

CURRENT RESPONSIBILITY CENTRE Dr. R.K. Herd

CLIENTELE Scientists from GSC, Universities, Industry, other countries

FREQUENCY OF USE 1989-90: Accessions of 5000 rocks and loans of more than 300 rocks

CRITERIA Varied. Older GSC project material.

SPACE AND LOCATION Tunney's pasture RCF, 7600 sq. ft., over 1,000,000 specimens

ACCESS Through Curator, Dr. R.K. Herd

MOST CRITICAL PROBLEMS Sorting, data bases, reduction in volume by culling

COLLECTION INFORMATION SUMMARY

COLLECTION NATIONAL METEORITE COLLECTION OF CANADA

CURRENT RESPONSIBILITY CENTRE Dr. R.K. Herd

CLIENTELE Scientists from GSC, Universities, Industry, other countries

FREQUENCY OF USE 1989-90: 1 accession and 5 loans

CRITERIA Meteorites/tektites from Canada and abroad

SPACE AND LOCATION 601 Booth Street, 200 sq. ft., over 700 specimens

ACCESS Dr. R.K. Herd, Curator

MOST CRITICAL PROBLEMS Updated catalogue

COLLECTION INFORMATION SUMMARY

COLLECTION ORE REFERENCE COLLECTION

CURRENT RESPONSIBILITY CENTRE Dr. R.K. Herd

CLIENTELE Scientists from GSC, Universities, Industry, other countries

FREQUENCY OF USE No activity, FY 1989-90

CRITERIA Historic ore collection from properties no longer accessible

SPACE AND LOCATION Tunney's Pasture, about 200 sq. ft., several hundred specimens

ACCESS Dr. R.K. Herd

MOST CRITICAL PROBLEMS Data base and integration with National Mineral Collection and Ore Commodities collections

COLLECTION INFORMATION SUMMARY

COLLECTION Field notebooks and other project materials

CURRENT RESPONSIBILITY CENTRE Dr. R.K. Herd

CLIENTELE Scientists from GSC, Universities, Industry, etc.

FREQUENCY OF USE 22 accessions in FY 1989-90, loan of over 1000 air photographs

CRITERIA GSC project material turned over by originator or others

SPACE AND LOCATION Tunney's Pasture, about 1200 sq.ft., thousands of notebooks, maps, etc.

ACCESS Dr. R.K. Herd

MOST CRITICAL PROBLEMS Data bases, proper climate-controlled storage

COLLECTION INFORMATION SUMMARY

COLLECTION ORE COMMODITIES COLLECTIONS

CURRENT RESPONSIBILITY CENTRE Poorly defined: Mineral Resources Division

CLIENTELE Scientists from GSC, Universities, Industry

FREQUENCY OF USE ?

CRITERIA Ore samples

SPACE AND LOCATION Geologists' offices, 601 Booth Street and Tunney's Pasture: over 200,000 specimens, 3500 sq. ft. at 601 Booth + offices

ACCESS R. Lancaster/R.K. Herd

MOST CRITICAL PROBLEMS Data bases, sorting and culling, integration with other collections



MEMORANDUM

NOTE DE SERVICE

TO A Ms Annette Bourgeois
A/Director, GID

FROM DE Head, Paleontology Subdivision
I.S.P.G.

SECURITY - CLASSIFICATION - DE SÉCURITÉ
OUR FILE — N / RÉFÉRENCE
YOUR FILE — V / RÉFÉRENCE
DATE 13 June 1990

SUBJECT OBJET Collections Under the Care of ISPG

Please find attached a brief outline of the five main collections under the care of I.S.P.G. Please note that two of these are in Ottawa and three are in Calgary. These are the largest and most important collections in the Division, however, there are many others of smaller scale and scope. In addition, some data concerning reference collections and subsurface collections are in computer databases that are currently maintained by individual scientists.

I hope that this information clarifies your understanding of the collections that you have seen here and heard discussed during our meetings. I hope that you can transfer the details to Pierre Lapointe so that he, too, can appreciate the scale of our curation accomplishments and problems. You have a difficult task to define the strategic plan for curation, but I believe the highest priority for the plan should be for computer entry of data, followed by some attempts to alleviate space problems by acquiring more space-efficient storage facilities. I believe that we at ISPG can move rapidly in both of these directions as long as sufficient resources can be devoted to curation. In terms of the sector as a whole, I think we need to raise the awareness of the importance and value of collections and their curation and to make some individual responsible for coordination of efforts to bring the data into computer databases. It would be unfortunate and wasteful to have separate databases develop in different parts of the organization. That being said, I think it is important to leave the execution of the task to those who have an intrinsic interest in the collections.

Best of luck with the plan. We look forward to providing any advice you may need and to reading the draft.

Godfrey S. Nowlan

Godfrey S. Nowlan
Head, Paleontology Subdivision

- Copies:
- T.E. Bolton
 - G.P. Martin
 - A.D. McCracken
 - D. McInroy
 - W.W. Nassichuk
 - G.G. Smith
 - E. Snow

ISPG COLLECTIONS

1. NATIONAL TYPE COLLECTION OF FOSSIL INVERTEBRATES AND PLANTS

What and Where

- the main Canadian repository for invertebrate and plant type fossils.
- contains over 100,000 type fossil specimens; each is assigned a GSC Type Number; catalogued in ledgers.
- 927 sq. ft., G-25, 601 Booth Street, Ottawa.

Responsibility Centre

- RC 108
- Dr. G.S. Nowlan, Chief Paleontologist; Dr. T.E. Bolton, Curator; Mr. G.P. Martin, Collections Manager; Dr. A.D. McCracken, Head, Eastern Paleontology Section.

Clients

- Canadian and foreign University faculty and graduate students.
- GSC staff.
- Industry scientists.
- Provincial government staff.

Access

- Published volumes; volumes I - VII on invertebrates in print; volume VIII under preparation; one volume and one supplement on plants in print; volume II to be started within the year.
- Each specimen has been illustrated in a published scientific paper and the repository is cited in each paper.
- Access is restricted and under supervision of Curator.
- On request, G.P. Martin may make plaster casts of some specimens.

Frequency of use (1989-90)

- 3,425 type numbers assigned.
- 3,248 specimens received and curated.
- 260 specimens loaned (destinations include: Albany, Berlin, Cardiff, Cleveland, Dayton, Denver, Edmonton, London, Los Angeles, Paris).
- 62 plaster casts made.
- 20 non-GSC scientists made on-site visits.

Criteria for Acceptance of Material

- Specimens must be designated as type specimens according to the regulations of the International Codes of Zoological and Botanical Nomenclature.
- Data and descriptions must be published in nationally and internationally recognised publications.
- Canadian and international paleontologists are encouraged to deposit their Canadian type material in this collection.
- Canadians publishing on material collected in other countries are encouraged to place types in collections in those countries.

