

THE VANCOUVER CHAPTER
OF THE
AMERICAN RECORDS MANAGEMENT ASSOCIATION

An Inventory of Their Records To
1984

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

<u>Folder No.</u>	<u>Series</u>	<u>Dates</u>
1-1	Archival Case File -Inventories	1980, 1982-83
1-2	National Constitution & By-laws	1972, 1974,1977
1-3	By-laws of the Vancouver Chapter	1970-1984
1-4	By-laws (other chapters)	1975-76, 1981
1-5	Chapter History	1971, 1974, n.d.
1-6	Chapter Formation	1969-1970
1-7	Microfilm of Archival Records	1969-1970
1-8	Records Retention Schedule	197?
1-9	President's Correspondence (Peters)	1972-June 1973
1-10	President's Correspondence (Chapin)	July-Dec.1973
1-11	President's Correspondence (Chapin)	Jan.-June 1974
1-12	President's Correspondence (Harvey)	July-Dec. 1974
1-13	President's Correspondence (Harvey)	Jan-June 1975
1-14	Press Clippings	1970-1975
1-15	Press Clippings	1976,1981
1-16	Vancouver Chapter Rosters	1970-1981, 1984
1-17	National Rosters	1975-1979
1-18	Photographs and Negatives	1982-1983
1-19	Membership Certificates	1975, 1977
1-20	City Archives	1970-1971
2-1	Elections	1973-1983

<u>Folder No.</u>	<u>Series</u>	<u>Dates</u>
2-2	Library (Holdings & Misc.)	1976-1984
2-3	Annual Reports, Vancouver Chapter (of Presidents and other executive members)	1971-1980
2-4	VANARMA v.1: 1-7	1970
2-5	VANARMA v.2: 1-9	1971
2-6	VANARMA v.3: 1-13	1972/73
2-7	VANARMA v.4: 1-9	1973/74
2-8	VANARMA v.5: 1-9,11	1974/75
2-9	VANARMA v.6: 1-4,10	1975/76
2-10	VANARMA Technical Supplements 1-13	1975?
2-11	VANARMA v.7:1-4	1976/78
2-12	VANARMA v.8: 1-3	1977/78
2-13	VANARMA October	1979
2-14	VANARMA v.10: 1-4	1980
2-15	VANARMA v.11: 1-9	1980/81
2-16	VANARMA v. 12: 1-2,2 [sic]-7	1981/82
2-17	VANARMA v. 13: 2 [3,4], 5-10	1982/83
2-18	VANARMA v.14: 1-3,5-10	1983/84
2-19	VANARMA v.15: 1-5, 7-11	1984
2-20	News, Notes & Quotes	1976, 1982-1984
2-21	Newsletters & General Info. from Other Chapters	1971,1975/76, 1980, 1981
2-22	Region VIII: Chapter Presidents' Minutes and Miscellaneous Correspondence	1980-1981

<u>Folder No.</u>	<u>Series</u>	<u>Dates</u>
2-23	Region VIII News	1982
2-24	Membership Applications, Payment, and Correspondence	1971-1975
2-25	Membership Applications, Payment, and Correspondence	1976-1978
2-26	Membership Applications, Payment, and Correspondence	1979-1980
2-27	Membership - Miscellaneous	1971, 1977
2-28	VANARMA - Miscellaneous	n.d.
3-1	Membership Applications, Payment and Correspondence	1981
3-2	Bank Deposit Books	Oct. 1977 - Sept. 1981
3-3	Bank Pass Books	1974-1981
3-4	Receipt Books	1975-1978
3-5	Cheques	1978-1981
3-6	Treasurers' Reports - Annual	1973/74, 1977-1980
3-7	Treasurers' Reports - Periodic	1977, 1979-1981
3-8	Questionnaires on Members' Satis- faction with ARMA	1981
3-9	Records Management Programs (general information)	1972, 1976
3-10	Course Material: "Certified Records Manager Program."	1975
3-11	Records Management Programs (general information)	1976

