

THE VANCOUVER CHAPTER  
OF THE  
AMERICAN RECORDS MANAGEMENT ASSOCIATION

An Inventory of Their Records To  
1984

File list in progress. Please contact RBSC staff for details.

submitted by

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UBC Archives

Scope & Contents of the Records

For a summary of A.R.M.A. history, see Box 1, file folders 5 and 6.

This group comprises the records of A.R.M.A., Vancouver Chapter from its inception until 1984.

A.R.M.A. records, Vancouver, were kept by the Chapter Archivist, Tony Farr, who was a founding member, until his retirement in 1980. From 1980 to 1984, Laurenda Daniells served as archivist. The original arrangement begun by Tony Farr has been generally followed in this inventory.

Vancouver, 1984.

ARMA

It is a great pleasure to be here tonight in my role as ARMA archivist and to bring you a part of the ARMA story to date. However I want to make it clear to you at the outset that the role could not have been played without some most important assistance from those of you who have helped preserve the ARMA records. There is a famous passage in the ARABIAN NIGHTS when the Caliph says to Hassan:

"Ah, if there shall ever arise a nation whose people have forgotten poetry or whose poets have forgotten the people, though they send their ships round Taprobane and their armises across the hills of Hindostan, though their city be greater than Babylon of old, though they mine a league into the earth or mount to the stars on wings--what of them?" And Hassan replied, "They will be a dark patch on the world".

If there is no record, there can be no history. And no one will know about our accomplishments.

I was surprised, on going over the membership lists to realize that I appear to be--correct me if I'm wrong--the oldest (no, that's not the word I want) the earliest member of the chapter here tonight. However I was not a founding member. The real honour belongs to Tony Farr, the former archivist, who was a member-at--large of ARMA before the chapter began and with others founded the Vancouver chapter.

In June, 1970 Tony, who was with B.C. Telephone, and Ken Pugh of Tab Products, sent a letter to a large mailing list in Vancouver. Tony was urged to do this by David Field of Seattle chapter. Why ARMA? I think it was the first understanding of the importance of information in the new technological world and the necessity for organising that information. Tony remembered later at the first meeting there were two uniformed policemen and two habited nuns, not an insignificant combination.

The first meeting was held in March 1970. David Field presented the charter and Bill Benedon gave an illustrated talk describing the savings that could be achieved through records management. The first Directors meeting was held at the Greek Village Restaurant. Lisa Fagerlund, Hal Findlater, Ken Pugh and Tony Farr were present. The directors discussed where they would meet in future, gifts for speakers,

future speakers, approaching the School Board regarding records management courses, and the possibility of sending a letter to City Hall regarding records management by-laws and records destruction. They were an ambitious lot. It was decided to have dinner meetings. The dinners ran around \$4.00 per person; I used to enjoy those dinners. The first historian, Lisa Fagerlund, did too and we recently shared a reminiscence of the Devonshire's Boula Boula soup. Vol. 1, No.1 has the recipe should you wish to search the Archives for it.

There was a press release from that first meeting and also the chapter formation was noted in RMQ. I am going to show you a photo of the Press release (slide) but I also want you to note somebody on the upper right hand corner of the same page, somebody who the Vancouver Chapter members had not heard of in 1970 when this picture was taken. Fate was getting ready to get us together. (the person is Harry Chapin)

The first suggestion for a social event came in 1970. It was felt a theatre party would be appropriate rather than an informal party which could become too informal. I joined ARMA late in 1970. By that time the chapter had some splendid programs relating to records retention, filing systems, micrographics, etc. The highlight for me of the first year of ARMA was the joint meeting with the Seattle chapter in Bellingham in April 1971, with skits and fun. I enjoyed those American contacts and have felt that the contacts across the border were of terrific importance to our development and knowledge. They brought fresh insights and advancements to us.

In 1971 there was a question of framing membership certificates. Tony Farr was nominated as Chapter Man of the Year. The Chapter began meeting with an open bar. I noted that on October 18, 1971 the use of an open bar at the meeting resulted in more liquor being consumed than paid for. This was the end of the open bar.

In 1972 arrangements were made with the Vancouver School Board to offer a course in records management. 28 students attended the second course given in 1973 which was taught by Les Fryer and Tony Farr. The Chapter began meeting at the Vancouver City Archives at the invitation of the City Archivist, Lyn Ogden, who was an active member. In 1973 also, Tony Farr won an ARMA literary award.