Rate of Acquisition

- Between 2,000 and 4,000 specimens per year.

Critical Problems

- Human and financial resources required to bring data on the collection into a computer database.
- Impending space shortage needs to be addressed.

2. REFERENCE COLLECTIONS IN OTTAWA

What and Where

- Collections of fossils from over 104,000 localities in Canada.
- Estimated 1,040,000 specimens.
- Collections date from the founding of the GSC in 1842 and contain most collections from 1967 and earlier. Founding of ISPG and introduction of GSC Loc. C-# for Calgary reference collections reduced acquisition rate from 1967 on.
- 8,605 sq. ft. in basement and G-48, 601 Booth Street.
- Each collection is assigned a locality number (GSC Loc. O-#).
- Information is stored on cross-referenced index cards.
- About 5% of data is in an R-Base database.

Responsibility Centre

- RC 108.
- Dr. G.S. Nowlan, Chief Paleontologist; Mr. G.P. Martin, Collections Manager; Dr. A.D. McCracken, Head, Eastern Paleontology Section.

Clients

- Canadian and foreign University faculty and graduate students.
- GSC staff.
- Industry scientists.
- Provincial government staff.

Access

- Reference collections are cited in GSC publications and applied research reports and in outside publications.
- Collections are available for study by established scientists through on-site visits or one-year loans.
- Access is restricted and under supervision of staff.

Frequency of use (1989-90)

- 355 localities catalogued.
- Material from 148 localities loaned (destinations include: Cardiff, Oklahoma, Oregon, and Washington, D.C.).
- Material from 977 localities transferred to other GSC offices.
- Several non-GSC scientists made on-site visits to the collections.

Criteria for Acceptance of Material

- Detailed stratigraphic, geological and geographical information must be provided with each collection received.
- All collections made by scientists of the Eastern Paleontology Section are catalogued.
- Many collections from provincial survey scientists (particularly the Atlantic Provinces) are catalogued.
- Some collections from key areas or stratigraphic intervals collected by others are also curated.
- Data accompanying each collection is checked for completeness and verified by the Collections Manager before it is catalogued in order to ensure the scientific value for any future study.

Rate of Acquisition

- About 800 collections per year (based on last 6 years).

Critical Problems

- Human and financial resources required to bring remaining 95% of data on the collection into a computer database. An estimate obtained in 1988 indicated that it would cost \$30,000 and take six weeks to enter card file data into a computer database for verification and revision.

3. REFERENCE COLLECTIONS IN CALGARY

What and Where

- Collections of rocks and fossils from over 150,000 localities in Canada
- Estimated 1,200,000 specimens.
- Collections date from the founding of the ISPG in 1967 and contain all collections made by Calgary-based scientists since 1967.
- 12,000 sq. ft. in basement and 1,000 sq. ft. in core storage area, I.S.P.G.
- Each collection is assigned a locality number (GSC Loc. C-#).
- Information is stored on cross-referenced index cards.
- About 5% of data is in a Minisis database.

Responsibility Centre

- RC 113.
- Mr. K.N. Nairn, Head, Information Services; Mr. D. McInroy, A/Curator; advice from Dr. G. S. Nowlan, Chief Paleontologist.

Clients

- Canadian and foreign University faculty and graduate students.
- GSC staff.
- Industry scientists.
- Provincial government staff.

Access

- Reference collections are cited in GSC publications and applied research reports and in outside publications.
- Collections are available for study by established scientists through on-site visits or one-year loans.
- Access is restricted and under supervision of staff.

Frequency of use (1989-90)

- 8,900 localities catalogued.
- Material from about 2,500 localities loaned.
- Several non-GSC scientists made on-site visits to the collections.

Criteria for Acceptance of Material

- Detailed stratigraphic, geological and geographical information must be provided with each collection received.
- All collections made by I.S.P.G. and Cordilleran Division scientists are catalogued.
- Many collections from provincial survey scientists (particularly British Columbia) are catalogued.
- Some collections from key areas or stratigraphic intervals collected by others are also curated.
- Data accompanying each collection is checked for completeness and verified by the Curator before it is catalogued in order to ensure the scientific value for any future study.

Rate of Acquisition

- About 9000 collections per year (based on last 5 years).

Critical Problems

- Human and financial resources required to bring remaining 95% of data on the collection into a computer database.
- Improved efficiency in space utilization required due to impending shortage of space.
- Need for increased rate of acquisition of rock racks to replace cabinets.

4. CORE AND SAMPLE REPOSITORY

What and Where

- Approximately 14 million well samples and 30,000 core boxes.
- Samples, core and related data from most wells drilled north of 60°N.
- Washed samples from B.C., Alberta, Saskatchewan, Manitoba, and west and east coast offshore wells.
- Well data for wells drilled on east coast offshore.
- Donations of core from the provinces (western mostly) and coal cores.
- PIX cards for all the above areas.
- Data on cards and in files with locations of material in the facility.
- About 58,000 square feet comprising 30% of the total ISPG building.
- ISPG is the custodian for Territories and east coast offshore (except Newfoundland) material as per agreement with COGLA.
- Provincial samples are purchased by ISPG for loan to clients.

Responsibility Centre

- RC 107
- Mr. Ken N. Nairn, Head, Information Services; Elspeth G. Snow, Acting Head, Core and Sample Repository.

Clients

- Industry scientists, Canadian and some American.
- GSC staff.
- Canadian and foreign university faculty and graduate students.
- Provincial government staff.

Access

- Collections are available for study by established scientists through on-site visits.
- Sampling of cores and unwashed samples is allowed under strict guidelines; samples and/or results must be returned after 6 months. These samples and data are available in the subsurface collection (see below); for some a confidential period of 2 years applies.
- Information on wells drilled in the Territories is also available in the SWELLS database; database updated as information becomes available.
- Access is restricted and under supervision of staff.
- Staff will cut pieces of core for thin sections or other procedures.
- Sampling is monitored carefully to ensure maintenance of geologic value of core for the future.

Frequency of use (1989-90)

- Cores for 306 wells were examined by some 50-60 scientists and in many cases sampled to allow further study.
- Samples from 1650 wells were examined by over 100 scientists, many of them visiting the Repository several times each year.
- Frequent calls from Canada and the USA requesting information on what we have here prior to coming to examine material.

Criteria for Acceptance of Material

- Material is accepted under an agreement with COGLA.
- As per agreement with COGLA, all appropriate geographic, geologic information available must be provided.
- Hard copy of logs for western provinces required because they are used extensively by National Energy Board and by ISPG personnel.
- Data accompanying each collection is checked for completeness and verified by the staff prior to being catalogued.

