



Vice President, Legal Affairs
Archives and Records Management Department

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Index to Archival Descriptions

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Introduction

An access point in archival description is "a name, term, etc., by which a descriptive record may be searched and identified" (*Rules for Archival Description*, Glossary). Its purpose is to facilitate access and retrieval. This document provides a list of all access points that have been assigned by the SFU Archives to its descriptions.

Currently we index our descriptions by three types of access point: names, subjects and media terms. Each is briefly explained below, so that researchers can understand how and why particular access points are selected, and so they can also be aware of the current limitations of indexing at the SFU Archives.

Note that this document will be updated from time to time as new archival descriptions are added and indexed, new indexing terms are incorporated into the descriptive system, and the scope of indexing is expanded to include lower levels of descriptions.

Name access points

An entry in the *Name Index* includes the authorized heading for the name and the descriptions (fonds and series) indexed by it. The *Name Index* includes non-authorized headings (previous names or name variants), with *see* references back to the authorized form of the name. The Archives currently applies name access points at the fonds, collection and series levels, but not at the file or item levels.

At the *fonds* level of description, the Archives assigns name access points:

- For the creator of a fonds.
- For a custodian of the fonds if the custodian is mentioned in the *Custodial history* element.
- For a person who was a senior officer (typically the head) of the corporate body that created the fonds if the person is mentioned or listed in the *Administrative history* element.
- For a person who is a member of the family that created the fonds if the fonds includes material created by or related to that person.

In *collections*, the Archives assigns name access points:

- For the collector of a collection.
- For a custodian of the collection if the custodian is mentioned in the *Custodial history* element.
- For the subject of a collection if that subject is primarily a corporate body, person or family.

At *series* levels, the Archives assigns name access points only if ALL of the following conditions apply:

- The name was not used at a higher level of description (e.g. at the fonds level).
- The series contains records relating to the corporate body, person, or family (e.g. the fonds creator received correspondence from the person).
- The name is included in the series title or mentioned in the description.

Researchers should be aware of the limitations of the *Name Index*:

- Name access points are not currently assigned at the file or item levels of description.
- All fonds and collections have been indexed, but only about 20% of series have been consistently indexed.
- Even where fonds and series are indexed, the names selected tend to be high-level, and access points do not capture all possible names.
- E.g. in the President's fonds a series of correspondence with the English Department will be indexed by the name "Department of English"; the files themselves, however, may include material relating to a plethora of other names not indexed (individual faculty members, students, scholars and administrators at other institutions).
- Accordingly, the *Name Index* is by means definitive; it is just a starting point to assist users as they attempt to surmise where material relating to their research subjects may be located.

Subject access points

The Archives currently assigns subject access points only at the fonds and collection levels of description. Subjects are drawn from a controlled vocabulary of 30 terms, based on the *BC Thesaurus* maintained by the Archives Association of British Columbia (AABC).

- The 30 terms represent a selection of the top terms of the *BC Thesaurus*.
- The same 30 terms are used in *MemoryBC*, the AABC-administered portal for archival descriptions from repositories across the province (<http://memorybc.ca/>).
- For more information on the list of terms, including scope notes and explanations, see http://aabc.ca/MemoryBC_subject_groups.pdf.

The purpose of the *Subject Index* is to indicate the existence of archival materials relevant to research in very broad subject areas.

- Fonds and collections can be indexed under more than one subject.
- There is no subject indexing at the series, file or item levels.

Again, the index functions merely as a starting point, communicating the broad scope of our holdings. The Archives plans in the future to incorporate subject indexing into lower levels of description (especially series and items); and to expand the list of controlled terms by including other vocabularies (e.g. the full *BC Thesaurus* and the Society of American Archivist's *Thesaurus for Use in College and University Archives*).

Media term access points

The Archives assigns media access points to indicate the existence of material in non-textual media (e.g. photographs) in various fonds and collections.

- Media terms are based on the *General material designation* (GMD) terms in the *Rules for Archival Description* (RAD).
- Media access points are applied only at the fonds / collection level of description.
- Each media access points is qualified in terms of the number of items the fonds / collection contains in that medium: *large* (200+ items), *medium* (50–200 items), or *small* (less than 50 items).