<u>Folder No.</u>	<u>Series</u>	<u>Dates</u>
3-12	Records Management Programs (general information)	1977-1979
3-13	Records Managment Programs (general information)	1980
3-14	Program Evaluations	1970-1973
3-15	Courses & Night School	1970-1977
3-16	Programs, Events Notices	1973/74-1976/77
3-17	Programs, Seminars	1974
3-18	Education Committee Survey	1974
3-19	Notices of Meetings	1970-1971
3-20	Notices of Meetings	1972-1975
4-1	Notices of Meetings	1976-1984
4-2	Minutes of General Meetings	1970, 1973
4-3	Minutes of General Meetings	1974-1984
4-4	Board of Directors - Minutes of Meetings	Apr. 1970-Dec. 1972
4-5	Board of Directors - Minutes of Meetings	1973-1974
4-6	Board of Directors - Minutes of Meetings	1975-1978
4-7	Board of Directors - Minutes of Meetings	Jan. 1979-Nov. 1982
4-8	Board of Directors - Minutes of Meetings	1983

<u>Folder No.</u>	<u>Series</u>	<u>Dates</u>
4-9	Board of Directors - Minutes of Meetings	1984
4-10	National Headquarters - Financial Statements	1970
4-11	National Headquarters - Minutes & Miscellaneous Communications	1971-1983
4-12	Chapter Presidents' Meetings	1975
4-13	Joint ARMA-CMS Meetings	1974
4-14	Special Projects	1979-1980
4-15	Canadian Bibliography on Records Management	1982
4-16	Ad Hoc Committees	1975-1981
4-17	Correspondence (Miscellaneous)	1970
4-18	Correspondence (Miscellaneous)	1971
4-19	Correspondence (Miscellaneous)	1972
4-20	" "	1973
4-21	" "	1974
4-22	" "	1975
5-1	" "	1976
5-2	" "	1977
5-3	" "	1978 (Jan.-May)
5-4	" "	1978 (June-Dec.)
5-5	" "	1979

<u>Folder No.</u>	<u>Series</u>	<u>Dates</u>
5-6	Correspondence (Miscellaneous)	1980
5-7	" "	1981
5-8	" "	1982
5-9	" "	1983
5-10	" "	1984
5-11	Reports & Addresses - Miscellaneous	1971, 1980, 1981, n.d.
5-12	Consultants Directories	1980, 1981
5-13	Awards & Scholarships	1972-1984
5-14	Programs, Seminars	1975
5-15	Programs, Seminars	1975
5-16	Program Committee Notices	1975, 1976
5-17	Programs	1980
6-1	Program & Seminar Information from other Chapters	1975
6-2	Program Committee Correspondence	1970-1972
6-3	Program Committee	1974-1975, 1977
6-4	Seminar Committee	1980-1981
6-5	Seminar Committee	1982-1983
6-6	Seminar (Vancouver Chapter)	1982
6-7	Seminar (Vancouver Chapter)	1983
6-8	Seminar, Region X (Providence Heights)	1977

<u>Folder No.</u>	<u>Series</u>	<u>Dates</u>
6-9	National Education Proposal for the Canadian Region	1978
6-10	Education (Miscellaneous)	n.d., 1977, 1978
6-11	Conferences - 15th Annual (Los Angeles)	1970
6-12	Conferences - 16th Annual (Chicago)	1971
6-13	Conferences - 18th Annual (Philadelphia)	1973
6-14	Conferences - 19th Annual (Seattle)	1974
6-15	Conferences - 20th Annual (Toronto)	1975
6-16	Conferences - 21st Annual (Denver)	1976
6-17	Conferences - 22nd Annual (Houston)	1977
6-18	Bid for National Conference in Vancouver	1977
6-19	Conferences - 23rd Annual (Washington, D.C.)	1978
6-20	Conferences - 24th Annual (Phoenix)	1979
6-21	Conferences - 25th Annual (Boston)	1980
6-22	Conferences - 26th Annual (St. Paul)	1981
6-23	Conferences - 27th Annual (Atlanta)	1982
6-24	Conferences - 28th Annual (Cincinnati)	1983
6-25	Conferences - 29th Annual (Calgary)	1984
6-26	Conferences - 30th Annual (New York) advance notice for	1985
6-27	Conferences - 1st Canadian (Banff)	1980
6-28	Conferences - 2nd Canadian (Montreal)	1982
6-29	Conferences - 3rd Canadian (Winnipeg) advance notice for	1985

