

A FIELD GUIDE

EXPLORE AND DISCOVER:
THE NATURE OF ARCHIVES



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**"SAY A SILENT THANK YOU FOR THE
PRESERVATION OF WILDERNESS AREAS,
FOR THE LIVES OF THE CREATURES WHO
LIVE THERE AND FOR THE PEOPLE WITH THE
FORESIGHT TO REALIZE THIS HERITAGE,
NO MATTER HOW."**

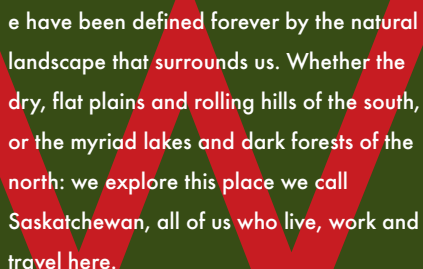
**Words inscribed on the plaque next to the graves of
Grey Owl, Anahereo, and their daughter, Shirley Dawn,
in Prince Albert National Park.**



**"WE EXPLORED
AND WE RECORDED
WHAT WE SAW,
GENERATIONS OF US,
ACROSS THIS VAST
PROVINCE."**

R-B3632 - Three small girls with baby seated on chairs in farmyard,
two older girls in white pinafores over checked dresses with long sleeves
and all girls with white hair bows. - [ca. 1910]

FIELD REPORT



e have been defined forever by the natural landscape that surrounds us. Whether the dry, flat plains and rolling hills of the south, or the myriad lakes and dark forests of the north: we explore this place we call Saskatchewan, all of us who live, work and travel here.

Throughout history, all of us – all generations of explorers – have been challenged to adapt to nature: the flora, fauna, climate and landscape. Successful adaptation requires knowledge about the landscape and its geography – and recording and sharing information about it with others. How do we share such vital information? We draw maps and sketch diagrams and take photographs; we tell each other stories, and write in our journals, letters and diaries about the people and places we see.

The First Peoples and settlers from around the world, the explorers and surveyors, the farmers, artists, writers, filmmakers, educators and tourists, and many others: Saskatchewan people have long been inspired to capture the essence of their experiences through a variety of documentary media – oral traditions, notebooks, photographs, testimonials, diaries, sketches, writings, films, videos and maps.

We explored and we recorded what we saw, generations of us, across this vast province. You can explore Saskatchewan's documentary heritage too: the stories are preserved for you and future generations at the Saskatchewan Archives.

When you visit the Archives, you will find a natural landscape filled with exciting discoveries, just waiting for you. Visit us in person or online: you will find stories from all eras and all parts of this diverse land we call Saskatchewan.

WHAT IS THE SASKATCHEWAN ARCHIVES?

The Saskatchewan Archives is the custodian of the documentary heritage of the Province, acquiring, preserving and ensuring that the historical record, in any kind of media, is available now and into the future for researchers of our heritage.

It is the repository that holds the Province's historical records, including records of government, and of individuals, organizations, businesses and associations.

It is the destination for research into family history, government policy and accountability, educational materials, time periods, organizations, land settlement, local history, geographic places, film footage of events, cultural development, human rights, newspapers, and provincial celebrations.

It is an avenue for the Government of Saskatchewan to fulfill its public trust by preserving and providing access to the official record of the Crown.

It is the source for expertise and advice to the Government of Saskatchewan regarding information management, policy standards and the development of accountable record-keeping practices in the public sector.

The Saskatchewan Archives is all this and a great deal more. Discover the Saskatchewan Archives: where records bring history to life, foster an understanding of our collective identity, and engage people in their heritage.

LETTERS OF TRANSMITTAL

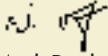


Her Honour, The Honourable Vaughn Solomon Schofield, S.O.M., S.V.M.
Lieutenant Governor of Saskatchewan

May it please Your Honour:

I respectfully submit the annual report of the Saskatchewan Archives Board for the period of April 1, 2013 to March 31, 2014.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'M. Docherty'.

Mark Docherty
Minister Responsible for the
Saskatchewan Archives Board



Honourable Mark Docherty
Minister Responsible for the Saskatchewan Archives Board

Dear Minister:

I have the honour of submitting the annual report of the Saskatchewan Archives Board for the period of April 1, 2013 to March 31, 2014.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'T. Powell'.

Trevor J.D. Powell
Chair, Saskatchewan Archives Board





GM-PH-2642_005 - Chipewyan/Dené family
travelling by canoe. Inscription on verso reads
"The woman had a baby in a moss bag" - 1939

MESSAGE FROM BOARD CHAIR, TREVOR POWELL



Under *The Archives Act*, 2004, the Board of Directors is responsible for the overall supervision of the provincial archives

of Saskatchewan. Board members take this responsibility seriously, reviewing and approving proposals brought forward each year by executive management that relate to legislation, budget and finances, major policy and program initiatives. While our vital institution faced a number of challenges in 2013-14, the number of projects completed and showing progress is encouraging. As a former Provincial Archivist, I find it particularly heart-warming to see once-dreamed-of initiatives, such as the improved interactive website and government records amnesty, finally come to fruition to better serve Saskatchewan people.

As Board members, we value the work that our talented, dedicated and professional management and staff have completed and continue to undertake through acquiring, arranging and describing, preserving and making available Saskatchewan's rich documentary heritage. Given the limited resources available, the adjective 'resourceful' should also be attributed to our employees, who have innovated different approaches and solutions to achieve positive

results. It is our hope that proposed changes to our legislation will enable the Saskatchewan Archives to be more responsive to the ever-changing technological environment that confronts us as archivists as we strive to ensure the long-term preservation of information for government and for the people of this province.

STRUCTURE, REPORTING RELATIONSHIP AND MANDATE

In 2013-14 the Saskatchewan Archives Board, as a corporate entity, reported to the Minister Responsible for the Saskatchewan Archives Board, Honourable Nancy Heppner. As of June 5, 2014 the Board reports through the Provincial Capital Commission to the Minister Responsible for the Saskatchewan Archives Board, Honourable Mark Docherty.

To conduct its operations, the Saskatchewan Archives receives an annual grant from the Province and additional funding through external partnership agreements.

Under the terms of *The Archives Act, 2004*, a board of directors oversees the work of the Provincial Archivist, ratifies fiscal and management decisions, represents the institution to government and to the community, and preserves the autonomy and integrity of the institution and its Permanent Collection. In 2013-14, the seven-member Archives Board consisted of:

- Trevor J.D. Powell (Chair)
- Fredrick D. (Rick) Mantey (Vice Chair)
- Dr. Thomas Bredohl (Member)
- Ron Dedman (Member)
- Laura Hanowski (Member)
- Dr. Catherine Littlejohn (Member)
- Maureen Miller (Member)

- The Board position of University of Saskatchewan representative remained vacant during the fiscal year
- The Provincial Archivist (Linda McIntyre) serves as Secretary to the Board

As defined by *The Archives Act, 2004*, our mandate is to select, acquire, preserve, arrange and describe, make accessible and to encourage the use of documentary records in all media, from official and private sources, bearing on all aspects of the history of Saskatchewan, and to facilitate the management of the records of government institutions. You can learn more about our mandate at www.saskarchives.com.





R-PS67-810-300 Through the trees in
Prince Albert National Park, August 1967

MESSAGE FROM THE PROVINCIAL ARCHIVIST



I am pleased to present the Saskatchewan Archives Board's 2013-14 Annual Report. In addition to highlights from

the year's accomplishments as they relate to the Archives' corporate values, this report showcases records from the Permanent Collection that explore the natural environment and the Archives' ongoing interaction with the natural heritage of our Province.