In 1974 the chapter offered a seminar in January on Records Management which was a great success in terms of information given, attendance and finances.

By 1975 the Annual National Conference in Seattle had given ten of our local chapter members a great opportunity to meet with other ARMA members. In 1975

also the Vancouver chapter encouraged the formation of a chapter in Victoria (which was later to die an early death) and a second seminar was held at the Vancouver Hotel. Norma Hinds and Bill Bilsland were speakers. As you have doubtless noticed, I am not listing the names of executive members (which you can always find in the Archives), but the great success of 1975 can be attributed to the work of the able President and Past-President, Judi Harvey and Harry Chapin.

By 1976-77 the chapter was moving around in location. Apart from Daon Development where two meetings were held, each meeting had a different venue. The idea of a Canadian region was first discussed in 1971, but in 1976 Bob Morin of Edmonton Chapter proposed a Canadian region for ARMA and this was seriously considered by the Vancouver chapter.

The most important meeting in 1977 was the seventh Anniversary dinner at which ARMA president, Artel Ricks, was present. The subject was the needs of Canadian members. This was a year of Canadian nationalism and ARMA followed the national pattern. A subsequent ballot led to the formation of an all-Canadian region. This was also the year of Region X's seminar in Issaquah. 37 members of the Vancouver chapter and friends went down to the highly enjoyable meetings which were capably organised by Judi Harvey. The Night school course continued.

In 1978 the Vancouver chapter enjoyed a barbecue at the home of Judi Harvey. A tour of the Vancouver City Archives proved very interesting as did two meetings with the Canadian Micrographic Society. However, 1978 was a rather low point in the fortunes of the Vancouver chapter. Various reports cited the need for more involvement. The Ways and Means report was Micawberish in that outgo exceeded income and there were some financial problems. There was, however, considerable interest in a talk on Freedom of information by Conrad Hadlaid and a later one by Peter Schlosser Moller on records mis-management of the Vancouver Law Courts. There was much discussion re region VIII. By October we were well into the Fall season with a visit to the astonishing laser printer at Block Brothers. An extra meeting with the night school class was held in order to tour the B.C. Telephone establishment. Ann Bunker received her plaque that night. In November of 1978 the chapter met jointly with ABCA and the Canadian Micrographic Society at the Holiday Inn. More action on Freedom of Information was called for.

Tony Farr sorted the Library and Archives in 1979 and created an arrangement of the Archives which is still being followed. The Education Committee, with Pat Aspinall

at the helm was very busy in 1979 as it was designated to deal with the V.C.C. directly and assumed full responsibility for the Night School in cooperation with V.C.C. Bob Morin of Region VIII talked on "The Future of Records Management in Canada" at the annual meeting. We reluctantly turned down an invitation to host the 1984 international conference because of poor response from the members but it was suggested optimistically that we bid to host it in 1989 instead. A major program event in September was a talk by Jay Atherton from the Public Archives of Canada who discussed "Records Management in the 21st Century" with the membership and succeeded in broadening our horizons immensely.

The Banff Conference of 1980 was another turning point. Ray Lawson reported that it was a huge success. The Vancouver chapter was beginning to attract a wide variety of members with many different records management skills. The specialized night school course was still in operation. 1980 marked the retirement of founding member Tony Farr who was presented with a certificate of appreciation from the National ARMA and a plaque from the Vancouver chapter. Many of us had very pleasant memories of Tony's friendship and wise contributions to the development of ARMA.

Pat Aspinall was in the chair in 1981-1982 when ARMA made considerable advancement. Compliments were received about the Night School course and a second ARMA chapter evening course was introduced. Harry Chapin became the ARMA Librarian and drew up a list of Library holdings. The two-day seminar was most successful, both from an educational point of view and a financial point of view., ARMA making over \$2500. Membership had increased almost three-fold in two and a half years and stood at 92. ARMA members took part in the B.C. Business show in October. ELF had become an important issue for members. It had been a good year.

Finally in 1983 the Vancouver chapter of ARMA was incorporated under the Societies Act of British Columbia which was a step forward. The magic number of 100 members was reached and announced at the March dinner meeting (with the enthusiastic membership deciding to aim for 150 in the near future). The night school course was to be given in future at B.C.I.T.

