

**CANADIAN COMMITTEE ON ARCHIVAL DESCRIPTION  
SUMMARY REPORT 2002-2003  
SAA TSDS MEETING 2003**

The Canadian Committee on Archival Description of the Canadian Council of Archives is pleased to give a brief report of its activities in 2002-2003 to our friends and colleagues of the Technical Subcommittee on Descriptive Standards of the Society of American Archivists.

**Rule revisions**

Rule revisions adopted in May 2003, have been mounted to the CCA website. The revisions have been mounted in three different ways through PDF files: one document containing the revisions for 2002, a separate document containing consolidated revisions since 1998, and with updated chapter documents so that individual chapters are up to date.

**New and Revised RAD Chapters**

- **Chapter 9 (Records in Electronic Form):** A substantially revised version is available on the CCA website since December 2002. New Chapter 9: Records in Electronic Form has replaced the short chapter that was previously presented, following a revision process, which was started a few years ago.
- **Chapter 11 (Objects):** Resulting from the consultation held within the Canadian archival community in 2001 by CCAD, this new Chapter was also made available last December on the Canadian Council of Archives' website in the section dedicated to the *Rules for Archival Description*.
- **Chapter on philatelic records:** During 2002, the National Archives of Canada submitted a complete set of rules for the description of philatelic documents to be used as Canadian standard in the archives' field. CCAD considered that the addition of a chapter regarding the philatelic documents would make it possible to describe and make available all information supports preserved in archives services, as per the recent addition of a chapter on objects. After a consultation process, the chapter was adopted in May 2003 and released on the web site in July.

**RAD on the Web**

Part I of RAD has been mounted to the web since Fall 2001. With the recent inclusion of Part II, all RAD is now available on the web.

**RAD Index**

CCAD has received English and French versions of the RAD Index prepared by the National Archives, in return for copying privileges for RAD Revealed. The index will soon be mounted as part of the RAD on the web site.

**Membership**

There was a lot of changes in the membership of CCAD in 2002-2003. Bob Krawczyk, Chair of the committee since January 2001 and CCAD member since October 1998, has resigned from CCAD. Mario Robert is the new Chair since December 2002. CCAD member since January 2000, Lucie Pagé has also resigned from the committee. They were replaced by Allen Doiron from the Provincial Archives of New Brunswick and Janet McMaster from the Archives Society of Alberta. In April, Marlene Van Ballegoie, member since May 2001, announced also her resignation. Steve Billinton of the Archives of Ontario is the more recent CCAD member.

Mario Robert  
Chair, Canadian Committee on Archival Description

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