Over the past year, the Saskatchewan Archives completed a government-wide records amnesty and improved the on-line payment and enquiry management services. We also introduced a 'For Young Historians' section on our website. A 'new model' government records schedule was developed, and a collection inventory of holdings was completed. Furthermore, the Archives undertook risk assessment and feasibility studies, participated in heritage and public events, and added many historically significant records to our holdings. We also initiated a review of our legislation, achieved progress on many digitization projects, delivered specialized training workshops to government clients, and continued to tackle backlogs in record appraisals, acquisitions, description of holdings and access reviews.

While the core values of the Saskatchewan Archives continue to direct our goals and result in many successes, the Archives is faced with an overall lack of resources that affects service delivery. This also has an impact on our response to institutional challenges, such as fulfilling the need for a long-term digital preservation infrastructure, and the ability to assist government clients to achieve full compliance with the terms of *The Archives Act, 2004*. To mitigate the impact, the Archives continued to limit the hours of public reference services and active participation in new archival initiatives within the broader community.

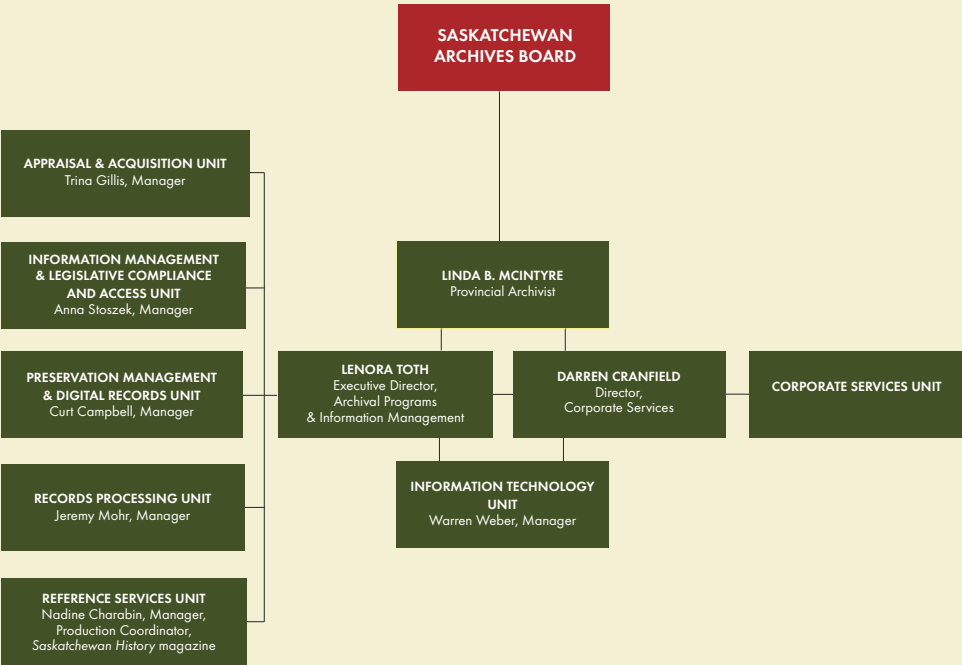
In 2014-15, we look forward to opportunities for partnerships that will help to generate revenue and increase awareness and use of our holdings. The Archives' essential role as keeper of the Province's historical memory will continue to grow and develop, with the support of the community and government that we serve.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'Linda B. McIntyre', written in a cursive style.

Linda B. McIntyre
Provincial Archivist

ORGANIZATIONAL CHART







R-PS90-0550-0142 - Nature Trail,
Greenwater Park, July 1990

SASKATCHEWAN ARCHIVES STAFF



REGINA STAFF

Left to Right & Back to Front

Back row: Robert Phillipson, Joe LeClair, Jeremy Mohr, Laurie Fisher, Catherine Holmes, Warren Weber, Curt Campbell

4th row: Beth McLean, Trina Gillis, Donald Johnson, Liam Currie, Darren Cranfield, Marcella Loucks, Teresa Redlick, Shaun Amos

3rd row: Taras Matkovsky, Tim Novak, Cari Schwartz, Pam Piller, Amanda Don, Lisa Long, Stephen Roth, Miriam Hopkins

2nd row: Madeleine McLuhan-Myers, Stephanie Lolacher, Anita Chrisp, Linda McIntyre, Jaimie Fedorak, Krista Liggett, Anna Stoszek

Front: Susan Longeau, Marielle Gaudet, Debby Castle, Donna Chibi

Absent: Lenora Toth, Becky Hahn, Paula Rein, Shannon Stoffel, Dan Davies, Angela Fornelli, Nina MacKenzie, Cory Rainville, Trevor Soltys



SASKATOON STAFF

Left to Right

Bonnie Dahl, Lise Thring,
Nadine Charabin, Christine Charmbury

IN MEMORY

The Archives community was saddened by the passing of two long-term colleagues.



John Yewman



K.B. Sterling

TO THE STAFF

The Board and the Provincial Archivist thank all the staff of the Saskatchewan Archives for their dedication to the work undertaken and achievements reached in 2013-14.

During this period, three staff members retired from the Saskatchewan Archives:

- Frank Korvemaker
(Appraisal and Acquisition Unit)
- Ivan Saunders
(Preservation Management Unit)
- John Yewman (Records Processing Unit).





R-PS76-792-512 - Petroglyphs at
St. Victor, July 1976

CORE VALUES ON THE ARCHIVAL LANDSCAPE

When you survey the activities of the Saskatchewan Archives,
you will find a landscape based on a set of core values
that ensure our work is guided by the rights and responsibilities
of a democratic society. We have chosen to showcase
the year's work through the lens of our core values.

CORE VALUES OF THE SASKATCHEWAN ARCHIVES BOARD:

- ACCOUNTABILITY TO THE PEOPLE OF SASKATCHEWAN
AND OUR PATRONS, PAST, PRESENT AND FUTURE
- INNOVATION, LEADERSHIP AND COLLABORATION
- EQUITABLE ACCESS TO PUBLIC INFORMATION AND
RESPECT FOR INDIVIDUAL PRIVACY
- INTEGRITY, TRANSPARENCY AND ETHICAL BEHAVIOUR
- PROFESSIONALISM AND DEDICATION TO
SERVICE EXCELLENCE



**"VALLEY OF LONG CREEK
—WHILE IN THE ORDINARY
COURSE OF SURVEYING
OPERATIONS, I FOUND COAL,
IN CONSIDERABLE
QUANTITIES."**

Surveyor's Notebook

R-A9205 - Surveyors J.F. McKay and Eric Reid with their
sextant and tripod, ca.1910

ACCOUNTABILITY TO THE PEOPLE OF SASKATCHEWAN

As a vital public institution, the Saskatchewan Archives is accountable to the public and the provincial government it serves. The Archives provides a controlled environment for the preservation of archival records of historical value, with professional archivists available to appraise records, to determine historical value, and to provide advice to organizations on records management, the proper physical storage and handling of material, and the transfer process to archival custody.

