

Annual Report

Canadian Committee on Archival Description

Bob Krawczyk, Chair, CCAD

June 2001

Committee members during the 2000-2001 year

Wendy Duff (Chair until February 2001)
Bob Krawczyk (Chair since February 2001)

Hélène Cadieux (since May 2001)
Tim Hutchinson
Dominique Maurel (until May 2001)
Mirielle Miniggio (until May 2001)
Lucie Pagé
Mario Robert
Gerald Stone (National Archives Observer)
Marlene Van Ballegooie (since February 2001)

The Canadian Committee on Archival Description met three times during the last year (October 27-29 2000, February 2-4 2001 and May 25-27 2001).

CCAD continued to maintain RAD and ensure its relevancy to Canadian archivists. In addition to conducting a third round of revision requests, the committee continued to work on a revised draft of Chapter 9 (Records in electronic form), and drafted a discussion paper for a possible new chapter on objects.

The committee began, in the past year, to address the central concern of how to make the process of posting rule revisions simpler for users of RAD. Work began this year on obtaining an accurate, up to date electronic copy of RAD in Word. In the next year, RAD part I will be mounted on the CCA website in PDF format, for ease in downloading. The committee will also be conducting a review of how to improve and make more transparent the revisions process.

The committee completed its work on the RAD basic primer, now called *RAD Revealed*, and this document was recently published.

Finally, the committee committed itself to working towards a shared descriptive standard with the United States, through the CUSTARD project (Canadian-U.S. Task Force on Archival Description). This exciting project foresees a possible joint descriptive standard, and will involve all members of CCAD in overseeing the structure and content of a new standard.

The committee wishes to thank Dominique Maurel for her contribution over the past three years, and especially Wendy Duff and Mirielle Miniggio, long serving members who both left the committee this year. Their dedication and input into RAD will be missed.

**Canadian Committee on
Archival Description**

Bob Krawczyk, Chair, CCAD

RAD on the Web

A "clean" and up to date electronic version of the introduction and chapters 1-10 of RAD and of RDDA is currently being prepared and proofread by CCAD members. This version will be mounted on the CCA website in PDF format in the early fall. Work on Part II of RAD and the Appendices will begin at that time.

RAD revealed / À la découverte des RDDA

The RAD basic primer has been published, and is now available for sale from the CCA office.

Rule Revisions

Rule revision requests received in the year 2000 were reviewed in November 2000 and approved at the the last meeting. This set will be posted as soon as the CCA website is updated.

Review of Louise Gagnon-Arguin's study: Rapport sur la révision des règles des RDDA en vue du repérage.

At the February meeting CCAD members carefully reviewed Ms Arguin's report, and then sent our comments to her.

Review of revised chapter 9 - Documents in Electronic Form

At the October 2001 meeting, after having reviewed the comments from the archival community, CCAD identified two areas of concern within this chapter, which involved the relationship between area 3 and area 5. Knowing that the library communities (nationally and internationally) are facing similar problems with the use of these two areas, CCAD decided to invite experts from the Canadian Committee on cataloguing and experts from the NA who were involved in the revision of this chapter.

At the February meeting, we invited Yvette Hackett and Velma Parker of the National Archives of Canada, and Marg Stewart from the National Library, to speak to us about this issue. Although CCAD is leaning towards abandoning the use of Area 3 for electronic records, it was decided to await a final decision by the Canadian library community, which will occur at the Canadian Committee on Cataloging meeting in September, 2001. At that point, CCAD will consider the solutions offered for the problems posed by these two areas.

Review of ISAAR- CPF

No comments were received from the Canadian archival community with regards to the review of the International Standard Archival Authority Record for Corporate bodies, Persons and Families, which is in its review cycle this year. It is our understanding that the National Archives will give

some comments to the ICA Committee on Descriptive Standards regarding the standard.

Discussion paper on a Canadian archival authority system

A discussion paper on the idea of having a Canadian archival authority system has been produced by CCAD, as well as a covering letter to accompany it. This report and letter will shortly be translated and distributed, in order to engage the Canadian archival community in a debate about the purpose and need for such a system.

CUSTARD - the Canadian-U.S. Task Force on Archival Description

The CUSTARD project, which seeks to develop a single standard for archival description within North America, was successful in receiving a grant from the National Endowment for the Humanities. Bob Krawczyk will be on the Steering Committee of the project, and Jean Dryden will be the Project Manager. All CCAD members will be on the project team.

A number of communications to the Canadian archival community have been undertaken around this initiative. A joint announcement about the project was sent to both Canadian and American archivists. Bob Krawczyk and Jean Dryden held an information session for this project at the ACA conference in Winnipeg. Mirielle Miniggio provided a briefing on the project at the AAQ conference.

Bob Krawczyk and Jean Dryden will also be speaking about this initiative at the SAA conference in Washington, in September.

The first meeting of the group will be held in July in Toronto. All CCAD members will attend the meeting.

Encoded Archival Description Working Group

Tim Hutchinson will act as a CCAD representative on EAD Working Group following Wendy Duff's departure. Tim attended the most recent meeting in Washington D.C., on April 27-29, and at that meeting brought forward revision requests made by CCAD. Most of the changes requested were successful. A new set of guidelines for the new version of EAD should be ready by the end of this year.

Encoded Archival Context Working Group

Bob Krawczyk attended four days of meetings at the University of Toronto from March 3-6 as part of an ad-hoc group of fourteen people from seven different countries. The purpose of the meeting was to develop an outline for a shared standard for defining, recording and exchanging information about the context in which archival records are created and used. The meeting was sponsored by the Gladys Krieble Delmas Foundation, and was organized by Rich Szary in collaboration with Anne Van Camp on behalf of the Research Libraries Group and Wendy Duff on behalf of the University of Toronto. One of the results of the meeting is that an ongoing group, the EAC Working Group, has been formed to develop a document type definition for archival authority information. Bob Krawczyk will continue as a member of this group.

Chapter on Objects

CCAD received some time ago a draft chapter on objects. This chapter was discussed at the November meeting, and the committee itself is divided on the need for such a chapter. It was decided to approach the archival community in the country to gather input before proceeding with the draft chapter in existence. A discussion paper was approved at the February CCAD meeting and will be translated and disseminated within the Canadian archival community shortly.