Rate of Acquisition

- 200 boxes of core per year; numbers of cores and samples received depends on the rate of drilling in the Territories and this has been declining rapidly in the last 5 years (1,100 in 84-85 to 150 in 89-90).
- 200,000 to 400,000 provincial well samples per year (based on the last 5 years).
- 5,000 to 10,000 mechanical logs per year for the western provinces.

Critical Problems

- Human and financial resources required to enter the information on each well into a computer database. This would allow much better access to information available.

5. PROCESSED SUBSURFACE MATERIAL

What and Where

- the collection of processed subsurface material derived from the Core and Sample repository.
- contains over 100,000 processed samples including macrofossils, palynomorphs, microfossils, thin sections, and samples processed for vitrinite reflectance and pyrolysis; each well identified by GSC loc. C-#, samples designated by depth.
- 500 sq. ft., secure storage, basement, I.S.P.G.

Responsibility Centre

- RC 113
- Mr. K.N.. Nairn, Head, Information Services; D. McInroy, A/Curator.

Clients

- GSC staff.
- Industry scientists.
- Canadian and foreign University faculty and graduate students.
- Provincial government staff.

Access

- Published volume; Open File 490 containing complete list of all processed subsurface material; updated annually; available in all GSC libraries.
- Access is restricted and under supervision of staff.

Frequency of use (1989-90)

- 2,000 samples recorded.
- 2000 samples loaned through 50 individual loans.

Criteria for Acceptance of Material

- All processed samples from the subsurface material stored in the Core and Sample Repository must be deposited in this collection.
- Data from destructive processes are also required to be stored.

Rate of Acquisition

- About 2,000 samples per year.

Critical Problems

- Human and financial resources required to bring data on the collection into a computer database. Complete review of material listed in Open File 490 is required to confirm availability and location.

Prepared by:

G.S. Nowlan, A.D. McCracken, D. McInroy and E. Snow (13 June 1990)



MEMORANDUM

NOTE DE SERVICE

1990 12 12 1000
DIVISION DE L'INFORMATION

TO
A Annette E. Bourgeois
A/Director
Geoscience Information Division

FROM
DE S. Tella
Continental Geoscience Division

SECURITY - CLASSIFICATION - DE SÉCURITÉ
DIVISION DE L'INFORMATION
OUR FILE - N / RÉFÉRENCE
YOUR FILE - V / RÉFÉRENCE
DATE June 12, 1990

SUBJECT
OBJET Meeting on Archives and Curation Strategic Planning - June 7, 1990

The meeting involved constructive and open discussions on the above subject and I appreciate the opportunity to have participated in the discussions. Although no specific policy guidelines were proposed, the meeting addressed several important problems and concerns of various divisions that would undoubtedly influence the formulation of a Sector Policy on Archives and Curation.

The following is a brief summary of information you requested:

Collections: Rock samples (working and reference or residual collections), drill cores, digital data (geophysical, geological), field note books, thin sections, maps

Responsibility centre: Continental Geoscience Division

Clients: GSC staff, Universities, Industry

Frequency of use: Variable depending on the collection and area(s) of interest

Criteria for selection: working collections - the number and type of samples are highly dependant on scale of mapping, on scientific speciality, and on remoteness of study areas

Reference or residual collections - no specific guidelines exist. Working collections are often transfered to Tunney's Pasture for permanent storage. No effective filtering mechanism in place.

Sample locations: All samples are identified by respective field officer's designated (GSC) numbering system. Most working collections are well maintained and stored by individual project leaders. Reference collections are catalogued and stored at Tunney's Pasture or at 601 Booth Street under the care of Dr.R. Herd.

Access: Restricted -- (via) the individual project leaders, or via. Dr. R. Herd.

Critical problems: Storage space, lack of resources (both PY'S and \$'S) to archive the collections.

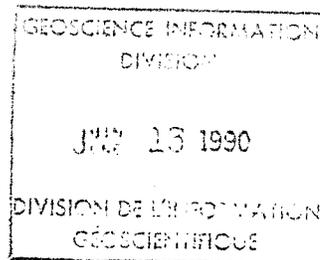
If further information or clarification is required please contact me at 995-4926.



S. Tella

copy to:

Dr. A.C. Colvine
Director, C.G.D - for information



NATIONAL MINERAL COLLECTION, SYSTEMATIC REFERENCE SERIES

H. Gary Ansell, Associate Curator
(613) 995-4982

Mineralogy Section
Mineral Resources Division
Geological Survey of Canada
601 Booth Street, Ottawa K1A 0E8

INTRODUCTION

The Systematic Reference Series of the National Mineral Collection is one of the most comprehensive and accessible collections of mineral species in Canada and the world. The collection functions as a mineralogical reference and research tool for mineral-related studies.

REPRESENTATION

About 16,000 individually catalogued specimens comprise the main part of the collection. A potentially much larger number of specimens that are part of catalogued "accession lots" or part of a large backlog of uncatalogued material are also held.

About 2000 of the 3500 recognized mineral species are represented: included are type specimens of approximately 100 species, some of which represent the only known material.

Specimens date back to the inception of the GSC in 1842, and some famous periods in Canada's history are represented, for example by specimens from the Klondike. Suites of material from other early mining areas and classic Canadian mineral localities are held as well. Because many of the original mines and quarries no longer exist, much of this material is irreplaceable.

CLIENTELE/CONSULTATION

In a typical year, about 150 to 250 samples resulting from 50 to 60 requests are provided on loan or as consumables, in support of legitimate research and educational projects. Information on minerals and localities are provided on an average of 40 to 50 occasions per year.

Clientele are Canadian or foreign-based educational institutions, industry, government agencies or individuals. About 50 per cent of the clientele are from EMR.

The collection also supports active and continuing in-house research projects on individual mineral species and suites of minerals from various localities.

ACCESSION CRITERIA

The collection grows by field collection, exchange, purchase and donation. Excess material from mineralogically unusual localities is collected by curatorial staff for exchange with other collections. A small budget for purchasing otherwise unavailable minerals is provided through project funding.

Ideally the Systematic Reference Series would contain reference samples of each known mineral species, from world-wide localities, but this is impractical if not impossible. Superior but expendable mineral specimens are sought in order to fulfil the present and anticipated needs of clientele.

A strong bias toward Canada exists, with a major aim of having representative samples of minerals from all "significant" Canadian localities.

COMPUTER DATABASES

The mineral collection database is part of the Canadian Heritage Information Network (CHIN), a very large computer-based data network now part of Communications Canada.

Data for more than 16,500 records on specimens and suites of material in the National Mineral Collection are available on-line at the GSC. At present, access to the database can be made, on request, through a remote terminal in the associate curator's office.

MOFILE, a microcomputer-based mineral locality database for Canada, is presently under development, using data from the mineral collection database as one of the main building blocks.