Accomplishments in the 2013–14 reporting period include:

- Completing a Government Records Amnesty: The multi-year, corporate-wide project expedited the disposal of unscheduled, inactive legacy records and facilitated the transfer to the Archives of 628 metres of government record identified as historically significant. The Amnesty was the first step in a concerted effort to improve government institutions' compliance with the terms and conditions of *The Archives Act, 2004*.
- Embarking on new legislation: The Archives renewed its efforts to prepare new legislation to establish a foundation for capital projects and overall modernization of the existing act.
- Clarification surrounding terminology and record-keeping practices in government are also proposed in the new legislation.
- Overseeing completion of the Canadian Conservation Institute Report – Regina Facilities Risk Assessment Study: The report provided a comprehensive risk assessment of the portion of the collection held in the Archives' Regina facilities, exploring options to reduce risks and examining cost-effectiveness.
- Evaluating various location options for the Saskatoon office through the MNP_{LLP} Saskatoon Office Feasibility Study. Four main criteria guided the assessment: cost, integrity of the collection, service, and self-determination.
- Undertaking preservation initiatives. At-risk records targeted by the Archives included:
 - Approximately 100,000 photos in the Regina Historical Photographs Collection were identified for digitization. To date, an estimated 30,000 images have been digitized, with efforts ongoing until all photographs are accessible on the Archives' website.
 - A selection of films was sent to an external service provider for digital migration. Due to shrinkage and curling of the original film stock, several circa 1930s-1960s films from the Permanent Collection could no longer be safely viewed on the Archives' equipment.



**"EVERYTHING IS
BEAUTIFUL IN
NATURE."**

Dick Bird

R-PS59-317-38 - Cow moose swimming across lake
north of Lac La Ronge, July 1959

THE ORIGINAL CONSERVATIONIST:

ARCHIBALD BELANEY, GREY OWL



At the Saskatchewan Archives, you can explore firsthand the materials that document Grey Owl's life in Saskatchewan, including wonderful images of his two famous beavers, Jelly Roll and Rawhide.



TOP:
R-B2570(1) - BEAVERS WORKING ON
THEIR LODGE, INSIDE GREY OWL'S
CABIN, PRINCE ALBERT NATIONAL PARK
[193-]

LEFT:
S-B11973 - GREY OWL (ARCHIBALD
BELANEY) PADDLING A CANOE IN LAKE
AJAWAAN (CA. 1930-1938).

OPPOSITE PAGE:
R-A606(1) - JELLY ROLL EXPRESSING HER
PLEASURE BY DANCING [193-?]



hey say that, even as a child in Sussex, England, Archibald Belaney loved animals and liked to play a game he and his friends called "Red Indian." For whatever personal reasons, the adult Belaney adopted a false background for his life when he immigrated to Canada, declaring himself to be of indigenous ancestry and calling himself "Grey Owl." But while Grey Owl became prominent through his writings and lectures, it was really his wife, Anahereo, of a Mohawk Iroquois background, who taught him conservationist ways. According to Grey Owl's book, *Pilgrims of the Wild*, he found a beaver lodge where he knew a mother beaver was, and trapped her. As Grey Owl paddled away, he heard the cries of the beaver kits – which sound like the cries of human babies.

Anahereo begged Grey Owl to set the mother free, but he would not because they needed the money from the beaver's pelt. The next day, however, Grey Owl went back for the baby beavers – and brought them to live in his cabin, first located in Riding Mountain National Park, but later in Prince Albert National Park. He and Anahereo, and their beavers, lived in a cabin in the park, while he worked for the National Parks Branch, giving talks and posing for photos for tourists. Given the popularity of his books, lectures and film, Grey Owl is widely considered to be one of the original conservationists, and a very influential one.



At the Saskatchewan Archives, you can explore firsthand the materials that document Grey Owl's life in Saskatchewan, including wonderful images of his two famous beavers, Jelly Roll and Rawhide. You will also discover a wealth of archival material that tells the stories of other Saskatchewan conservationists and their work.

INNOVATION, LEADERSHIP AND COLLABORATION

As the provincial agency that holds and provides archival expertise to both the provincial government and to the broader community, the Saskatchewan Archives proudly innovates, initiates and collaborates with numerous partners on diverse projects.


Government partnerships

- Collaborated with other areas of provincial government on the DocShare Archiving Committee, which was formed by the office of the Cabinet Secretary to review the long-term preservation of digital cabinet documents stored in the DocShare system. To facilitate committee discussion, Saskatchewan Archives drafted "Protocols for the Transfer of Digital Records for Digital Preservation."
- Participated on the Legislative Assembly Project, an initiative funded by the Legislative Assembly Service for the long-term preservation of records currently on at-risk media, which digitized 513 audio tapes of the proceedings of the Saskatchewan Legislature. These high-quality preservation copies will be maintained by the Archives, with access copies available on the Legislative Assembly Service website. Approximately 7,000 hours of remaining video material will be digitized in the coming year.

- Partnered with the Public Service Commission (PSC) to complete development of the Basic Records Management training module for government employees. The module will be launched online in the spring of 2014.
- Collaborated on the national Canadian Preservation Cooperation-Analogue (CPC-A) working group and in the release of its June 2013 report, *A Contact List of Audiovisual Experts within NPTAC Organizations and a Compendium of Preservation File Formats for Analog Migration Used by NPTAC Organizations*.

Community partnerships

- Collaborated with Saskatchewan History Online on two projects to increase public access to the Archives' collection:
 - Weekly Newspapers Project: digitizing microfilm copies of weekly newspapers from the 1890s to 2012. To date, approximately 400,000 pages of news covering 80 publications in print during World War I (WWI) have been digitized. In time to provide access and commemorate the centenary of the Great War, these newspapers will be web-accessible in 2014.
 - The Archives' Poster Collection, including WWI posters, is being digitized and will be accessible online.



**"AS THE DAWN FIRST COMES,
WE MIGHT BE STANDING
ON THE GLOBE IN ALL THE
NAKEDNESS OF ITS FIRST BIRTH.
THERE IS ONLY EARTH BELOW
AND SKY ABOVE."**

