

# **University of British Columbia Library Rare Books and Special Collections**

## **Finding Aid - A.R.M.A. Vancouver Chapter fonds (RBSC-ARC-1020)**

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University of British Columbia Library Rare Books and Special Collections

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# A.R.M.A. Vancouver Chapter fonds

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## Summary information

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**Repository:** University of British Columbia Library Rare Books and Special Collections

**Title:** A.R.M.A. Vancouver Chapter fonds

**ID:** RBSC-ARC-1020

**Date:** 1970 - 2013 (date of creation)

**Physical description:** 3.48 m of textual records and other material (ca. 500 photographs, 141 negatives, 71 slides, 2 plaques, 2 framed certificates, 2 CD-ROMs (photographs) and 2 DVDs (textual records and photographs).

**Dates of creation,  
revision and deletion:**

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## Administrative history / Biographical sketch

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### Note

The first meeting of the Vancouver Chapter of the Association of Records Managers and Administrators was held in 1970. Since that time, this non-profit, professional organization has undertaken to promote and advance records and information administration and management through study, education and research.

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## Scope and content

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Fonds consists of records of the Vancouver Chapter of the Association of Records Managers (ARMA). Records in the fonds have come in multiple accruals. The first six accruals are described and inventoried in the attached pdf. The 2014 accrual is described and inventoried within this database record. Fonds materials include a history of the Vancouver Chapter, incorporation file, annual reports, financial records, minutes, correspondence, photographs from events, printed and published material, awards and award documents, and clippings relating to the activities of the Association.

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## Notes

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### Title notes

- **Source of title proper:** Title based on the contents of the fonds.

## Finding aids

Finding aid in progress. Please contact RBSC staff for details.

## Other notes

- **Publication status:** published

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## Series descriptions

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### Newsletter and associated documents

Date: 2002 - 2004 (date of creation)

Scope and content:

Series consists of material related to the production and distribution of the chapter's 2003 and 2004 newsletters.

Physical description: 1.5 cm of textual records

#### File / item list

Ref code	Title	Dates	Access status	Container
RBSC- ARC-1020-33-01	File - Email distribution documents			
RBSC- ARC-1020-33-02	File - Newsletters			
RBSC- ARC-1020-33-03	File - Website	[ca. 2004]		

### Minutes and meeting documents

Date: 2004 - 2008 (date of creation)

Scope and content:

Series consists of chapter and board meeting minutes and associated documents.

Physical description: 4 cm of textual records

#### File / item list

Ref code	Title	Dates	Access status	Container
RBSC- ARC-1020-33-04	File - Board meetings and documents, 2004			
RBSC- ARC-1020-33-05	File - Minutes, 2006			
RBSC- ARC-1020-33-06	File - Minutes, 2007			

RBSC- ARC-1020-33-07	File - Minutes, 2008			
<b>Awards</b>				
<u>Date:</u> 2010 - 2013 (date of creation)				
<u>Scope and content:</u>				
Series consists of material related to awards given or received by the ARMA Vancouver Chapter.				
<u>Physical description:</u> .25 cm of textual records. - 1 DVD (photographs)				
<b>File / item list</b>				
Ref code	Title	Dates	Access status	Container
RBSC- ARC-1020-33-08	File - Membership Recruitment Award	2009/2010		
RBSC- ARC-1020-33-09	File - Sandie Bradley nomination and event	2012/2013		