<u>Folder No.</u>	<u>Series</u>	<u>Dates</u>
6-30	Reports & Addresses - Miscellaneous	n.d., 1971
7-1	Conferences & Seminars - Miscellaneous	n.d., 1981, 1982, 1984
7-2	Course Material: "Record Systems for Office Workers."	1973
7-3	Course Material: "Record Management Fundamentals."	1980
7-4	Course Material: "Record Management Fundamentals."	1981, 1982
7-5	Recommendations to Children's Aid Society	c. 1974
7-6	Accounts & Statements	1970-1972
7-7	Accounts & Statements	1973-1974
7-8	" "	1975-1976
7-9	" "	1977-1978
7-10	" "	1979-1980
7-11	" "	1981-1982
7-12	Invoices Paid	1977-1978
7-13	Invoices Paid	1979-1980
7-14	Invoices Paid	1981-1982
7-15	Bank Statements	July 1977-Dec.1978
7-16	Bank Statements	1979-1980
7-17	Bank Statements	1981-June 1982

<u>Folder No.</u>	<u>Series</u>	<u>Dates</u>
8-1	Stamp - "For Deposit Only A.R.M.A." - Ink pad	n.d.
8-2	Proclamation of Records Management Day [roll]	1982
8-3	Victoria Chapter Charter	Feb. 15, 1975
8-4	Victoria Chapter Records	1974-1976
8-5	Industry Action Committee	1983-1984

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.

Series Descriptions and File Lists

Box 9

Photographs (1973-82)

Most of these photographs were taken at conferences, seminars and awards banquets, and portray various A.R.M.A. members. Individual photographs have not been numbered, and those in photograph albums have been left in the albums; many of those in albums are identified. Most of the others are not identified, and are arranged as they were upon acquisition.

- 9-1 58 colour and 13 b&w 35mm format slides, 1979-80 & n.d., unidentified individuals, photographed at 10th Anniversary Dinner
- 9-2 Roll of 36 b&w 35mm negatives, May 1982, taken at seminar.
- 9-3 31 5"x7" b&w prints, unidentified
- 9-4 7 4"x6" colour prints, unidentified
- 9-5 12 3"x5" colour prints, unidentified
- 9-6 17 3"x5" colour prints, unidentified
- 9-7 9 strips 35mm b&w contact prints (52 images) with accompanying negatives, 1974. Also includes 5 5"x7" b&w enlargement prints, identified, from these negatives, as well as 6 35mm format colour slides, 1973, and 50 35mm colour negatives.
- 9-8 Photo album ("ARMA Photographs Volume I") with 30 3"x5" colour prints, 5 5"x7" b&w prints, 17 3"x5" b&w prints, and 20 small circular cut-out photos, 1973-75. Many identified. Two pages of identifying documentation enclosed.
- 9-9 Photo album with 56 3"x5" b&w prints, 8 5"x7" b&w prints, and 60 3"x5" colour prints, 1974-75. Some identified; one piece of identifying documentation enclosed.

Box 10

10-1	Organization/History	1970-75, 1983
10-2	Correspondence - General	1977-83
10-3	Publications	[1976?] - 1982
10-4	"	1983
10-5	"	1983
10-6	"	1983
10-7	"	1980-83
10-8	"	1983-84
10-9	Photographs	1983

Box 11

11-1	Finance: Administrative Budget	1982-83
11-2	" : Bank Balance	1980-82
11-3	" : Conference Application	1982
11-4	" : Education	1982-83
11-5	" : Income Tax	1975-81
11-6	" : Membership	1982-83
11-7	" : Membership Fees	1981-82
11-8	" : Minutes and Meetings	1982
11-9	" : " " "	1983
11-10	" : Miscellaneous	1977-78
11-11	" : Program	1982-83
11-12	" : Publicity	1982-83
11-13	" : Seminar Committee	1983
11-14	" : Statements	1979, 1981-82
11-15	" : "	1983-84