R.D. Symons

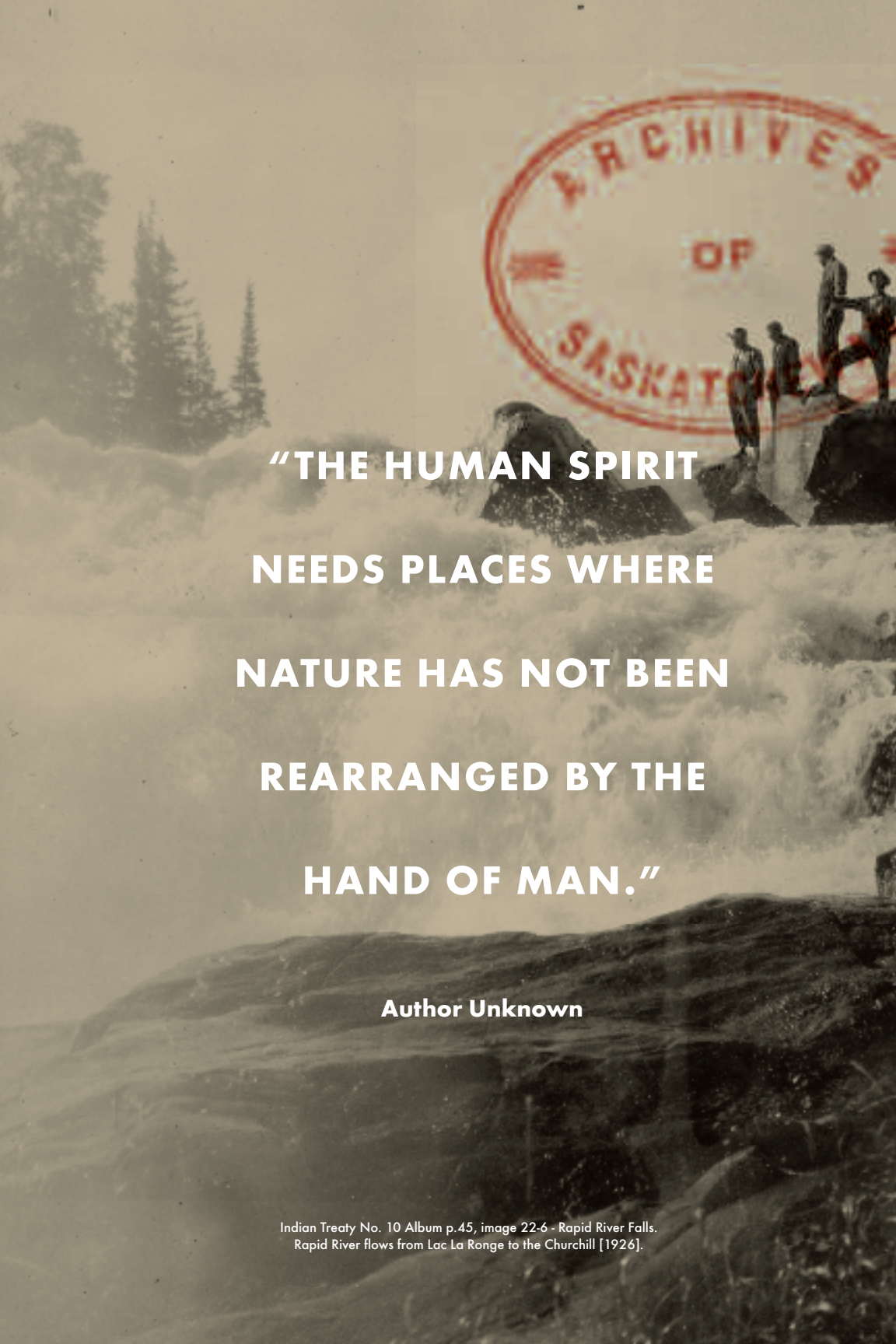
More Community partnerships

- Worked with the Saskatchewan Weekly Newspaper Association (SWNA) to collect and preserve current weekly newspapers in digital format. This initiative will not only greatly reduce staff resource time to maintain the collection, but will also facilitate access for clients from both government and the broader public community.
- Promoted awareness and usage of archives to youth by providing expert judges and awards to Heritage Saskatchewan Youth Heritage Fairs in Saskatoon, Moose Jaw and Regina.
- Extended a long-term partnership with the Genealogical Society of Utah. This collaboration sees approximately 500,000 pages of Saskatchewan homestead records and civil court records digitized annually. The Archives now offers website access to about 104,000 pages from 9,000 homestead files, thanks to Young Canada Works grants.
- Loaned records from the Archives' collection to external institutions, including the Saskatchewan Legislative Building, Government House and the National Gallery of Canada, showcasing the Saskatchewan Archives' holdings to new audiences.

- Created 'For Young Historians,' a new section on the Archives' website intended to inspire fun and educational Saskatchewan history activities for youth. The Saskatchewan Council of Archives and Archivists provided a grant which enabled staff to collaborate with a teacher consultant familiar with Saskatchewan's primary and secondary Social Studies curricula.
- Provided opportunities to community members, through the Friends of the Archives (FOSA), to participate in archival projects and events throughout the year. FOSA provided support at events and continued to participate in photo identification projects, school register inventories and documents location for exhibits and initiatives. Learn how to join FOSA at www.saskarchives.com/about-archives/friends-archives.

Innovation

- Tested and refined a temporary infrastructure to protect digital records in the short term, while exploring opportunities to acquire the monetary resources necessary to create a Trusted Digital Repository capable of preserving archival digital records over the long term. The Archives completed the transition from microfilm to digitization for the preservation of at-risk records, and acquired a second flatbed digitization station to accommodate the imaging of larger documents and to increase imaging capacity.



**"THE HUMAN SPIRIT
NEEDS PLACES WHERE
NATURE HAS NOT BEEN
REARRANGED BY THE
HAND OF MAN."**

Author Unknown

Indian Treaty No. 10 Album p.45, image 22-6 - Rapid River Falls.
Rapid River flows from Lac La Ronge to the Churchill [1926].

BIRD LIFE IN SASKATCHEWAN:

DOCUMENTING OBSERVATIONS OF NATURE



Explore generations of history about birds and birding at the Saskatchewan Archives, where you will find archival materials from eminent bird watchers and nature-lovers alike.



TOP:
R-PS57-312-10 - CLOSE-UP OF
A YOUNG MALLARD BEING
BANDED, JULY 1957

LEFT:
R-PS81-1195-283 - PELICAN IN
WASCANA'S WATERFOWL PARK,
REGINA, AUGUST 1981

OPPOSITE PAGE:
R-1456 ROBERT DAVID SYMONS -
FILE "HOURS AND THE BIRDS,
PEN AND INK SKETCHES, N.D.
(2 OF 3)" - SKETCH,
BLACK-CROWNED
NIGHT HERONS, 1962

earning to adapt to the natural landscape entails understanding its flora and fauna as well as its peoples and environments.

Saskatchewan is home to many types of birds, which have captured the interest of artists, hobbyists and professional ornithologists alike for many generations. Robert David Symons is well-known for his drawings and paintings, usually of the natural environment, birds, animals and landscapes. In the 1950s, he painted the dioramas for the Saskatchewan Museum of Natural History (now Royal Saskatchewan Museum).

In the same era, Dick Bird, an acclaimed nature photographer, along with his ornithologist and nature teacher wife, Ada, served several years as nature photographers for Walt Disney Studios: the Birds were renowned for their bird photography, both still and video. Farley Mowat wrote an early birding column for the Saskatoon daily newspaper when still a teenager, and Dr. C.S. Houston has been bird-banding and writing

books and articles on local birds for decades. In the northern and southern parts of the province, studies of birds in the wild have led to understanding the need to protect certain species. Saskatchewan has created conservation areas and facilities where birds live in protected, yet still reasonably natural, landscapes and where members of the public can visit, view, and learn more about them. Birds continue to inspire all kinds of activities – and creative/artistic/scientific record creation – in the province. Explore generations of history about birds and birding at the Saskatchewan Archives, where you will find archival materials from eminent bird watchers and nature-lovers alike.

Black-Crowned
Night Heron

Mary Jane Cole
1962



EQUITABLE ACCESS TO PUBLIC INFORMATION AND RESPECT FOR INDIVIDUAL PRIVACY

The work of the Saskatchewan Archives requires detailed knowledge and expertise to understand and apply legislation created to balance the public's right to have access to collected archival materials with individual rights to privacy. Central to the management of the archival record is the processing of the record and its content, and ensuring an accurate description towards making the record available for research use.

During this reporting period, staff completed many hours of work to ensure public access to the ever-growing Permanent Collection:

- Processed 3,102 items (photographs, maps, videos, and other archival materials) equivalent to 234 linear metres of record.
- Described holdings available to date on the archival management database, *Threshold*:
 - 1,315 high overview descriptions (fonds/government series)
 - 433,856 file descriptions
 - 179,358 item descriptions.
- Linked 25,329 digital photographic images to descriptions to date, providing access to researchers around the world.
- Reviewed a record number (93) of access requests, representing 29 linear metres of record, to ensure the protection of privacy.
- Added 4,550 entries to the digital conversion of the Regina main card catalogue, nearing completion of the project. All descriptions for private and government collections, pamphlet files, oversized records and half of the clippings files have been completed, and are now available through *Threshold*.



**"THERE IS NO SINGLE
THING IN NATURE WHICH
CANNOT INSPIRE...
WHICH IS NOT PERFECT
IN CRAFTSMANSHIP;
HONEST, SINCERE, INTENT,
VIBRANT."**

R.D. Symons

GM-PH-2643_017 - Alfred [Peterson] looking for the best line,
White Partridge River, July 1940.

This Agreement

SURVIVAL:

THE LANDSCAPE AND ITS PRESERVATION

At the Saskatchewan Archives, you can explore and learn so much about the Saskatchewan landscape through our map collection, and through photographs that show the land evolving over time.