It is to be hoped that this very brief outline of the Vancouver Chapter achievements to date will give you a picture of the accomplishments of the loyal membership. It is far too brief and although a few names have been mentioned there are many more who have made outstanding contributions to this vital, growing organization. I hope that in the near future it will be possible for the chapter history to be written in greater detail than I have been able to do in a short talk and that credit can be given to all those who have worked so hard for its success.

ARMA Executive

1970/72

President-Tony Farr  
Vice-President-Les Fryer  
Secretary-Treasurer-Hal Findlater  
Program Chairman-Lisa Fagerland  
Membership Chairman-Ken Pugh  
VanArma Editor-Linda Hutchings

1972/73

President-Omar Peters  
Vice-President-Hal Findlater  
Secretary Treasurer-Tony Farr  
Program Chairman-Pat Hartin  
Membership Chairman-Joan Towers  
VanArma Editor-Judi Harvey

1973/74

President-Harry Chapin  
Vice-President-Judi Harvey  
Secretary-Sylvia Neumann  
Treasurer-Olive Pennock  
Program Chairman-Pat Hartin  
Membership Chairman-Lyn Ogden  
VanArma Editor-Lorne Sashaw

1974/75

President-Judi Harvey  
Vice-President-Lynn Ogden  
Secretary-Olive Pennock  
Treasurer-George Brandak  
VanArma Editor-Sylvia Neumann

1975/76

President-Sylvia Newmann  
Vice-President-Sue Baptie  
Secretary-Pat Hartin  
Treasurer-George Wong  
VanArma Editor-Lorne Sashaw

1976/77

President-Pat Hartin  
Vice-President-Franklin Fuchs  
Secretary-Barbara Sauve  
Treasurer-Robert Hartman  
VanArma Editor-Sylvia Neumann

1977/78

President-Frank Fuchs  
Vice-President-  
Secretary-Barbara Sauve  
Treasurer-  
VanArma Editor-

1978/79

President-John Riddington  
Vice-President-Ray Lawson  
Secretary-Lise Burke  
Treasurer-Lincoln Cameron

1979/80

President-  
Vice-President-  
Secretary-  
Treasurer-  
VanArma Editor-

RAY LAWSON  
JILL BURKE  
WENDY YATES  
MARY FLETCHER



1980/81

President-Donna Tromp  
Vice-President-Jill Burke  
Secretary-Sharon West  
Treasurer-Ian Hay

1981/82

President-Pat Aspinall  
Vice-President-Ian Hay  
Secretary-Sandra Van Os  
Treasurer-Peter McNiven  
VANARMA-Sharon Rowse

1982/83

President - Noella Bordian  
Vice-President - Bruce Stout  
Secretary - Muriel Thomas  
Treasurer - Donna Tromp  
VANARMA - Carole Compton-Smith

1983/84

President - Deirdre Greig  
Vice-President - Len Glendenning  
Treasurer - Irene Ingham  
Secretary - Kathleen Barlee  
VANARMA - Grant Whitecross

1984/85

President - Len Glendenning  
Vice-President - Harry Chapin  
Secretary -  
Treasurer - Grant Whitecross  
VANARMA - Paula Adkin

The Association of Records Managers and Administrators

Vancouver Chapter

Inventory

(Boxes 9-19)

U.B.C. Special Collections

Donna Kynaston

1989

Introduction

The A.R.M.A. records described in this inventory were created by the Vancouver Chapter of the Association of Records Managers and Administrators between 1973 and 1986. (Only the photograph series contains material dated before 1981.) They include administrative and operational material including financial records, minutes, correspondence and committee reports.

These records are an accrual; they arrived at Special Collections in 1986 and added to records documenting the first decade of A.R.M.A. Vancouver, 1970 - 1980. An inventory was drawn up separately for the first eight boxes, and another for boxes 10 to 19.

*Box 9 includes photographs.*

### Administrative History

The Vancouver Chapter of the Association of Records Managers and Administrators was created in 1970; the charter meeting was held March 24 and the first executive meeting a month later. The head office of the organization was and is in the U.S. Vancouver was the third Canadian city, after Toronto and Montreal, to form a chapter. A separate Canadian region of the Association was formed in 1977, and in 1983 the Vancouver Chapter was incorporated under the Societies Act of B.C.