Box 12

12-1	Membership: Applications	1970-78
12-2	" : "	1979-81
12-3	" : "	1982-83
12-4	" : Attendance	1977-79
12-5	" : Chapter Member of the Year	1983
12-6	" : Management & Promotion	1978-80
12-7	" : Membership Lists	1976-79
12-8	" : " "	1980-81, 1983-84
12-9	" : Minutes and Notices	1979
12-10	" : " " "	1980
12-11	" : " " "	1981-84
12-12	" : Night School	1977-78
12-13	" : Prospective Members	1977-79
12-14	" : Committee General Correspondence	1975-77
12-15	" : Miscellaneous	1975-80

A.R.M.A. Records

Boxes 13-19

Theoretical Arrangement

A.R.M.A. Records - Subgroup

Records of Other Chapters (file 15-11)

A.R.M.A. Records - Series

Administrative Records (16-1 to 16-2)

Minutes (13-1 to 13-5)

Reports (15-10)

Correspondence (15-1 to 15-9)

Committee Records (14-1 to 14-20)

Financial Records (17-1 to 19-7)

Conference Records (13-11 to 13-16)

Publicity Records (16-3 to 16-5)

Publications (13-6 to 13-10)

Miscellaneous Records (16-6 to 16-10)

Box 13

Minutes (1981-84)

13-1	Board of Directors Meetings	1981-82
13-2	Board of Directors Meetings	1983-84
13-3	Board of Directors Meetings	1984
13-4	General Meetings	1981-82
13-5	General Meetings	1983-84

Publications (1981-84)

Newsletters, reports and technical publications.

13-6	Publications - Technical	1981-82
13-7	" - Newsletters	1982-84
13-8	" - VanARMA	1982-83
13-9	" - "	1983-84
13-10	" - "	1984

Conference Records (1981-85)

Conference programs, correspondence regarding conferences, and various conference memorabilia.

13-11	Conferences - St. Paul	1981
13-12	" - Montreal	1982
13-13	" - Vancouver	1982
13-14	" - Calgary	1984
13-15	" - Bid (for 1985)	1982
13-16	" - Stickers and Pins	1981-85

Box 14

Committee Records (1979-85)

Reports, correspondence, memos, lists, course descriptions, application forms and promotional material generated by A.R.M.A. committees.

14-1	Awards Committee	1979-82
14-2	Education Committee	1981-82
14-3	" "	1982-83
14-4	" "	1984
14-5	Job Description and Salary Guidelines Committee	1980-81
14-6	Job Description and Salary Guidelines Committee	1983-84
14-7	Long Range Planning Committee	1982
14-8	Membership Committee	1982
14-9	" "	1982-83
14-10	Nominating Committee	1983
14-11	Program Committee	1981-82
14-12	" "	1982-83
14-13	" " (Correspondence)	1981-83
14-14	" " (Facilities Arrangement)	1981-83
14-15	" " (Meeting Notices)	1981-83
14-16	Program Committee	1984-85
14-17	Project ELF (Elimination of Legal-Size Files) Committee	1981-82
14-18	Project ELF Committee	1981-82
14-19	SCORR (Special Committee on Records Retention)	1981-83
14-20	SCORR	1982-83

Box 15

Correspondence (1981-84)

15-1	President (incoming and outgoing)	1981-82
15-2	Executive (incoming)	1982
15-3	Headquarters (incoming and outgoing)	1982-83
15-4	Region VIII (incoming and outgoing)	1982-83
15-5	" " (incoming)	1983-84
15-6	General (incoming and outgoing)	1983-84
15-7	" " " "	1983-84
15-8	Membership Chairman Replacement (CONFIDENTIAL) (outgoing)	1981-82
15-9	Archives (incoming and outgoing)	1981-83

Reports (1982)

15-10	Executive Reports	1982
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Records of Other Chapters (1982-83)

This is a sub-group containing correspondence, newsletters and executive lists relating to other chapters of A.R.M.A.

15-11	Other Chapters - Miscellaneous	1982-83
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Box 16

Administrative Records (1979-84)

16-1	Societies Registration	1982-83
16-2	By-Laws	1979-84

Publicity Records (1982-83)

Correspondence and brochures.