TOP:
S-B4620 - WATER SURROUNDING A
HOUSE IN ROSTERN DURING THE
FLOOD IN THE SPRING OF 1921.

BELOW:
R-A4847 - S.O. HOLDEN'S OUTFIT,
MACHINERY IN BACKGROUND.
[THRESHING CREW - INDIAN HEAD]
[CA. 1910]



Saskatchewan: a large land mass with geography that varies vastly between the north and south. From the First Peoples, to the explorers, to the settlers, and even today: to survive the landscape, humans must understand it. Information is recorded and passed from traveler to traveler, generation after generation: first, through oral history stories; later, through maps and sketches drawn by explorers to share information about the land and its waterways. The land itself was the original reason settlers came; the second sons, the poor and persecuted: those who had no chance of owning large tracts of land where they lived. They broke the land. They farmed and ranched and traveled on the land. They mapped it, drew it, photographed it, creating documents that we still use today. As people in Saskatchewan adapted to the landscape, we sought to enjoy recreational opportunities on the land too:

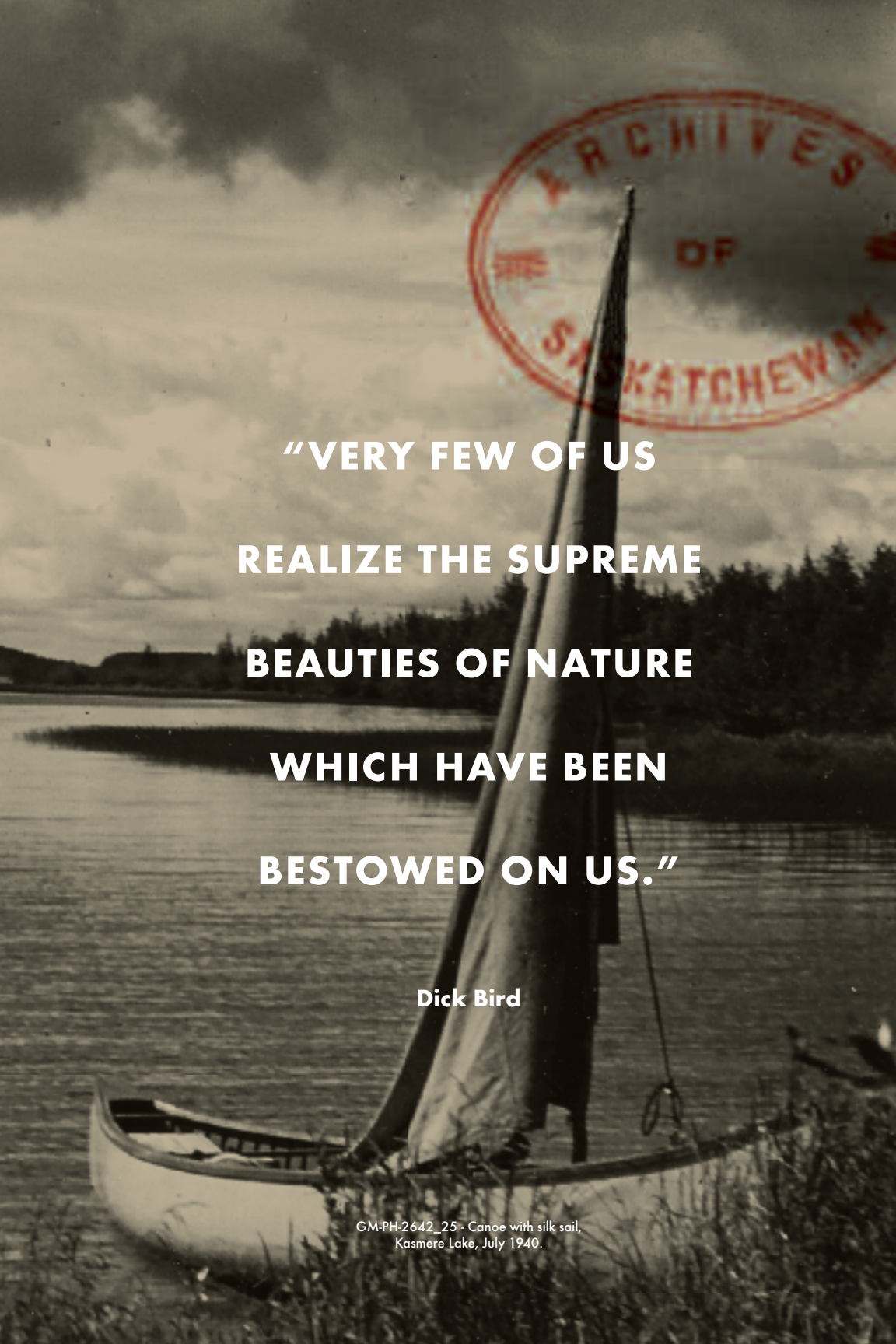
outdoor games, picnics, camping. We preserved lands in their natural state throughout the province, so that people could visit and enjoy our geography, flora and fauna. Saskatchewan boasts an impressive network of regional, provincial, and national park areas, preserved for us and future generations. At the Saskatchewan Archives, you can explore and learn so much about the Saskatchewan landscape through our map collection, and through photographs that show the land evolving over time. You will also find archival materials that tell the stories of the development of recreational and conservation parks in the province. Just as the province has preserved pristine park lands where we can study, interact and play, now and into the future, the Saskatchewan Archives preserves our documentary heritage for public use and exploration.



INTEGRITY, TRANSPARENCY AND ETHICAL BEHAVIOR

As the provincial agency that acquires, preserves, and makes archival records available for review and research, the Saskatchewan Archives is responsible to both the Government of Saskatchewan, and to the broader public community. The institution is committed to undertake its work by acting with integrity, transparency and ethical behavior.

- Revised and updated the Administrative Records Management System, 2006 (ARMS 2006), created and maintained by the Archives for use by all government ministries. ARMS 2014, compatible with the newly introduced 'big bucket' (large aggregation) format for operational schedules, will be made available in the summer of 2014.
- Provided training workshops on Operational Records System (ORS) development for Government. These workshops were designed to assist government institutions to develop schedules in the 'big bucket' format and are a significant step forward in the ongoing plan to bring government record-keeping practices in line with the requirements of *The Archives Act, 2004*.
- Assisted government to effectively manage inactive records, resulting in a record number of requests for review and authority to dispose of 5,095 linear metres of non-archival record.
- Promoted government-wide records management policy development, including updates to the Transitory Records Policy, Accreditation Policy, and Source Records Disposal Guidelines.



**"VERY FEW OF US
REALIZE THE SUPREME
BEAUTIES OF NATURE
WHICH HAVE BEEN
BESTOWED ON US."**

Dick Bird

GM-PH-2642_25 - Canoe with silk sail,
Kasmere Lake, July 1940.

EXPLORING THE NORTH: THE P.G. DOWNES FONDS

Downes set out not only to explore the land, but also to learn about and document the lives and traditions of the Cree and Dené people he encountered on his travels in the North.



TOP:
GM-PH-2639_034 - TWO
CHYPEWYAN/DENÉ GIRLS IN DOOR
OF LOG HOUSE - 1938

LEFT:
GM-PH-2642_032 - PRENTICE G.
(P.G.) DOWNES - 1949

The Saskatchewan Archives received a new acquisition in 2013 that will prove to be a veritable treasure trove for researchers interested in the people and natural geography of the north. After being stored for many years in boxes at the home of his daughter in the United States, the records that Prentice Gilbert Downes created during his northern explorations have been repatriated to Saskatchewan. Downes traveled and explored Canada's far north during the summers of 1933-1939. A gifted writer, cartographer, ethnologist, and naturalist, Downes set out not only to explore the land, but also to learn about and document the lives and traditions of the Cree and Dené people he encountered on his travels in the North. The Downes collection includes a comprehensive collection of his original hand-written journals, dated 1933 to 1947.