LOCATION/SPACE

The collection is currently housed in about 2500 square feet of space at 601 Booth Street. Most of the space is more or less adequate for the purpose.

CRITICAL PROBLEMS

Aside from chronic under-staffing, the main problem faced is related to the large backlog of uncatalogued material dating back to the 1800's. Much of this material has only rudimentary specimen documentation available, so that assessment, cataloguing, and eventual disposal of surplus must be done with great care by informed personnel. At present, only the curators are qualified to attempt this. Due to lack of continuing support personnel and heavy demands on the curators' time, progress is very slow at best. This in turn causes otherwise avoidable storage space crises and hampers full and effective use of the collection.

Terrain Sciences Division

A- Collections:

Surficial Sediments Collection: approximately 100 000 samples (tills, soils, vegetation, shells, ect...) from projects (MDA).

Other collections:

Radiocarbon Dating Laboratory Collection

Quaternary Paleoecology Collection

Arctic Herbarium Collection

Heavy Mineral Reference Collection

These collections are small and well managed by individuals.

The surficial sediments collection is the one of main concern in terms of proper curation. The following information applies to this collection only.

1- Clients/frequency of use:

Most requests come from the GSC staff (approx. 10/year) and from universities and private companies (1-2/year).

2- Space Location:

The samples are presently in four different storage locations: Tunney's Pasture (2900 ft²), TFSS (approx. 1500 ft²), 601 Booth and 401 Lebreton. All samples will be gathered at Tunney's and TFSS in the future.

3- Access to specimens:

The records of 90 000 samples are available in R-Base but some essential parameters could be added to the database to make it complete. The collection is known to GSC staff and some universities.

4- Most critical problems:

Space and resources are the most critical problems. The space problem should be reduced considerably after proper curation. More resources (P.Y. and \$) will be required to maintain the system up to date.

EXPLORATION GEOCHEMISTRY SUBDIVISION

ARCHIVE HOLDINGS

approximately 500,000 items

320,000	National Geochemical Reconnaissance samples fully archived plus data.
100,000	Project Leaders' samples most material to March 31/86 archived or documented plus data
30,000	Project Leader's 86/87 to date individually stored, documented plus data.
50,000	Pails of oversize material, historical material, not documented, biogeochemical material and poorly documented material and rocks.

ARCHIVE SPACE

occupied now

City Centre - 2 bays @ 3,000 square feet	=	6,000 sq. ft.
Tunney's Pasture basement		3,500
562 Booth, 3rd floor - operational & archive		2,500
601 Booth G-48 - rock cabinet storage		<u>600</u>
approximate total square feet		12,100

NOTE: New space 3,000 sq. ft. required for MDA-2

RECORDS

All NGR data digitally stored on magnetic tape and/or discs. Hard copies of each open file are stored.

Project leader data stored in Geochemical Information Services System (GISS) to March 31, 1986.

Project leader data after March 31, 1986 individually stored mostly on floppy discs and hard copy lists.

Halfway finished a hugh database using ORACLE software to create a system on a P.C. with all NGR data to enhance access and use of the data.


E.H. Hornbrook
June, 1990

ARCHIVE - CURATION

Exploration Geochemistry Subdivision

DIVISION OF MINERALS
GEOCHEMISTRY

Collection: National Geochemical Reconnaissance: Regional Lake and Stream Sediment and Water Surveys from coast to coast on a quality controlled systematic bases since 1973.

R.C.#: 090 Exploration Geochemistry Subdivision

Clients: Prime - Mineral Exploration Industry

Secondary - Mappers, Environmental and Health Concerns, and Mineral Resource Assessment

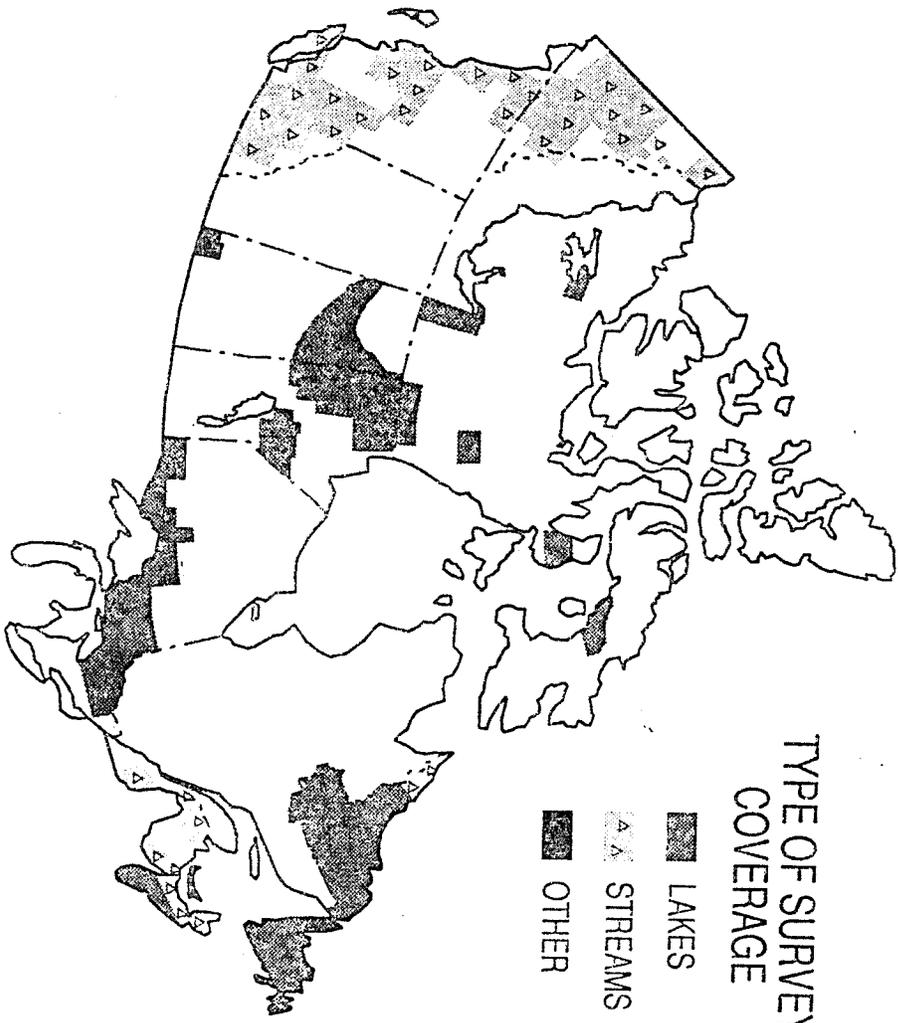
Criteria: All samples collected are collected with contract specifications and are expected to be archived.