16-3	General	1982
16-4	General	1982-83
16-5	B.C. Business Show	1983

Miscellaneous Records (1981-84)

16-6	Speakers Roster	1982
16-7	Canadian Speakers Roster	1984
16-8	Award Application	1983
16-9	A.R.M.A. Standards Board (Policies and Procedures)	1981-82
16-10	Institute of Certified Records Managers (correspondence and miscellaneous records)	1982

Boxes 17-19

Financial Records (1980-86, bulk 1983-85)

These records include receipts and invoices, records of expenses, copies of bills, financial statements, banking records, budgets and some related correspondence.

Box 17

17-1	President	1983-84
17-2	"	1984-85
17-3	Past President	"
17-4	Vice-President	"
17-5	Secretary	1893-84
17-6	"	1984-85
17-7	Treasurer	1983-84
17-8	"	"
17-9	"	1984-85
17-10	"	1985
17-11	"	1985-86
17-12	Operations	1984-85
17-13	Education	1983-84
17-14	"	1984-85
17-15	Library	1983-84
17-16	"	1984-85
17-17	Membership	1983-84
17-18	"	1984-
17-19	"	1984-85
17-20	Publicity	1983-84
17-21	"	1984
17-22	VanARMA	1983-84
17-23	"	1984-85
17-24	Program	1983-84
17-25	"	1984-85
17-26	Seminar	1983-84
17-27	"	1984-85
17-28	Conferences	1984-85

Box 18

18-1	Accounts Payable	1982-86
to		
18-10		
18-11	Accounts Receivable	1984-86
to		
18-13		
18-14	Banking Records	1983-86
to	(Chequing)	
18-16		

Box 18, cont.

18-17	Banking Records	1983-86
to	(Savings)	
18-19		
18-20	Statements	1981-84
to		
18-22		

Box 19

19-1	Budget Information	1983-84
19-2	" "	1984-85
19-3	Receipt Book	1980-83
19-4	Receipt Books	1983-84
19-5	Receipt Book	1984-85
19-6	Receipt Books	1985
19-7	Receipt Book	1986

THE ASSOCIATION OF RECORDS MANAGERS AND ADMINISTRATORS

Vancouver Chapter

Inventory
(Box 20)

University of British Columbia
Special Collections & University Archives
1995

BOX 20Minutes (1983 -

- 20-1 Board of Directors Meetings (July-December 1983)
- 20-2 Board of Directors Meetings (January-June 1984)
- 20-3 Annual General Meeting (1984)
- 20-4 Board of Directors Meetings (July-December 1984)
- 20-5 Board of Directors Meetings (January-June 1985)
- 20-6 Annual General Meeting (1985)
- 20-7 Board of Directors Meetings (July-December 1985)
- 20-8 Board of Directors Meetings (January-June 1986)
- 20-9 Annual General Meeting (1986)
- 20-10 Board of Directors Meetings (July-December 1986)
- 20-11 Board of Directors Meetings (January-June 1987)
- 20-12 Board of Directors Meetings (July-December 1987)
- 20-13 Board of Directors Meetings (January-June 1988)
- Annual General Meeting (1988)

Correspondence

- 20-14 Incoming (1984-1988)
- 20-15 Committee Members
- 20-16 Secretary
- 20-17 President
- 20-18 Chief Executive Officer
- 20-19 Executive Directors
- 20-20 Membership List 1987
- 20-21 Membership List 1988
- 20-22 VanARMA
- 20-23 Budget Report (July 1987-March 1988)

ADDITIONS

- 20-24 Chapter incorporation file. 1983-1984

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.

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

FINDING AID

Administrative Records

Box 21

- 21-1 Incorporation 1989
- 21-2 Incorporation: Societies Act 1996
- 21-3 Agreement with Central Park Business Centre 1990
- 21-4 Membership 1989-1990
- 21-5 Membership list 1995
- 21-6 Membership (escrow reports) 1993-1995
- 21-7 Membership: fee payment records 1991-1992

Correspondence

- 21-8 Correspondence 1990
- 21-9 Correspondence 1994
- 21-10 Correspondence (re Board members/financial matters) 1995-1996

Minutes

- 21-11 Annual General Meeting 1989
- 21-12 AGM/monthly meetings 1996
- 21-13 Programme Planning Committee 1994
- 21-14 Board of Directors July-December 1988, January-June 1989
- 21-15 Board of Directors July 1989-June 1990
- 21-16 Board of Directors February 1990-June 1991