Master index: all names used as access points at all levels of description

A Women's Place Collective

Women's Bookstore collection (F-111)
Series F-111-3 A Woman's Place records (1972 - 1973)

Aberle, Kathryn

Hugh Johnston fonds (F-223)
Series F-223-1-1-3 Files on individuals (1961 - 2004)

Media and Public Relations Office fonds (F-61)

Academic Advice Centre

Office of the Associate Vice-President, Academic fonds (F-201)
Series F-201-3-3 Academic Advice Centre (1985 - 1992)

Office of the President fonds (F-193)
Series F-193-4-3 Academic Advice Centre (1981 - 1992)

Office of the Vice-President, Academic and Provost fonds (F-200)
Series F-200-2-7 Academic Advice Centre (1972 - 1991)

Academic Computing Services -- see *University Computing Services***Academic Computing Services Committee**

Office of the Associate Vice-President, Academic fonds (F-201)
Series F-201-3-2-6 University computing committees (1990 - 1995)

Office of the Vice-President, Academic and Provost fonds (F-200)
Series F-200-2-15-2 Computing committees (1991 - 1999)

Academic Computing, Ad Hoc Committee on -- see *Ad Hoc Committee on Academic Computing***Academic Freedom and Tenure Committee**

Hugh Johnston fonds (F-223)
Series F-223-1-3-1 Academic departments and faculties (1962 - 2003)

Academic Operations Committee -- see *Board of Governors. Academic Operations Committee***Academic Planning Committee**

Academic Planning Services fonds (F-202)
Series F-202-1 Academic Planning Committee files (1972 - 1975)

Office of the Dean of Graduate Studies fonds (F-225)
Series F-225-4 Committee records (1965 - 1995)

Office of the President funds (F-193)

Series F-193-28-2 Academic Planning Committee (1969 - 1980)

School of Computing Science funds (F-93)

Series F-93-3-29 University - Academic Planning Committee files (1974 - 1976)

Academic Planning Office

Academic Planning Office funds (F-49)

Office of the President funds (F-193)

Series F-193-19-4 Academic Planning / Analytical Studies (1968 - 1981)

Office of the Vice-President, Academic and Provost funds (F-200)

Series F-200-2-5 Academic Planner (1971 - 1974)

Academic Planning Services

Academic Planning Services funds (F-202)

Institute of Public Policy Analysis funds (F-204)

Office of the Vice-President, Academic and Provost funds (F-200)

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Academic Relations Office

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Academic Resources Office -- see *Student Academic Resources Office*

Academic Services Committee

Office of the President funds (F-193)

Series F-193-28-3 Academic Services Committee (1964 - 1968)

Academic Women

Office of the President funds (F-193)

Series F-193-4-18 Academic Women (1989 - 1995)

Office of the Vice-President, Academic and Provost funds (F-200)

Series F-200-8-3-27 Academic Women (1988 - 1991)

Series F-200-10-1 University matters - general (1979 - 1993)

Academic, Office of the Associate Vice-President -- see *Office of the Associate Vice-President, Academic*

Academic, Office of the Vice-President -- see *Office of the Vice-President, Academic and Provost*

ACCC -- see *Administrative Computing Coordinating Committee*

Access Education Committee at SFU

Office of the Vice-President, Academic and Provost fonds (F-200)

Series F-200-8-3-26 Access Education Committee at SFU (1987 - 1991)

Achtemichuk, Morris

Hugh Johnston fonds (F-223)

Series F-223-1-7-2 Audiocassette recordings of interviews (1974 - 2002)

ACNGP -- see *Assessment Committee for New Graduate Programs*

ACP -- see *Association of Canadian Publishers*

ACS -- see *University Computing Services*

ACU -- see *Association of Commonwealth Universities*

Ad Hoc Assessment Committee for Graduate Program in Communication

Faculty of Education fonds (F-233)

Series F-233-4-2 Department of Behavioural Sciences Foundations files (1965 - 1973)

Ad Hoc Committee on Academic Computing

Office of the Vice-President, Academic and Provost fonds (F-200)

Series F-200-4-5-1 Computing Centre - general (1968 - 1986)

School of Computing Science fonds (F-93)

Series F-93-3-30 University - Ad Hoc Committee on Academic Computing files (1973 - 1974)

Ad Hoc Committee on B.C. Innovation Collaboration

Office of the Vice-President, Research fonds (F-86)

Series F-86-5-2-9 Ad Hoc Committee on B.C. Innovation Collaboration (1998)

Ad Hoc Committee on Grading System

Faculty of Education fonds (F-233)

Series F-233-4-2 Department of Behavioural Sciences Foundations files (1965 - 1973)

Ad Hoc Committee on Graduate – Faculty Relations

Office of the Dean of Graduate Studies fonds (F-225)

Series F-225-4 Committee records (1965 - 1995)

Office of the Vice-President, Academic and Provost fonds (F-200)

Series F-200-3-4-1 English (1972 - 1997)

Ad Hoc Committee on Planning Priorities

Office of the President fonds (F-193)

Series F-193-28-4 Ad Hoc Committee on Planning Priorities (1994 - 1996)

Office of the Vice-President, Academic and Provost fonds (F-200)