The mandate of the Vancouver Chapter of A.R.M.A. is to promote records management through study, education and research, to advance professional knowledge in the field, and to develop standards of professional competence. A.R.M.A. is a non-profit, educational and professional organization. The three areas it has focussed on in a practical way are records retention (including legal requirements, retention schedules and record centre operation), microforms, and filing systems and equipment.

The structure of the Vancouver chapter of the association is relatively straightforward. The Board of Directors consists of the four elected officers (President, Executive Vice-President, Treasurer and Secretary), the Regional Vice-President, the immediate past President, and the elected or appointed chairpersons of standing committees. Meetings are held on a monthly basis. (A chronological list of officers by year to 1984/85 is included with the inventory to boxes 1-8.)

The Association adopted the committee system so as to involve all of its members in the work of the chapter. The Executive Vice-President is in charge of the bulk of the committees, including Membership, Publicity and Publications, Programs, Legislative and Steering, Education, Ways and Means, Research, Archives, Library/VanARMA Editorship, and Photography. The Library and Archives Committees were once a single committee. The Association has been highly conscious of its own history from the beginning, and has kept its membership aware of it through the Association newsletter, VanARMA.

The Past President is in charge of Special Projects. Special Committees such as Freedom of Information, Nominating and Awards are separate from the above committees and are responsible to the Board of Directors as a whole. The Association is also involved with offering seminars and workshops on records management, producing booklets, inviting guest speakers to its various functions, and offering night-school courses, at first through the Vancouver School Board and then, since 1983, at the B.C. Institute of Technology.

Scope and Content Note

These A.R.M.A. records span the dates 1973 to 1986, with the bulk of them falling between 1983 and 1985, and only the photograph series containing anything dated earlier than 1981. They include photographs, financial records (statements, receipts, invoices), membership records and material related to other committees of the Association, minutes, conference programs, publications including the VanARMA newsletter, and reports.

Extent: 8 boxes totalling 1.04 metres (box 9 and boxes 13-19)  
and 3 boxes totalling 57 cm. (boxes 10-12)

Within series, the records are arranged according to their original order, with the exception of the committee records; which have been arranged alphabetically by committee. The series are physically arranged arbitrarily; an arrangement on paper is included before the description of boxes 13-19. Description of the records follows the physical arrangement.

**The Association of Records Managers and Administrators**

**Vancouver Chapter**

**Series arrangement**

**Boxes 21-27**

**U. B. C. Special Collections**

**2002**

**A.R.M.A. (Vancouver Chapter) fonds. –1986-1996.**

.82 m of textual records.

The 1997 accrual to the A.R.M.A. fonds consists of membership records, some correspondence, minutes of board meetings, financial statements, banking statements, accounts payable and receivable, issues of Vanarma (1987-1996), seminar/conference materials, and administrative records relating to other chapters. Records have been arranged in the following series: administrative records, correspondence, minutes, committee records, financial records, conference records, publications, miscellaneous records, and records relating to other chapters.

Title based on contents of the fonds.

Further accruals are anticipated.

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**Series Descriptions****Administrative Records. –1989-1996.**

2.5 cm of textual records.

Series consists of official documents of incorporation and membership records. Title based on contents of series. Arranged according to subject of document and therein in chronological order.

Box 21-1 to 21-7

**Correspondence. –1990-1996.**

2 cm of textual records.

Series consists of general correspondence and letters concerning board members and financial matters. Title based on contents of series. Arranged in chronological order.

Box 21-8 to 21-10

**Minutes. –1988-1996.**

16.5 cm of textual records.

Series consists of the minutes of annual general, committee and board of directors meetings. Title based on contents of series. Arranged according to meeting and therein in chronological order.

Box 21-11 to 22-3

**Committee Records.** –1995-1996.  
.25 cm of textual records.

Series consists of reports and agendas. Title based on contents of series. Arranged in chronological order.

Box 22-4

**Financial Records.** –1986-1996.  
34.75 cm of textual records.

Series consists of financial statements, budgets, accounts payable and receivable records, banking records, receipt books, and fiscal records. Title based on contents of series. Arranged according to form of financial record and therein in chronological order.