- 21-17 Board of Directors June 1991-June 1992
21-18 Board of Directors September 1992-June 1993

Box 22

- 22-1 Board of Directors November 1993-June 1994
22-2 Board of Directors July 1994-June 1995
22-3 Board of Directors August 1995-June 1996

Committee Records

- 22-4 Reports, agendas 1995-1996

Financial Records

- 22-5 Financial statements 1986-1987, 1989, 1991-1996
22-6 Income statement/general ledger 1992
22-7 Budget (proposed) 1992-1993, 1994-1995
22-8 Budget requests 1994-1995
22-9 Monthly account summaries January-June 1995
22-10 Accounts payable July-December 1991
22-11 Accounts payable January-June 1992

Box 23

- 23-1 Accounts payable July-November 1992
23-2 Accounts payable January-August 1993
23-3 Accounts payable August-December 1993
23-4 Accounts payable January-May 1994

23-5 Accounts payable July-December 1994

23-6 Accounts payable January-June 1995

23-7 Accounts payable May-December 1995

Box 24

24-1 Accounts payable January-July 1996

24-2 Accounts receivable September 1991-November 1994

24-3 Accounts payable/receivable 1994-1995

24-4 Accounts receivable August-December 1995

24-5 Accounts receivable January-July 1996

24-6 Receipt books 1990-1994

24-7 Receipt books 1994-1995

Box 25

25-1 Banking records (chequing/savings) Royal Bank 1991-1992

25-2 Banking records (chequing) Royal Bank of Canada 1992-1993

25-3 Banking records (chequing: Royal Bank of Canada 1993-1994

25-4 Banking records (chequing) Royal Bank of Canada 1994-1995

25-5 Banking records (reconciliations) Royal Bank 1992

25-6 Banking records (deposits) Royal Bank 1992

25-7 Banking records (deposits) Bank of Montreal 1991-1992

25-8 Banking records (reconciliations) Bank of Montreal 1991-1992

25-9 Fiscal records: G.S.T. analysis 1991-1993

25-10 Fiscal records: G.S.T. analysis 1993-1995

25-11 Investment 1995

Box 26

Conference Records

- 26-1 Seventh Canadian Records Management Conference, April 7-10, 1991: list of registrants, programme. Includes copy of: Filing dynamics by D.T. Barber/Mark Largeno and artifacts (pins).
- 26-2 Seventh Canadian Records Management Conference, April 7-10, 1991: organization. Includes Committee meeting minutes, 1991
- 26-3 Seminar: attendance/fee payment records 1993-1994
- 26-4 Seminar: attendance/fee payment records 1994-1995
- 26-5 Workshop: list of registrants 1995
- 26-6 Seminar: financial arrangements 1996
- 26-7 Seminar: fee payment receipts 1996

Publications

- 26-8/13 Vanarma: Vols. 17-22 (January 1987-June 1992)

Box 27

- 27-1/4 Vanarma: Vols. 23-26 (July 1992-Summer 1996)

Miscellaneous Records

- 27-5 Miscellaneous 1989
- 27-6 Lottery application 1991

Records relating to Other Chapters

- 27-7 A.R.M.A. International: awards 1989
- 27-8 A.R.M.A. International: correspondence 1993
- 27-9 A.R.M.A. International: elections of officers 1994-1995
- 27-10 A.R.M.A. International Region VIII: budget, financial statement 1987-1988
- 27-11 A.R.M.A. International Region VIII: minutes of Chapter presidents' meetings, 1991-1992, 1995

>> The board of ARMA Vancouver passed the following resolution:

>>

>> Whereas:

>> The Vancouver Chapter, ARMA International (ARMA Vancouver), has
>> entrusted custody of its records deemed to hold persisting historical
>> value to the Archives of the University of British Columbia and
>> ARMA Vancouver has identified, among the archived records held in the
>> Archives of the University of British Columbia on behalf of the
>> chapter, records which, according to the ARMA International
>> Recommended Chapter Retention and Disposition Schedule, should never
>> have gone to archives in the first place;
>> Therefor, be it resolved that:

>> ARMA Vancouver requests that the files identified on the attached
>> list be de-accessioned from the Archives of the University of British
>> Columbia and returned to the custody of the chapter.