Alongside his meticulous penmanship describing his adventures are delightful sketches of people he met along the way. In addition to keeping detailed journals that are chock-full of names and activities, Downes documented his adventures through hundreds of photographs, also part of this exceptional collection. The photos highlight the people, animals and incredible vistas he saw, including rare depictions of northern aboriginal life. The P.G. Downes fonds, along with those of other northern travelers, are ready to explore at the Saskatchewan Archives.



GM-PH-2645_001 - P.G. DOWNES AT FORT SMITH, SEPT 4TH [1938?]

PROFESSIONALISM AND DEDICATION TO SERVICE EXCELLENCE



Each year, the staff of the Saskatchewan Archives serves thousands of in-person and distance public researchers, in addition to government clients. Staff strives to extend professionalism to all of its work. Popular outreach activities, and the semi-annual publication of an educational journal, increase awareness and encourage use of the Permanent Collection. During the year, the Saskatchewan Archives:

- Provided expert reference service to more than 2,000 in-person visitors to Archives' reading rooms in Regina and Saskatoon.
- Responded to approximately 3,000 distance enquiries from researchers.
- Provided specialized presentations and tours to school groups, university classes, genealogists, government clients and service organizations.
- Developed an on-line Enquiries Management Record tracking system, including on-line payment capability for reference services.
- Held several successful public outreach events, including a Harvest Fair, where members of the public studied archival documents first hand and sampled Saskatchewan-produced food and beverages. Staff lent expertise to Saskatchewan Council of Archives and Archivists (SCAA) committees and to the Archives Week 2014 events by hosting a booth at the Saskatoon Heritage Festival and participating in celebrity reading events in Saskatoon and Regina.
- Introduced toolkits and new/revised policies to create service efficiencies for: acquiring digital records, preservation, processing procedures, guide production and accessioning. Undertook records management policy reviews for government agencies, and for access review procedures. Also undertook the pre-appraisal of records schedules initiative and developed disposal request notification forms.
- Embarked on a lean review of educational services. Following completion of the review, a continuous improvement plan will be implemented in the coming year.



**"THIS IS MY LIFE - THE
WANDERING AND TOUGH
LIFE OF THE NORTH
COUNTRY. I ASK FOR NO
UNDERSTANDING, NO
COMPANION, NO REASON."**

P.G. Downes' journal entry September 9, 1938.

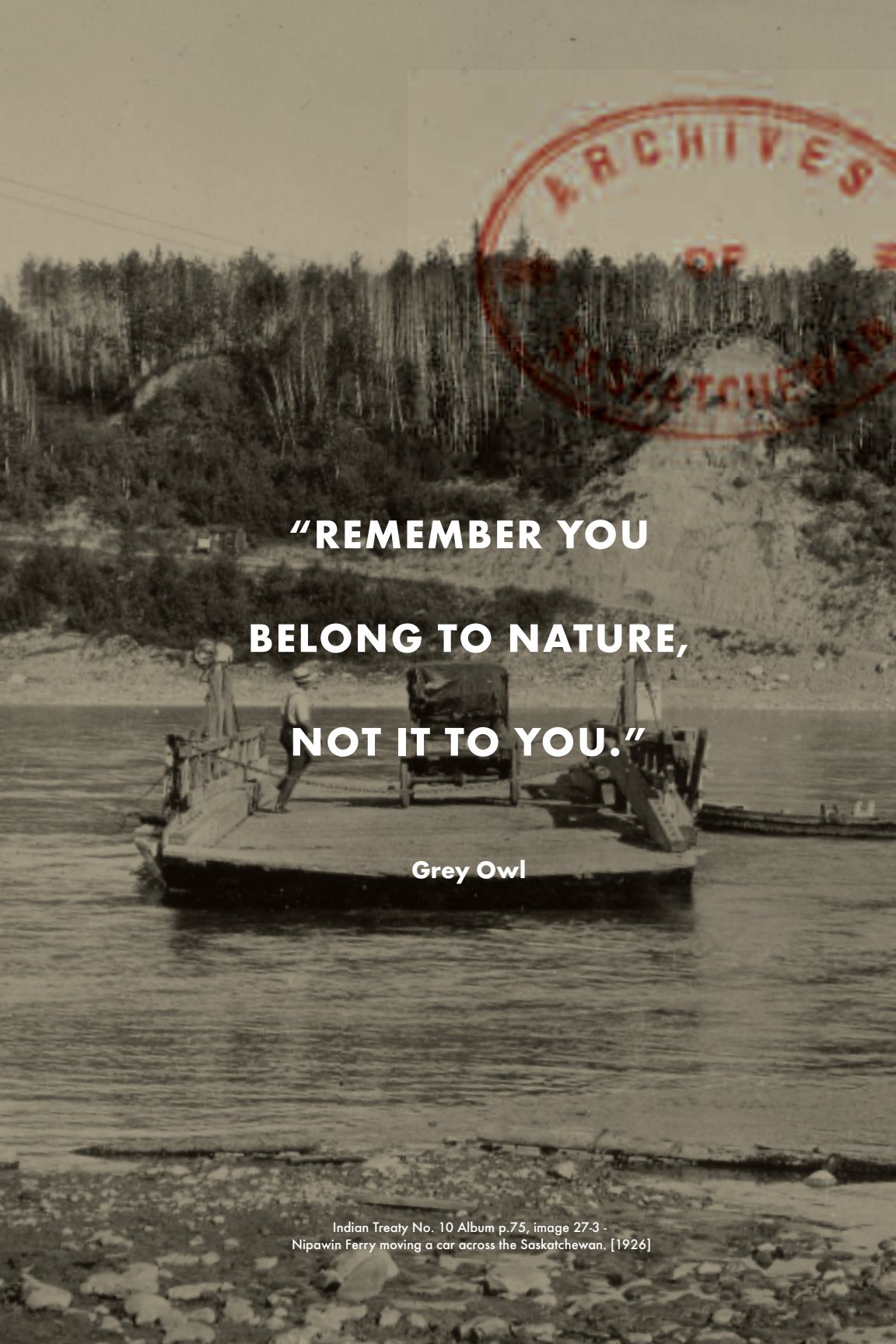
Indian Treaty No. 10 Album p.79, image 25-3 - Catching white fish at
the foot of Scooping Rapids; J. Mutchmore & G. Moberley [1926]

DEDICATION TO SERVICE EXCELLENCE

The Saskatchewan Archives:

- Continued to acquire archival material in 2013-14:
 - 518 linear metres of textual record
 - over 12,000 photographs
 - 1,547 hours of audio, film, and video record
- Completed a collection inventory and developed a location module in the *Threshold* database, so that the Archives' staff may quickly and reliably locate holdings in Regina and Saskatoon, online, and in all five storage collections.
- Published two editions of *Saskatchewan History*, striving to make each edition both educational and accessible to a diverse readership. Articles by well-known authors were published, including Toronto political scientist Nelson Wiseman, award-winning Saskatchewan author Marion Mutala, educator Franklin L. Foster, and author and artist Arnold Isbister, whose original painting was featured on the fall/winter edition cover. Feature article topics were as diverse as the province itself, including a man believed to be a model for James Bond, the evolution of liquor laws, a biographical sketch of NHL player Fred Sasakamoose, and many more engaging glimpses at people and events in Saskatchewan's history.