Series F-200-2-20 Special Assistant to the Vice-President, Academic - Academic Planning (1995 - 2000)

Ad Hoc Committee on Registration Priority Systems

Office of the Vice-President, Academic and Provost fonds (F-200)

Series F-200-10-3-1 University committees and task forces - general (1979 - 1995)

Ad Hoc Committee on Sexual Harassment

Office of the Vice-President, Academic and Provost fonds (F-200)

Series F-200-8-3-21 Ad Hoc Sexual Harassment Committee (1985)

Ad Hoc Committee on Statistics

Faculty of Science fonds (F-24)

Series F-24-3 Faculty committee records (1966 - 1995)

Ad Hoc Committee on University Organization

Office of the President fonds (F-193)

Series F-193-28-5 Ad Hoc Committee on University Organization (1967)

Ad Hoc Committee to Discuss the Administrative Reorganization of the University

Office of the President fonds (F-193)

Series F-193-28-6 Ad Hoc Committee to Discuss the Administrative Reorganization of the University (1966 - 1967)

Ad Hoc Professional Conduct Committee

Office of the President fonds (F-193)

Series F-193-28-7 Ad Hoc Professional Conduct Committee (1969 - 1980)

Ad Hoc Sexual Harassment Committee -- see *Ad Hoc Committee on Sexual Harassment*

Adair, Marian

Society for Canadian Women in Science and Technology fonds (F-39)

Adam, Heribert

Department of Political Science, Sociology and Anthropology fonds (F-20)

Hugh Johnston fonds (F-223)

Series F-223-1-1-3 Files on individuals (1961 - 2004)

Adams, Jack

Peter Poole fonds (F-161)

Series F-161-2 Interviews and transcripts (1984 - 1986)

Administration Committee

Simon Fraser University Library fonds (F-50)

Series F-50-9-4 Administration committee (1969 - 1975)

Administration, Office of the Vice-President -- see *Office of the Vice-President, Administration*

Administrative and Professional Staff Association

Office of the Associate Vice-President, Academic fonds (F-201)

Series F-201-1-2 Vice-President, Administration (1986 - 1993)

Office of the President fonds (F-193)

Series F-193-3-5-2 Administrative Professional Staff Association (APSA) (1983 - 1993)

Series F-193-6-6-2 Administrative Professional Staff Association (1993 - 1998)

Office of the Vice-President, Academic and Provost fonds (F-200)

Series F-200-1-6-4 Personnel (1986 - 1993)

Series F-200-1-7-3 Human Resources - Administrative and Professional Staff Association (APSA) (1994 - 1999)

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Student Services fonds (F-107)

Series F-107-3-4-8 J.U.A.C./A.P.S.A. (1985 - 1993)

Administrative Computing Coordinating Committee

Office of the Associate Vice-President, Academic fonds (F-201)

Series F-201-3-2-6 University computing committees (1990 - 1995)

Office of the Vice-President, Academic and Provost fonds (F-200)

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Administrative Costs Study Steering Committee

Office of the Vice-President, Academic and Provost fonds (F-200)

Series F-200-12-1-1 Provincial government - general (1990 - 1999)

Administrative Information Systems Steering Committee

Academic Relations Office fonds (F-203)

Series F-203-1 General correspondence files (1978 - 1990)

Office of the Associate Vice-President, Academic fonds (F-201)

Series F-201-1-4 Vice-President, Research (1985 - 1997)

Admissions -- see *Admissions and Records*

Admissions -- see *Admissions and Records*

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Admissions and Records

Office of the President fonds (F-193)
Series F-193-4-6-2 Admissions (1981 - 1996)

Admissions Committee (Education) -- see *Faculty of Education. Faculty Admissions Committee*

Admissions Committee (Professional Development Centre) -- see *Professional Development Centre. Admissions Committee*

Advanced Systems Institute

Office of the Vice-President, Research fonds (F-86)
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Advancement Office -- see *University Advancement*

Advisory Committee for Archives and Records Management

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Advisory Committee on Collective Bargaining

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Advisory Committee on Ethnic Relations

Office of the Vice-President, Academic and Provost fonds (F-200)
Series F-200-3-5-7 Advisory Committee on Ethnic Relations (1981 - 1984)

Advisory Committee on Inter-University Relations

Office of the President fonds (F-193)
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Advisory Committee on Post-Secondary Admissions

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Advisory Committee on the Arts

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Advisory Committee on Training and Development at SFU

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Advisory Committee to the Design Program

Office of the Vice-President, Academic and Provost fonds (F-200)

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AERA -- see *American Educational Research Association*

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Agrogen Biotechnologies Inc.

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AHCOTE -- see *Alaska Highway Consortium on Teacher Education*

Alaska Highway Consortium on Teacher Education

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Alton, Monty

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