>>

>> The attached list:

>>

>> Box 3:

>> ✓ File 3-2, Bank Deposit Books, October, 1977 to September, 1981

>> ✓ File 3-3, Bank Pass Books, 1974 to 1981

>> ✓ File 3-4, Receipt Books, 1975 to 1978

>> ✓ File 3-5, Cheques, 1978 to 1981

>> ✓ File 3-19, Notices of Meetings, 1970 to 1971

>> ✓ File 3-20, Notices of Meetings, 1972 to 1975

>> Box 4:

>> ~~File 3-19, Notices of Meetings, 1970 to 1971~~

>> ✓ Box 7:

>> File 7-12, Invoices Paid, 1977 to 1978

>> File 7-13, Invoices Paid, 1979 to 1980

>> File 7-14, Invoices Paid, 1981 to 1982

>> File 7-15, Bank Statements, July, 1977 to December, 1978

>> File 7-16, Bank Statements, 1979 to 1980

>> File 7-17, Bank Statements, 1981 to June, 1982

>> (Note: Other financial records which normally would not get retained
>> in archives exist in box 7. Since the chapter did not subject itself
>> to audits during the early years of its existence, these should
>> remain, taking the place of audit reports)

>> ✓ Box 8:

>> ✓ File 8-1, Stamp "For Deposit Only A. R. M. A." and ink pad } get this one.

>> ✓ Box 11, the entire box:

>> File 22-10, Accounts Payable, July to December, 1991) not there ?
>> File 22-11, Accounts Payable, January to June, 1992
>> Box 23, the entire box:
>> File 23-1, Accounts Payable, July to November, 1992
>> File 23-2, Accounts Payable, January to August, 1993
>> File 23-3, Accounts Payable, August to December, 1993
>> File 23-4, Accounts Payable, January to May, 1994
>> File 23-5, Accounts Payable, July to December, 1994
>> File 23-6, Accounts Payable, January to June, 1995
>> File 23-7, Accounts Payable, May to December, 1995
>> Box 24, the entire box:
>> File 24-1, Accounts Payable, January to July, 1996
>> File 24-2, Accounts Receivable, September, 1991 to November, 1994
>> File 24-3, Accounts Payable/Receivable, 1994 to 1995
>> File 24-4, Accounts Receivable, August to December, 1995
>> File 24-5, Accounts Receivable, January to July, 1996
>> File 24-6, Receipt Books, 1990 to 1994
>> File 24-7, Receipt Books, 1994 to 1995
>> Box 25, the entire box:
>> File 25-1, Banking Records (chequing/savings), Royal Bank of
>>Canada, 1991-92
>> File 25-2, Banking Records (chequing), Royal Bank of Canada, 1992-93
>> File 25-3, Banking Records (chequing), Royal Bank of Canada, 1993-94
>> File 25-4, Banking Records (chequing), Royal Bank of Canada, 1994-95
>> File 25-5, Banking Records (reconciliations), Royal Bank of Canada, 1992
>> File 25-6, Banking Records (deposits), Royal Bank of Canada, 1992
>> File 25-7, Banking Records (deposits), Bank of Montreal, 1991-92
>> File 25-8, Banking Records (reconciliations), Bank of Montreal, 1991-92
>> File 25-9, Fiscal Records: GST Analysis, 1991 to 1993
>> File 25-10, Fiscal Records: GST Analysis, 1993 to 1995
>> File 25-11, Investment, 1995
>>
>> Please de-accession these records and advise me when they have been
>> removed from their archival boxes. I will then arrange to have them
>> picked up.
>>
>> Thank you for your support and assistance with this,
>> --
>> Ted Hopkins,
>> Chapter Historian, 2002/03
>> (hopkins@dccnet.com)

--
Ted Hopkins,
Chapter Historian, 2002/03
(hopkins@dccnet.com)

**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 35th 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.

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 40th 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.

FILE LIST

Administrative records series:

32-22 First Nations memorandum of understand 2010

32-23 Thirty fifth anniversary history 2005

Minutes and correspondence series:

29-1 ARMA Minutes 1995-1996.

