

## RG 20 Archives unit fonds

### Scope and Content

Fonds consists of the administrative and operational records created, accumulated, and used by the Archives unit at the City of Red Deer between 1964 and 2019.

The types of records included are City policy manuals, meeting minutes and agendas, master plans, operational budgets, operational plans, strategic plans, staff reports, bylaws, copy certificate of incorporation, correspondence, exhibits, Heritage Advisory Team, statistics, contract reports and assessments, civic address/street naming committee, agreements, archeological reports, photographs, slides, negatives, an oral history project with Morris Flewelling and an oral history project with Nigel Lawrence.

### Date of Records

1964-2019

### Physical Description

3.369 m of textual records

562 photographs

24 plans : technical drawings

6 audio cassettes

2 artefacts

2 optical disks : CD-R

1 audio recording : mp3

### Material Types (GMD)

Textual Records and Other Materials

Textual Records

Graphic Materials

Sound Recordings

### Restrictions on Access

FOIP restrictions as noted

### Terms Governing Use, Reproduction, and Publication

Copyright for Nigel Lawrence works is NOT assigned to the City of Red Deer.

### Creator Information

**Authority Name** City of Red Deer Archives unit

**Authority History** In March 1964, City Council passed a bylaw to create an eight person archives committee and provide space in City Hall for the Archives. Mrs. Thelma Foster was hired as the first archivist. The Archives supported the construction of a library and archives buildings as Red Deer's official Canadian Centennial project and moved in 1967. A new Red Deer Museum building was constructed in 1978 with space for the Archives. By 200? the Archives Committee had been abolished. From 2003-2010 the Archives formed part of the Community Services Division as a unit. In 2007 or 2008 the Archives took on the heritage function of the City , being renamed the Heritage and Archives unit and hired a Heritage and Archives Coordinator. The unit reported to the Culture Services section. In 2010 the heritage

function was separated and the Archives moved to the Corporate Services division and briefly reported to the Records Management Coordinator. The Archives then reported directly to the Corporate Services division manager until 2011, when it reported to the Corporate Services Division Strategist. In 2011 the Archives also hired an Archives Coordinator. In 2012 the Archives became part of the Information Management Section under the Information Technology Services department.

## Notes

### **Finding Aids**

File list available.

### **Related Materials**

RG 38 Recreation, Parks, and Culture department fonds

RG 19 Community Services division fond

### **Physical Condition**

No areas of concern

### **Arrangement**

Original order maintained

### **Custodial History**

Records were transferred in 15 accessions between 1987 and 2023 per the City's records scheduling, retention and disposition schedule. Records were created as per daily business and operation function of the City of Red Deer's Archives unit.

### **Accruals**

Further accruals are expected.

### **Accession Numbers**

1987-020

2000-030

2009-048

2011-012

2011-014

2013-139

2014-014

2016-1080

2018-074

2019-017

2019-026

2019-131

2020-017

2022-029

2023-057

Accession #	Box #	File #	Record Description / File Title	Date Range	Extent (cm)	Restrictions	Description
1987-020	Audio Cassette Box 7	1	Interview	1986	6 audio cassettes		Interview by Yvette Brideau and David More with Nigel Lawrence
1987-020	1	2	Transcript	1986	0.4		Transcript of Tape 1
1987-020	1	3	Writing	ca 1925-1933; 1968-1985	1.2	Copyright	Includes poems and short stories
1987-020	1	4	Short Stories	1969-1980	2.0 ; 5 photographs : b&w	Copyright	Includes short stories and manuscript for From Buffalo Trails to Blacktop; copy correspondence; photographs of artwork
1987-020	1	5	Essay	1981	0.3	Copyright	Essay on Nigel Lawrence's artwork
1987-020	1	6 (1 of 2)	Slides	1986	219 photographs : col., slide		Slides of Nigel Lawrence's artwork
1987-020	1	6 (2 of 2)	Slides	1986	227 photographs : col., slide and print		Slides of Nigel Lawrence's artwork

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2000-030	OS 54	1	Insurance plan of the City of Red Deer	1964	24 plans		Insurance plan of the City of Red Deer, Alta. -- Toronto : Canadian Underwriter's Association. Plan Division, October 1955, partially revised Sept. 1964. Includes index and title page. K22