Size: About 320,000 items from approximately 180,000 sites (see attached map).

Access: Restricted and only used for the purpose of further archive analysis annually and gold +33 element package and occasionally a specific sample for a value check or some other special reason. Industry has access to the data which is recorded and published in hard copy and digital form.

Critical Problem: This system has been in place since 1973 and fully operational for the last 15 years. MDA funds and PY's used for maintaining the system have been lost. Need new resources and expansion space. Most definitely reluctant to abandon City Centre now that we have a well organized and managed operation there.

E A
June 8/90



Collection: Items (rock, till, soil, sediment, plant material) collected by individual project leaders. Earlier than March 31, 1986 material and data documented by a Subdivision system -- Geochemical Information Services System (GISS). Post 1986 documentation left to the project leaders responsibility because 2 critical people to the operation were lost. Most project leaders' records are well kept.

R.C.#: 090 Exploration Geochemistry Subdivision

Clients: Original and other project leaders, industry

Access: Provided via Project Leader

Size: About 130,000 items: often several items related to the same site, i.e., sieved material, heavy minerals, X-ray crystals, and bulk material.

Critical Problem: To re-introduce a systematic GISS-type archival system for all Subdivision Project Leaders as we had prior to 86/87 requires PM's, funds and computer time.



Government of Canada

Gouvernement du Canada

MEMORANDUM

NOTE DE SERVICE

1990 21 1990

GEOSCIENCE INFORMATION DIVISION

SECURITY - CLASSIFICATION - DE SÉCURITÉ

DIVISION DE L'INFORMATION GÉOSCIENTIFIQUE

TO
A

Annette E. Bourgeois
A/Director
Geoscience Information Division

FROM
DE

Iris A. Hardy
Program Support Subdivision
Atlantic Geoscience Centre

SECURITY - CLASSIFICATION - DE SÉCURITÉ

OUR FILE - N / RÉFÉRENCE

YOUR FILE - V / RÉFÉRENCE

DATE

19 June 1990

SUBJECT
OBJET

FUTURE DIRECTION OF ARCHIVES AND CURATION

Please find attached original of a fax supplied to you on 13 June 1990.

Should you require any further information, please do not hesitate to contact me at (902) 426-6127 or fax me at (902) 426-4266.

Iris A. Hardy

attachment

**SCIENTIFIC RESOURCE COLLECTIONS AVAILABLE AT THE
ATLANTIC GEOSCIENCE CENTRE
BEDFORD INSTITUTE OF OCEANOGRAPHY
DARTMOUTH, NOVA SCOTIA**

Part of the Atlantic Geoscience Centre mandate is to ensure the availability of comprehensive knowledge, technology and expertise concerning the geology, geophysics and resources associated with the Eastern Canadian Basins, the East Coast and Arctic Offshore Proximal ocean basins, as well as the Appalachian system of the Atlantic provinces.

This has been supported through the continuing efforts of the Data Section Group, Program Support Subdivision of the Atlantic Geoscience Centre by disseminating geoscientific data to the private and public sector. This is done in a timely and fair manner through GSC Open File reports, several data base management systems, and proper acquisition and storage of record/sample holdings acquired by, or on behalf of, the Atlantic Geoscience Centre, Geological Survey of Canada.

I. NATIONAL MARINE GEOPHYSICAL HOLDINGS

Since the 1970's, vast volumes of deep multi-channel seismics, single channel airgun, Hunttec high resolution seismic reflection, sonobuoy refraction, gravity, magnetic, bathymetric and sidescan sonar have been systematically collected on more than 390 offshore survey programs. This represents an overall area of coverage estimated at more than 1.6 million square kilometres, extending from Georges Bank to the Arctic Islands. It is illustrated by some 200,000 m of paper records retained in-house for up to 5 years after collection and then permanently retained at the National Archives of Canada.

To access and determine the viability and nature of these holdings, data base management systems have been developed. These include the Bedford Institute of Oceanography CDC's Cyber 840, dBase III plus/IV software on PC compatible microcomputers, and conversion to ORACLE for internal networking. Some AGC geophysical curation systems include: (i) A Multiparameter (cruise navigation) data base that can be referenced by latitude/longitude in grids up to 1° for more than 280 cruises; (ii) Record inventory (location/cruise documentation) containing listings and locations for all analog tapes, catalogues/indices, and location/availability of microfilm and microfiche working copies.

II NATIONAL GEOMARINE SAMPLE HOLDINGS

Seabed dredging, coring and shallow borings have also been collected since the 1960's in water depths ranging from 7 metres to more than 2 kilometres. The inventory consists of more than 9000 cores (working/archive halves), 9600 grabs, 200,000 sample residues, and 150 drill cores. Together these holdings constitute one of the largest and most modernly housed marine collections for Eastern North America, and is freely available for viewing/accessing at the Bedford Institute of Oceanography.

The Atlantic Geoscience Curation systems include:

- (1) SID (Sample Information Site Specific Data Base) for all samples including visual description, subsample, analyses history, resulting publications, and inventory location.
- (2) SAD (Sediment Analyses Data) containing all sediment size analyses for more than 20,000 subsample residues.
- (3) OSWELL (Onshore Wells and Borehole Site Specific Data) for 915 boreholes and Maritime onshore wells curated at AGC.
- (4) P to P (Permission to Publish/AGC Bibliography) comprising information on all publications of AGC staff, indexed by author, title, year and region and cross referenced against sample/record holdings.
- (5) Photo Data Base* for all cruise/program videos, bottom camera stations, core description photos, x-ray negatives and associated videos with repository location for inventory control.

As with all surveys and field programs conducted by or for staff, or jointly with universities or industry, a cruise report and listing of seismic data run or samples acquired must be submitted to AGC Curation within 10 working days from termination of the program. All loaned profiles and samples must be returned within two years to ensure that they are adequately housed and available to other users. Much of this data has provided the initial groundwork for ocean mining, pipeline routes, mineral development, offshore structures (eg. Hibernia), fishing potential for seafood producers, and communication links (Bell Telephone, Strait Belle Isle), etc., for external clientele. Since 1984, all annual cruise site specific information is routinely submitted to the National Geophysical Data Centre (NGDC) in Boulder, Colorado, USA, for inclusion with the worldwide Marine Geological Data Base.

* A subcollection as per Future Direction of Archives and Curation meeting in Ottawa, June 7, 1990.



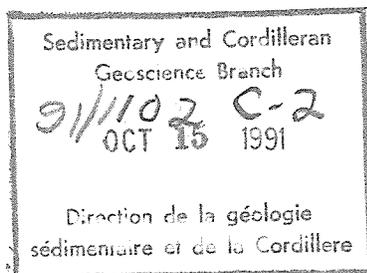
Dr. Scott:

11/2/91

The attached may be of help in determining the value of the material in question.