**"REMEMBER YOU
BELONG TO NATURE,
NOT IT TO YOU."**

Grey Owl



Indian Treaty No. 10 Album p.62,
image 18-1- Poling through rapids at Trout Portage [1926]

A black and white photograph of a river flowing over rocks in a forest. The river is in the foreground, with white water rapids over a bed of large, dark rocks. The background is a dense forest of tall, thin trees, possibly birches, with a thick canopy. The overall tone is dark and moody.

FINANCIAL STATEMENTS

REPORT OF MANAGEMENT

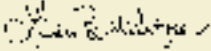
The accompanying financial statements are the responsibility of management and have been approved in principle by the Saskatchewan Archives' Board of Directors. The financial statements have been prepared in accordance with Canadian public sector accounting standards as recommended by CPA Canada.

Management maintains a system of internal controls to ensure the integrity of information that forms the basis of the Financial Statements. The internal controls provide reasonable assurance that transactions are executed in accordance with proper authorization, that assets are properly guarded against unauthorized use and that reliable records are maintained.

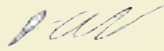
The Board of Directors carries out its responsibility for the financial statements and for overseeing management's financial reporting responsibilities by meeting with management to discuss and review financial matters. The Provincial Auditor of Saskatchewan has full and open access to the Board of Directors.

The Provincial Auditor of Saskatchewan has audited the Financial Statements. Her report to the Members of the Legislative Assembly, stating the scope of her examination and opinion on the Financial Statements, appears on the following page.

On behalf of management,



Linda B. McIntyre
Provincial Archivist



Darren Cranfield
Director, Corporate Services

PROVINCIAL AUDITOR'S REPORT



To: The Members of the Legislative Assembly of Saskatchewan

I have audited the accompanying financial statements of the Saskatchewan Archives Board, which comprise the statement of financial position as at March 31, 2014, the statement of operations, the statement of change in net financial assets and the statement of cash flow for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards for Treasury Board's approval, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of

accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

In my opinion, the financial statements present fairly, in all material respects, the financial position of the Saskatchewan Archives Board as at March 31, 2014, and the results of its operations, changes in its net financial assets, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Regina, Saskatchewan
June 5, 2014

Judy Ferguson, FCA
Acting Provincial Auditor

1500 Chateau Tower · 1920 Broad Street
Regina, SK S4P 3V2
t 306.787.6398 f 306.787.6383
e info@auditor.sk.ca
www.auditor.sk.ca

STATEMENT OF FINANCIAL POSITION

Statement 1

As at March 31

	<u>2014</u>	<u>2013</u>
Financial assets:		
Due from University of Saskatchewan (note 3)	\$ 860,040	\$ 768,058
Due from General Revenue Fund (note 4)	83,186	83,724
Investments (note 2 and 5)	79,895	68,280
Accounts receivable	31,688	12,333
	<u>1,054,809</u>	<u>932,395</u>
Liabilities:		
Accounts payable and accrued liabilities	103,986	92,677
Deferred revenue	17,863	2,767
Accrued vacation pay	45,129	37,358
Accrued salaries & benefits	191,865	186,428
	<u>358,843</u>	<u>319,230</u>
Net financial assets (Statement 3)	<u>695,966</u>	<u>613,165</u>
Non-financial assets		
Tangible capital assets (note 6)	268,259	284,811
Prepaid expenses	55,198	20,341
	<u>323,457</u>	<u>305,152</u>
Accumulated Surplus (Statement 2)	<u>\$1,019,423</u>	<u>\$918,317</u>

(See accompanying notes to the financial statements)

STATEMENT OF OPERATIONS

Statement 2

For the year Ended March 31

	Budget 2014 (Note 10)	Actual 2014	Actual 2013
Revenue:			
Grants - General Revenue Fund	\$ 4,398,000	\$ 4,398,000	\$ 4,341,000
Government of Canada	-	6,004	-
Other Grants	-	6,000	-
	<u>4,398,000</u>	<u>4,410,004</u>	<u>4,341,000</u>
Reference Services	41,000	36,117	44,376
Training Revenue	10,000	7,200	-
Saskatchewan History magazine sales	7,000	4,480	7,574
Investment income	3,100	14,356	4,673
Contract Revenue	33,222	42,346	130,159
Records Amnesty Revenue	-	-	51,500
Other Services	-	50,150	-
Miscellaneous	16,800	22,699	15,662
	<u>4,509,122</u>	<u>4,587,352</u>	<u>4,594,944</u>
Expense:			
Salaries and benefits	3,142,966	3,142,145	3,144,997
Administrative services	1,391,237	1,267,707	1,299,569
Amortization of tangible capital assets	82,000	76,394	76,540
	<u>4,616,203</u>	<u>4,486,246</u>	<u>4,521,106</u>
Surplus for the year	<u>\$ (107,081)</u>	101,106	73,838
Accumulated surplus - beginning of year		918,317	844,479
Accumulated surplus, end of year (Statement 1)		<u>\$ 1,019,423</u>	<u>\$ 918,317</u>

(See accompanying notes to the financial statements)

STATEMENT OF CHANGE IN NET FINANCIAL ASSETS

Statement 3

For the year ended March 31

	2014	2013
	<hr/>	<hr/>
Surplus for the year	101,106	73,838
Acquisition of tangible capital assets	(59,842)	(80,560)
Amortization of tangible capital assets	76,394	76,540
	<hr/>	<hr/>
	16,552	(4,020)
Changes in prepaid expense	(34,857)	10,167
	<hr/>	<hr/>
Increase in net financial assets	82,801	79,985
Net financial assets, beginning of year	613,165	533,180
	<hr/>	<hr/>
Net financial assets, end of year	<u><u>\$695,966</u></u>	<u><u>\$613,165</u></u>

(See accompanying notes to the financial statements)

STATEMENT OF CASH FLOW**Statement 4****For the year ended March 31**

	2014	2013
Operating transactions		
Surplus for the year	\$ 101,106	\$ 73,838
Items not affecting cash:		
Amortization of tangible capital assets	76,394	76,540
Unrealized (gain) on investments	(11,615)	(2,270)
Change in non-cash balances relating to operations:		
Accounts receivable	(19,355)	45,403
Prepaid expenses	(34,857)	10,167
Accounts payable and accrued liabilities	11,308	(2,901)
Accrued vacation pay	7,771	(5,305)
Accrued salary and benefits	5,437	15,251
Deferred revenue	15,097	(46,628)
Cash provided by operating transactions	<u>151,286</u>	<u>164,095</u>
Capital transactions		
Acquisition of tangible capital assets	(59,842)	(80,560)
Cash used in capital transactions	<u>(59,842)</u>	<u>(80,560)</u>
Net increase in cash	91,444	83,535
Cash, beginning of year	<u>851,782</u>	<u>768,247</u>
Cash, end of year	<u><u>\$ 943,226</u></u>	<u><u>\$ 851,782</u></u>
Cash includes the following:		
Due from the University of Saskatchewan	\$ 860,040	\$ 768,058
Due from General Revenue Fund	83,186	83,724
	<u><u>\$ 943,226</u></u>	<u><u>\$ 851,782</u></u>

(See accompanying notes to the financial statements)

NOTES TO THE FINANCIAL STATEMENTS

1. Authority

The Saskatchewan Archives Board (Board) was established under the authority of *The Archives Act, 2004* for the purpose of acquiring and preserving historical documents relating to the history of Saskatchewan and providing these documents to the public for research purposes.

2. Accounting Policies

The financial statements are prepared in accordance with Canadian public sector accounting standards as recommended by CPA Canada. The following accounting policies are significant.

a) Tangible Capital Assets

Purchased tangible capital assets are recorded at cost. Amortization is provided on a straight-line basis over the assets' estimated useful lives as follows:

Computer hardware	3-10 years
Computer software	3 years
Equipment	5-10 years
Furniture	5-20 years
Leasehold improvements	Lease term

The Board has placed a nil value on the permanent collection of archival materials for financial statement purposes.