Box 22-5 to 25-11

**Conference Records.** –1991-1996.  
5 cm of textual records. – 2 artifacts.

Series consists of conference, seminar and workshop records of attendance and fee payment and artifacts. Title based on contents of series. Arranged in chronological order.

Box 26-1 to 26-7

**Publications.** –1987-1996.  
12 cm of textual records.

Series consists of issues of the Vancouver Chapter's bulletin. Title based on contents of series. Arranged in chronological order.

Boxes 26-8 to 26-13 and 27-1 to 27-4

**Miscellaneous Records.** –1989-1991.  
.25 cm to textual records.

Series consists of a lottery application and other miscellaneous material. Title based on contents of series. Arranged in chronological order.



Box 27-5 to 27-6

**Records relating to other chapters. –1989-1995.**  
8.75 cm of textual records.

Series consists of correspondence, minutes of chapter presidents' meetings and material relating to awards and the election of officers. Title based on contents of series.  
Arranged in chronological order.

Box 27-7 to 27-11

**The Association of Records Managers and Administrators:  
Vancouver Chapter fonds**

**2007, 2010 Accruals**

**Rare Books and Special Collections  
University of British Columbia Library  
March, 2008**

**A.R.M.A. (Vancouver chapter) fonds.** – [ca. 1989] – 2010. - 27 cm of textual records and other material.

Accrual consists of administrative records such as minutes and correspondence, publications such as newsletters, records regarding awards, and photographs from events. Accrual is divided into the following series: Minutes and correspondence, The Vancouver Chapter Submission 1983 ARMA Chapter of the Year Award, Publications and website, Photographs from events, and Award plaques and trophies. An accrual to the Administrative records series contains a Memorandum of Understanding between ARMA with the First Nations groups, and a history of the chapter from its 35<sup>th</sup> Anniversary.

Title based on the provenance of the fonds.

Accruals were transferred by chapter member Alan Doyle in 2007 and 2010.

Includes: 25 cm of textual records; ca. 300 photographs. – 141 photographs: col. negatives; 35 mm.; 2 plaques; 2 framed certificates ; 2 CD ROMs (photographs) ; 1 DVD.

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### **Series descriptions:**

**Administrative records.** – 2005 – 2010. 0.1 cm of textual records.

Series consists of a Memorandum of Understanding between ARMA Canada and Vancouver and the First Nations Summit Society and the British Columbia First Nations Public Service Secretariat to provide records management advice to First Nations organizations, and a history of the ARMA Vancouver chapter from 2001-2005.

Title based on the contents of the series.

File list available.

**Minutes and correspondence.** – 1990 – 2005. - 13 cm of textual records.

Series consists mainly of minutes from ARMA Vancouver board meetings. General correspondence was often interfiled with the minutes, along with attachments such as copies from the by-laws, reports from board members, membership lists and financial reports.

Title based on the contents of the series.

File list available.

**The Vancouver Chapter Submission, 1983 ARMA Chapter of the Year Award.** – 1983. - 2 cm of textual records.

Series consists of a bound copy of the Vancouver Chapter's submission for the ARMA Chapter of the Year Award in 1983.

**Publications and website.** – 1993 – 2005. - 12 cm of textual records. 1 DVD.

Series consists of promotional and historical publications, and participant folders from sessions held by ARMA Vancouver. Series also contains the ARMA newsletters, volumes 24 through 32 (1993-2002), and a DVD containing website files and newsletters.

Title based on the contents of the series.

File list available.

**Photographs from events.** – [ca. 1989-2010]. – ca. 300 photographs. – 141 photographs: col. negatives; 35 mm. – 2 CD-ROMs (photographs)

Series consists of photographs taken at numerous ARMA Vancouver events such as conferences, AGM's, seminars and awards ceremonies, from approximately 1989 to 2000. Some photographs were kept loose in boxes or envelopes without titles. The order and grouping of these have been retained, and a supplied title appears in the file list in square brackets. Others were in grouped in labeled envelopes; titles in the file list without square brackets correspond to these envelopes. Two CD-ROMs contain digital photographs from 40<sup>th</sup> anniversary celebrations.

Title based on the contents of the series.

**Award plaques and trophies.** – 1992 – 2000. - 2 plaques. - 2 framed certificates. Series consists of plaques, trophies and framed certificates earned by ARMA Vancouver and its members between 1992 and 2000.

Title is based on the content of the series.