If you like, I can set up a meeting with someone from Archives to discuss the situation. Archives is used to dealing with paper records so a meeting would hopefully "enlighten" them to the fact that records are more than just words on paper.

Once they are familiar with our situation, they should be able to provide us with guidelines on what is important, what should be retained, etc.



Randy

(2) However, it is necessary to remember that, for the purpose of maintaining an operative program, any such former authorities must be of a continuing nature. An authority which was for an "immediate destruction" is no longer valid for any records other than those to which it originally applied.

(3) Any continuing authorities which come to light should be matched against the various inventories which have now been accumulated. In this way it may be possible to apply them for some of the records inventoried. If more than one office performs a phase of the same function, a schedule based on the records of one of these offices could fit the records of some of the other offices.

(4) Another action which must be taken at this stage is to assess these former authorities for their validity as to the length of the retention periods. Do they meet current requirements? Do they require to be revised because of an excessive retention period or because of some obscurity in the detail or for some other reason?

4. DETERMINATION OF VALUES IN RECORDS – GENERAL

(1) Consideration of the values in the records is the distinctive and essential stage in the construction of a records schedule. Such consideration is the base from which suitable retention periods will be arrived at. While it is difficult to establish precise criteria for the determination of such values, there are some broad approaches which will provide firm, compatible decisions.

(2) The values of government records can be grouped into two distinct classes – *PRIMARY* and *SECONDARY*. Both of these classes may be divided into definite value specifications which will aid in the final determination of appropriate retention and disposal periods to be assigned to the records.

(3) Records in the *primary* class are of essential concern to the originating or proprietary department which created or received the records. This class can be divided into four value specifications:

- (a) Administrative Value;
- (b) Legal Value;
- (c) Fiscal Value; and
- (d) Informational Data Value.

(4) They are necessary to the department in accomplishing its mission and in performing its functions and so must be retained as long as they meet this *primary* purpose. Further, while the records are still in this aspect, it is possible to assess their reference frequency value and thereby determine the appropriate storage facility. The proper dormant storage area should be decided upon as either:

- (a) a small local departmental storage area for an immediate reference retention period of two years or less; or
- (b) a records centre for reference retention periods of over two years and until the final disposition decision and action is taken.

(5) Some records fall into the *secondary* class when the records have ceased to be of use to the department concerned. This will occur only when they are of a type of record which merits preservation in the Public Archives of Canada because of their value to other government organizations or to *NON-GOVERNMENT* users. This is where the archival content looms large and it is also the point at which such records become "public records" in fact.

(6) Records of this *secondary* class will possess the inherent faculty of revealing how they were created or received and why they were maintained in the former proprietary department. They will naturally consist of material necessary to provide an authentic and adequate documentation of a department's origin, organization, functions, methods and operations. The records thereby become of prime importance to economists, scientists, statisticians, social scientists, historians and other research personnel. That is, they have *EVIDENTIAL-ARCHIVAL* value.

5. ADMINISTRATIVE VALUE OF RECORDS

(1) The administrative value in records may be defined as those policy and procedure records required to carry out the current activities of a department, or of the government as a whole, as well as case records pending the completion of the specific cases.

(2) In the first instance, most records are created or received to cope with some management need. Until this function has been fulfilled, they cannot be considered of no further administrative value. In assessing records for any remaining administrative value to a department, the following questions must be asked and, when the answers are "YES", then the records will have no more administrative value:

- (a) Has the record ceased to contribute to the administrative performance of the function which it supported?
- (b) Has the original purpose of the record been fulfilled?
- (c) Is the record being retained as a convenience or because it has been the practice to keep it?
- (d) Has the transaction within each individual record been completed?
- (e) Has the record been kept merely to guard against administrative blame?
- (f) Is the record available elsewhere, i.e., is it duplicated?

6. LEGAL VALUE OF RECORDS

(1) The legal value in records may be defined as those records which involve long or short term rights of the government or of the private citizen and which are enforceable by the courts. They are more easily identified and some examples are war service records, patents, contracts, leases, title deeds. On occasion, the legal value is subordinate to the original use of the record.

(2) Some legal records may never be destroyed. In other cases, when a transaction has been completed or revoked, then the legal value ceases and the record value will merge into its previous administrative value of operational use. In assessing records for any remaining legal value, the following questions must be asked and, when the answers are "YES", then the records will have no more legal value:

- (a) Has the specific legal action been completed?
- (b) Has the legal evidence served its original purpose?
- (c) Have the rights of the department been protected?
- (d) Have the rights of any individual involved been protected?
- (e) Is the record available elsewhere, i.e., is it duplicated?

7. FISCAL VALUE OF RECORDS

(1) The fiscal value in records may be defined as those records which departments require to show how moneys were obtained, allotted, controlled and expended. Fiscal value varies in lengths of time from short periods for such routine items as expense accounts and invoices to long-term superannuation accounts, trust funds, etc.

(2) The immediate fiscal value of a record ceases when the financial transaction has been completed. However, the Financial Branch of the Department, or some other appropriate central agency performing the same financial service for the department, will have to maintain the records for periods sufficient to satisfy the proper fiscal or legal requirements of legislation or of regulations. Duplicate records maintained in Branches or Divisions of the same department, on the other hand, normally may be destroyed as soon as a particular financial transaction has been completed.

(3) In assessing records for any remaining fiscal value from the departmental standpoint, the following questions must be asked and, when the answers are "YES", then the records will have no more fiscal value:

- (a) Has the original purpose of the record been served?
- (b) Has the specific financial transaction been completed?

- (c) Have the rights of the department in the financial transaction been protected?
- (d) Have the rights of any individual involved in the transaction been satisfied?
- (e) Is the record available elsewhere, i.e. is it duplicated?

8. **INFORMATIONAL DATA VALUE OF RECORDS (RESEARCH-EVIDENTIAL-HISTORICAL-ARCHIVAL)**

(1) This hydra-headed value may be defined as the ability of a record to aid in the reconstruction of the past activities of a department, to provide information for current and future planning, and to furnish data upon which new activities may be based.

(2) Certain records have informational data because they are "UNIQUE". The term "unique" implies that the record contains information which is not available or which cannot be obtained from any other known source. Further, uniqueness of value may be found in the form of the records themselves aside from the information contained in them.

(3) It will be found that this informational data value often parallels the administrative value but when the administrative value has expired the informational data value remains. It is also true that records which departments have had to retain for longer periods because of departmental requirements usually possess long term informational data value. Normally, the obvious illustration of this would be the policy records governing the initiation of revised, expanded or new programs within the department.