29-2 General correspondence and minutes 1996-1997.

29-3 Secretary's binder 1999-2001.

29-4 Minutes and correspondence, 2001-2002.

29-5 Minutes and correspondence, 2002-2003.

29-6 Minutes and correspondence, 2005.

The Vancouver Chapter Submission, 1983 ARMA Chapter of the Year Award series:

29-7 Award submission

Publications and website series:

30-1 Newsletter, vol. 24, 1993-1994

30-2 Newsletter, vol. 25, 1994-1995

30-3 Newsletter, Vol. 26, 1995-1996.

30-4 Newsletter, Vol. 27, 1996-1997.

30-5 Newsletter, Vol. 28, 1997-1998.

30-6 Newsletter, Vol. 29, 1998-1999.

30-7 Newsletter, Vol. 30, 1999-2000.

30-8 Newsletter, Vol. 31, 2000-2001

30-9 Newsletter, Vol. 32, 2001-2002

30-10 Anniversary publications, 1995-2005.

30-11 Session folder, "Outsourcing RIM: Challenge or Opportunity?"

32-24 Three iterations of the website, newsletters logos, etc. [DVD] 2004-2009

Publications series continued:

30-12 Session folder, "When Disaster Strikes."

30-13 Colouring and activity books

Photographs from events series:

31-1 [Miscellaneous photographs ca. 1990]

31-2 [Miscellaneous photographs ca. 1990]

31-3 Canadian conference 1991

31-4 Canadian conference 1991, Vancouver Hotel

31-5 ARMA, February 25, 1992 [and] April 1, 1992

31-6 [Miscellaneous photographs cropped for publication, 1997]

31-7 Video conference seminar from Chicago at Robson Square, October 21, 1997

31-8 [Miscellaneous photographs ca. 1997]

31-9 [Photographs from Legal Research for Records manager seminar, ca. 1997]

31-10 [Miscellaneous photographs, 1992]

31-11 [Miscellaneous photographs, 1997]

31-12 [Miscellaneous photographs, ca. 1994]

31-13 ARMA AGM 1997, Blue Horizon Meeting, Georgia Hotel

31-14 ARMA Seminar and AGM, June 16, 1998

31-15 [Miscellaneous photographs, ca. 1997]

31-16 November 23 ARMA/BCLA Seminar [1999]

31-17 [Photographs from Electronic Records Management seminar, June 16, 1998]

31-18 Shadbolt 1998 (April), Art's house, Chapter of the Year

Photographs from events series continued:

31-19 [Miscellaneous photographs, ca. 1999]

31-20 [Miscellaneous photographs ca. 1995, possibly used in publications]

31-21 30th Anniversary Committee photos, 31 March 2000

31-22 20th Anniversary, October 1990

31-23 25th Anniversary, March 1995

31-24 [AGM photographs, 1992-1999]

31-25 Various seminars and meetings

32-1 Various meetings and seminars

32-2 Special

32-3 Len Glendenning's departure party, 1990

32-4 Chapter members of the year

32-5 Members

32-6 Social evenings, Pan Pacific and Shadbolt Centre

32-7 Speakers

32-8 Miranda Welch visit from New Zealand, January 1999

32-9 Seminar 1987

32-10 Nashville Conference, 1995

32-11 Robson Square, Video Conference from Chicago, San Francisco Conference

32-12 Halifax Conference, 1989

32-13 Seattle Conference

32-14 Seminar- Pat Discon and Barb Rike

32-15 Sue Dalatir dinner, 1996

32-16 Jim Coulson seminar, 1998, negatives

32-17 Chapter board members

31-26 Photographs from 40th Anniversary event [2 CD-ROMS] 2010

Award plaques and trophies series:

32-18 Chapter Newsletter of the year, third place, 1992

32-19 Vancouver Chapter 25 years

32-20 Honourable mention to Ted Hopkins, Editor, for superior efforts in the 1990-2000 ARMA International newsletter Competition in the Large Chapter Category.

32-21 1993-1994 Competition for Excellence in Chapter Newsletters, Honourable mentioned to Muriel Thomas, CRM, editor, in the category for medium chapters