The cost of materials used to preserve the archival collection is expensed.

b) Investments

Investments are comprised of units in a pooled fund held by the University of Saskatchewan. Units in the pooled fund are valued at market and any increase/decrease in the value of the fund is accounted for in the statement of operations as investment income or loss.

c) Revenue

Revenues are recognized as they are earned and measurable.

Government transfers are recognized in the financial statements in the period in which the events giving rise to the transfer occur, eligibility criteria are met, and reasonable estimates of the amount can be made.

Deferred revenue represents user charges and other fees which have been collected, for which the related services have yet to be provided. These amounts will be recognized as revenue in the fiscal year the services are provided.

d) Use of estimates

The preparation of financial statements in conformity with Canadian Public Sector Accounting Standards requires management to make estimates and assumptions that affect reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. Actual results could differ from those estimates.

3. Due from University of Saskatchewan

The University of Saskatchewan administers cash on behalf of the Board. The Board does not receive interest on its cash on deposit with the University and it is not charged for interest on an overdraft.

4. Due from General Revenue Fund

The Board's bank account is included in the Consolidated Offset Bank Concentration arrangement for the Government of Saskatchewan. During the year, the General Revenue Fund did not pay interest on the Board's bank account. Monies were transferred monthly from the GRF to the Board's bank account held at the University of Saskatchewan. Saskatchewan Archives Board is designated a public agency by Treasury Board and is subject to its directives pursuant to *The Financial Administration Act, 1993*.

5. Evelyn Eager Estate

In July 1992, the Board received a bequest of \$40,000. It received an additional \$7,371 in September 1994. The Board has restricted \$47,371 indefinitely with the income earned on the related investment applied to the costs of publishing the *Saskatchewan History* magazine.

6. Tangible Capital Assets for fiscal year 2013-14

	2013-14				2012-13
	Office Furniture and Equipment	Computer Hardware and Software	Lease Hold Improvements	Total	Total
Opening cost	\$619,069	\$619,499	\$57,266	\$1,295,834	\$1,215,274
Additions during the year	\$1,804	\$55,660	\$2,378	\$59,842	\$80,560
Disposals during the year	\$0	\$0	\$0	\$0	\$0
Closing cost	\$620,873	\$675,159	\$59,644	\$1,355,676	\$1,295,834
Opening accumulated amortization	\$460,997	\$519,933	\$30,093	\$1,011,023	\$934,483
Annual amortization cost	\$22,694	\$43,001	\$10,699	\$76,394	\$76,540
Amortization related to disposals	\$0	\$0	\$0	\$0	\$0
Closing accumulated amortization	\$483,691	\$562,934	\$40,792	\$1,087,417	\$1,011,023
Net book value of tangible capital assets	\$137,182	\$112,225	\$18,852	\$268,259	\$284,811

7. Related Party Transactions

These financial statements include transactions with related parties. The Board is related to all Saskatchewan Crown agencies such as ministries, corporations, boards and commissions under the common control of the Government of Saskatchewan. Also, the Board is related to non-Crown enterprises that the Government jointly controls or significantly influences. The Board is charged a fee for administrative services by the University of Saskatchewan.

Routine operating transactions with related parties are recorded at the rates charged by those organizations and are settled on normal trade terms. Included in revenue is related party transactions of \$76,893 (2013 - \$164,658) of which \$17,276 (2013 - \$45) was outstanding at March 31, 2014. Included in expense is related party transactions of \$1,566,640 (2013 - \$1,574,125) of which \$148,366 (2013 - \$163,600) was payable at March 31, 2014.

In addition, the Board pays Provincial Sales Tax to the Saskatchewan Ministry of Finance on all its taxable purchases and customer sales on items that are deemed taxable. Taxes paid are recorded as part of the cost of those purchases. Other transactions with related

parties and amounts due to/from them are described separately in the financial statements and the notes thereto.

8. Pension Plan

Substantially all of the Board's employees participate in the Public Employees Pension Plan (a related party) which is a defined contribution plan. The Board's financial obligation to the plan is limited to making required payments to match amounts contributed by employees for current services. Included in salaries and benefits is pension expense for the year of \$193,796 (2013 - \$190,136).

9. Financial Instruments

The Board's financial instruments include Due from University of Saskatchewan, Due from General Revenue Fund, investments, receivables, accounts payable, accrued liabilities, deferred revenue, accrued salaries and benefits, and accrued vacation pay. The carrying amount of these instruments approximate fair value due to their immediate or short-term maturity. These instruments do not have significant interest rate or credit risk.

10. Budget

These amounts are included in the annual budget approved by the Saskatchewan Archives Board.

THE ARCHIVES' LANDSCAPE FEATURES VITAL PARTNERSHIPS AND PEOPLE

The Archives is proud of the many partnerships with people who, through their time, resources, business expertise or contributions of documentary heritage, are a vital part of the landscape in which we work. Future generations exploring the records in our Permanent Collection will recognize the important achievements and the enduring historical value preserved through stories, records and memory.

Sincere gratitude goes to:

- The 75 private donors who contributed to the growth of the Permanent Collection
- Government ministries, agencies and Crown corporations
- Association of Canadian Archivists
- Bradbury Branding and Design
- Canadian Council of Archives
- Canadian Conservation Institute
- Council of Provincial and Territorial Archivists
- Department of Canadian Heritage - Government of Canada
- Federal Provincial Territorial Records Council
- Friends of the Saskatchewan Archives
- Genealogical Society of Utah (FamilySearch)
- Heritage Festival of Saskatoon
- Heritage Saskatchewan
- IdéeClic
- Institut français – University of Regina
- Carey Isaak - Appraiser
- Kaleidoscope Productions
- Legislative Assembly Service
- Library and Archives Canada
- MNP_{LLP} Consultants
- Minisis Inc.
- Ministry of Central Services
- Myrna Williams Communications Consultant
- Public Service Commission
- Saskatchewan Architects Association
- Saskatchewan Conference, United Church of Canada
- Saskatchewan Council for Archives and Archivists
- Saskatchewan Digital Alliance
- Saskatchewan Genealogical Society
- Saskatchewan History On-line
- Saskatchewan Museums Association
- Saskatchewan Weekly Newspapers Association
- Saskatchewan Urban Municipalities Association
- Saskatchewan Youth Heritage Fairs
- Leah Spafford - Appraiser
- Studio Post
- University of Regina
- University of Saskatchewan
- Western Christian College



VISION AND MISSION OF THE SASKATCHEWAN ARCHIVES BOARD

VISION:

A trusted, respected, accessible and progressive guardian
of Saskatchewan's documentary heritage.

MISSION:

- To acquire, manage, preserve and make accessible records of significance that reflect the rights and activities of Saskatchewan's people – those of public and private organizations and those of individuals
 - To foster government accountability and transparency by advancing and facilitating responsible records management in the public sector
 - To promote and assist the many uses of the documentary records of Saskatchewan
- To engage the people of Saskatchewan with their documentary heritage, and to foster an understanding of our collective identity
 - To provide leadership and support for the on-going development of archival work.

EXPLORE AND DISCOVER THE SASKATCHEWAN ARCHIVES

On the website at www.saskarchives.com

At the public research rooms, 10 am to 4 pm,
Wednesdays, Thursdays, and Fridays:

Regina

3303 Hillsdale Street
Regina, Saskatchewan
306.787.4068

Saskatoon

Room 91, Murray Building
University of Saskatchewan
Saskatoon, Saskatchewan
306.933.5832

Through correspondence

Email: www.saskarchives.com/contact-us-by-email

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