(4) The informational data value to the proprietary department and the research-historical aspect of that value to the non-government user merge to become the final archival phase value of that small proportion of the public records which must be retained permanently. This apparent overlap illustrates the fact that the records which a department has decided should be kept for a long period of time will invariably be of interest to the research specialist.

(5) In assessing the informational data value, the following questions must be asked and, when the answers are "YES", then the records will still have research-evidential-historical-archival value and must be preserved for one of these reasons and purposes by transferring them to the Public Archives of Canada where professional staff will safeguard both the interests of the department and the research specialist:

- (a) Does the record show the important aspects of the department:
 - (i) its origin,
 - (ii) its organization and organizational changes,
 - (iii) its administrative role,
 - (iv) its operational role?
- (b) Does the record show the POLICY decisions taken by the department?
- (c) Does the record reveal:
 - (i) the procedural methods of the department,
 - (ii) the operational methods of the department?
- (d) Does the record reveal:
 - (i) the economic,
 - (ii) the internal political,
 - (iii) the international political,
 - (iv) the research,
 - (v) the scientific,
 - (vi) the social,
 - (vii) the statistical, or
 - (viii) any other conditions with which the department dealt during its operations?

9. EXAMPLES OF INFORMATIONAL DATA TYPES OF RECORDS

(1) As a further aid to the Records Manager, a list of records which fall within the informational data category is given below. They may be summed up as those records which exhibit the original conception, the life-time organization with its varying functional and operational changes, and the administrative story reflecting the department's policies.

(2) They will include:

- (a) Major organizational charts and chart revisions; - Revised?
- (b) Major functional charts and their revisions;
- (c) Correspondence defining and delegating powers and responsibilities;
- (d) Correspondence showing relations with other departments, other governments and the public;
- (e) Legal opinions and decisions relative to the department's operations;
- (f) Regulatory interpretations;
- (g) Operational directives;
- (h) Procedural manuals;
- (i) Progress reports of major importance;
- (j) Organization, agenda, and minutes of departmental committees and involvement in other committees;
- (k) Actions which created precedents or which may have effected local or regional economic, political or social conditions;
- (l) Selective publications, publicity materials, statistics and scientific research projects and data;
- (m) Selective personnel staff files because of:
 - (i) the position occupied by the incumbent,
 - (ii) the senior status of the occupant,
 - (iii) distinction achieved outside departmental activity before, during or after tenure of office, such as:
 - A. in the Armed Services, and/or
 - B. in economic, political, social, artistic, humanitarian or other fields throughout the whole span of the individual's career;

and even

- (n) Sample copies of forms which will reveal systems, procedures and methods used within the department.

10. RECORDS VALUES CONSOLIDATED

(1) In developing and deciding upon retention periods for the records, the Records Manager will be assessing the records in tune with all the considerations explored in the preceding paragraphs. For quicker condensed reference, all these have been published already in the "General Records Disposal Schedules of the Government of Canada", but in that manual they were given as bare statements without the supporting and detailed reasons now provided in this handbook. They are repeated here for emphasis.

(2) Has all action on the records been concluded or has the information contained therein served its purpose? Would any information therein be of further significant value either for administrative, legal, fiscal or research purposes to the creating department or agency or to any other government department?

(3) What, if any, are the legal requirements concerning the retention period of the record? Will the records or information be required to support a claim by the government or to refute one against the government?

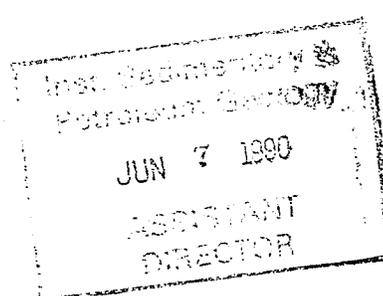
(4) Will the records or information be required for the protection of the civil, legal, property or other rights of the government or the general public?

CURATION AND ARCHIVES LONG RANGE PRIORITIES

1. WHAT COMPRISES COLLECTIONS AND ARCHIVES?

- **geological samples**

- rocks
- fossils
- minerals
- drill cores
- soils
- tills



- **paper collections**

- field notebooks
- records
- publications
- data sets

- **digital records**

- numeric databases
- bibliographic databases
- descriptive databases
- management information systems

2. WHO OWNS THE DATA?

- **the researcher?**
- **the sector?**
- **the tax payer?**

3. WHY KEEP COLLECTIONS?

- **Because scientists/librarians/archivists are natural pack rats?**
- **Because one person might request this item once?
1000 people might request same item 10 times?**

4. WHO ARE THE CLIENTS? HOW FREQUENTLY DO THEY ACCESS THE COLLECTIONS

- **GSC staff?**
- **universities?**
- **industry?**
- **general public**

5. WHERE SHOULD COLLECTIONS BE HOUSED?

- **centrally?**
- **regionally?**
- **divisionally?**
- **proximity to users?**

6. HOW ARE COLLECTIONS MANAGED?

- selection and deselection criteria
- policy development
- access to specimens
- indexes to the holdings
- directories of collections
- collection preservation
- implementing central agency policies & regulations

7. IS THIS ACTIVITY ADEQUATELY SUPPORTED?

- resource levels

8. WHAT ORGANIZATIONAL STRUCTURE IS REQUIRED?

- Should there be a responsibility centre manager for curation and archives?
- Is a policy all that is required?

9. ARE WE MANDATED TO DEVELOP NATIONAL COLLECTIONS AS WELL AS TO MAINTAIN COLLECTIONS IN SUPPORT OF GSC PROGRAMS?

10. WHAT ROLE DOES TECHNOLOGY PLAY IN CURATION AND ARCHIVES?

COMMON ISSUES ARISING FROM MORNING SESSION:

- 1) ACCESS TO COLLECTIONS - HOW TO CONTROL IE. TAKE AWAY PRIVILEGES
- 2) SLIDE DUPLICATES - SHOULD THESE BE MADE MANDATORY FOR GEOSCIENCE COLLECTIONS
- 3) ADVERTISING NORTH AMERICAN GEOSCIENCE COLLECTIONS - US AND CANADA: HOW SHOULD WE DO?
- 4) HIT LIST - WE DISTRIBUTE AMONGST THE CHOSEN MEN?
- 5) COMPILATION OF SUPPLIERS LIST?
- 6) EDUCATION OF USERS/ ^{AND COLLECTORS} - AT ALL LEVELS
- 7) WHERE IS THE CANADIAN ODP/DDDP PAREO REFERENCE COLLECTION? MUN?
WHAT DOES IT CONSIST OF AND WHAT HAS BEEN DONE TO IT?

Additional issues: Need for description of collection procedures, care of core and samples - particularly web, soft sediments. Estab. of examination schedules to avoid deterioration of samples.

- Curation facilities to provide accession numbers prior to collection - i.e. ISPG procedures.
- Curators strongly of view that no lab work be undertaken on samples that have not been entered into curation

MEMORANDUM

TO:

John Scott, Sedimentary and Cordilleran Geoscience Branch, GSC
Elsbeth Snow, Institute of Sedimentary Petroleum Geology, GSC
Kathy Mottershead, Institute of Sedimentary Petroleum Geology, GSC
Chris Mato, ODP, Texas A&M
Paula Weiss, DSDP, Lamont Doherty
Chloe Younger, Dalhousie University
Andrew Sherin, Atlantic Geoscience Centre
Toni Cole, Atlantic Geoscience Centre

SUBJECT: Proposed Agenda for Curation Meeting 18-20 November, 1991

AGENDA

Monday, 18 November 1991

5th Floor AGC Boardroom

0900 Open Round Table Session

"Maintaining Geoscience Collections - main issues affecting Centres represented**"

* Each Centre represented may provide 15 minute overview of facilities; Overhead/slide projectors will be available if required.

1200-1300 Lunch

1300 Common issues arising from morning session;

Tuesday, 19 November 1991

0900 Tour of AGC Curation and Geotechnical facilities Discussion on geriatric cores with P. Mudie/I. Hardy./K. Jarrett/K. Moran

1200-1330 Lunch

Tuesday, 19 November 1991 (cont'd)

1330 Open session Scientific Staff at AGC with Curators ODP/DSDP - " Sample Distribution Policies"

ORACLE - K. Mottershead with A. Fricker/W. Prime

Wednesday, 20 November 1991

0900 A.G. Sherin, AGC Data Manager - will provide overview of data acquisition and uses by AGC;

1000-1200 L. Johnston/D. Beaver - will provide demonstration and discussion data bases in use at AGC; Data Capture in the field (SHIP and FINSS) and sample/record inventory control (SID);

1200-1300 Lunch

1300 CNOPB facility visit E. Snow

Thursday, 21 November 1991

0900 E. Snow/I. Hardy - GSC'92 Forum Poster

cc. K. Manchester

D. Ross

L. Johnston

D. Beaver

W. Prime

S. Merchant

A. Fricker

GEOLOGICAL SURVEY OF CANADA SPECIMEN COLLECTIONS

- A. Name of Collection:
- B. Purpose of Collection:
- C. Responsible Division:
- D. Location(s) of Collection:
- E. Nature of Materials in Collection:
(Hand specimens, fossil/plant specimens, thin sections, drill cores etc.)
- .1 - Approximate number of specimens/items in the collection:
- F. Specimen Documentation:
(Please state types of documentation available for specimens in collection: e.g. field notes, accession records, laboratory analytical data, data base, catalogues etc.)
- G. Accessibility of Specimen Documentation:
(Are the specimen documents readily available to GSC staff or external users?)
- H. Management/Curation Documentation:
- .1 - Procedures for accession/discard
(append copy or copies where available)
- .2 - Loan Records
(describe)
- .3 - Publicity
(make reference to published catalogues, lists or other publicly available information)

I. Space/Storage Facilities:

(State physical location and area (ft²) occupied by collection)

- .1 - Describe type and adequacy of storage facilities
(e.g. rock cabinets, shelves, bulk containers; ease of access, loading/unloading facilities, examination/preparation space, fire/flood protection, handling/preparation equipment etc.)

- .2 - Describe any special storage or preparation requirements
(e.g. security, radioactive shielding, temperature/humidity control)

- .3 - Approximate annual increment to collection
(no. specimens)

- .4 - Estimated annual incremental storage space requirement
(ft²)

J. Use of Collections:

- .1 - By GSC staff
(total number requests for access to specimens or specimen documentation per year)

- .2 - From external sources
(total number requests for access to specimens or specimen documentation per year)

K. Curation/Specimen preparation staff:

.1 - Professional:

(Please provide names of full time continuing staff and number of person-months /yr. used by each employee)

.2 - Technical/Clerical Support:

(Please provide names of full time continuing staff and number of person-months /yr. used by each employee)

.3 - Term employees:

(Indicate number of person months /yr.)

L. Training Requirements:

(Please identify any requirements of professional or support staff for training in curation activities. Sources for training?)

M. Comments:

Completed by:

Date: _____

**GEOLOGICAL SURVEY OF CANADA
SPECIMEN COLLECTIONS**

Revision 2

A. Name of Collection:

B. Purpose of Collection:

C. Responsible Division:

D. Location(s) of Collection:

E. Nature of Materials in Collection:

(Hand specimens, fossil/plant specimens, thin sections, drill cores etc.)

.1 - Approximate number of specimens/items in the collection:

F. Specimen Documentation:

(Please state types of documentation available for specimens in collection: e.g. field notes, accession records, laboratory analytical data, data base, catalogues etc.)

.1 - Location(s) of documentation

G. Accessibility of Specimen Documentation:

(Are the specimen documents readily available to GSC staff or external users?)

H. Management/Curation Documentation:

.1 - Procedures for specimen accession/discard
(append copy or copies where available)

.2 - Loan Records
(describe)

.3 - Publicity
(make reference to published catalogues, lists or other publicly available information)

K. Curation/Specimen preparation staff:

.1 - Professional:

(Please provide names of full time continuing staff and number of person-months /yr. used by each employee)

.2 - Technical/Clerical Support:

(Please provide names of full time continuing staff and number of person-months /yr. used by each employee)

.3 - Term employees:

(Indicate number of person months /yr.)

L. Training Requirements:

(Please identify any requirements of professional or support staff for training in curation activities. Sources for training?)

M. Other Related Collections:

(Please identify any complementary collections of Canadian federal or provincial governments, universities or industry that relate to the collection(s) described herein. Please provide address(es) for such complementary collections).

N. COMMENTS:

Completed by:

Date: _____

I. Space/Storage Facilities:

(State physical location within address(es) noted under D. above and area (ft²) occupied by collection)

- .1 - Describe type and adequacy of storage facilities
(e.g. rock cabinets, shelves, bulk containers; ease of access, loading/unloading facilities, examination/preparation space, fire/flood protection, handling/preparation equipment etc.)
- .2 - Describe any special storage or preparation requirements
(e.g. security, radioactive shielding, temperature/humidity control, refrigeration etc.)
- .3 - Approximate annual increment to collection
(no. specimens, lineal ft. core)
- .4 - Estimated annual incremental storage space requirement (ft²)
- .5 - Estimated time to full capacity of existing storage facility (yrs.)

J. Use of Collections:

- .1 - By GSC staff
(total number requests for access to specimens or specimen documentation per year)
- .2 - From external sources
(total number requests for access to specimens or specimen documentation per year)
- .3 - Policies/Procedures for loan and return of materials
(Describe or make reference to published policy/procedure documents)