Accession #	Box #	File #	Record Description / File Title	Date Range	Extent (cm)	Restrictions	Description
2009-048	1	1	Collections Exchange Policy	1979	0.1		Collections Exchange Policy
2009-048	1	2	Cultural Property Export & Import Act	1980	0.1		Request for Observations & Suggestions: includes correspondence regarding the effect that this act to the people who were using it
2009-048	1	3	Historical Resources Act	1983	0.8		Includes comments made by the Ad Hoc Committee for Historical Preservation, correspondence regarding changes to the Historical Resources Act, proposed amendments
2009-048	1	4	Canadian Conservation Institute	1980	0.1		Mobile Conservation Laboratory Project
2009-048	1	5	Historical Resources of Alberta - Reports & Lists	1977-1978	1.8		Reports and lists, Study of Financing of Historic Resources in Alberta, Sites Designated Update Reports, Continuity and Change on the Alberta Mining Frontier Nordegg 1907-1955
2009-048	1	6	Red Deer Heritage Committee	1981-1982	0.6		Collaboration with Other Municipalities, Heritage Canada - Alberta Saskatchewan North West Territories Advisory Council
2009-048	1	7	Red Deer Heritage Committee	1973-1979	1.6		Heritage Canada - conference report, Heritage Canada print maps, correspondence,
2009-048	1	8	Albert Victor (AV) Pettigrew Award	1989-1991	0.5		Letters of nomination support, letter of nomination, and award application form
2009-048	1	9	Alberta Historical Resources Foundation (AHRF) Award	1986-1986	0.3		Letters of nomination and letter of nomination support
2009-048	1	10	Alberta Planning Award	1986-1988	0.2		Letters of nomination support and letter of nomination, Alberta Association Canadian Institute of Planners Program

Accession #	Box #	File #	Record Description / File Title	Date Range	Extent (cm)	Restrictions	Description
2009-048	1	11	Awards & Recognition - General	1985-1988	0.7		News releases, nominations, request for nominations, congratulations on receiving awards, nomination confirmation to Ted Meeres
2009-048	1	12	Mayor's Recognition Awards	1989-1992	0.3		Letter of nomination support, letter of nomination, brochure, letter of event information, and detailed criteria / guidelines
2009-048	2	13	Red Deer & District Archives Committee	1964-1971	2.2		Correspondence
2009-048	2	14	Red Deer & District Archives Committee - Establishment	1964-1967	0.5		Invitations to reopening of Red Deer Archives, correspondence
2009-048	2	15	Red Deer & District Archives Committee - Historical Site - Cochrane Ranch	1969	0.3		Correspondence
2009-048	2	16	Red Deer & District Archives Committee	1967	0.1		Correspondence regarding the development of a museum committee
2009-048	2	17	Red Deer Centennial Committee	1964-1967	0.3		Correspondence
2009-048	2	18	Revised Archives Committee Bylaw - 2780/82	1979	0.1		Copy of revised bylaw, correspondence
2009-048	2	19	Revised Archives Committees Bylaw - 2780/82	1981-1989	0.9		Includes suggested revisions, correspondence
2009-048	2	20	Archives & Landmarks Committee	1961	0.1		Correspondence
2009-048	2	21	Community Services Departmental Issues Meeting	1989-1994	0.5		Agenda and minutes
2009-048	2	22	Meeting - General	1979-1985	0.3		Meeting agendas, correspondence, Alberta Culture, Provincial Archives
2009-048	2	23	Meeting - General	1964-1974	0.1		Social Planning Council Annual Meeting
2009-048	2	24	Brochure Heritage Square	1988-1989	0.6		Descriptions, drafts and revisions to brochure, correspondence
2009-048	2	25	Brochure - Tourism Red Deer	1984-1985	0.1		Correspondence - discussion over misinformation in Chamber of Commerce brochure

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2009-048	2	26	Public Relations - Publications - General	1978-1982	0.2		Article submission to the Local Government Administrator's Association newsletter regarding the preservation of local government records, contributions to the Archives Bulletin and a commemorative booklet on Alberta archives
2009-048	2	27	Public Relations - Publications - General	1968-1971	0.4		Includes requests and submissions for information to be published in the Canadian Archivist and the American Archivist
2009-048	2	28	City of Red Deer Risk Management Seminar Report	1981	0.4		
2009-048	2	29	Heritage Institution Surveys	1982-1986	0.5		Municipal records survey, economic impact of the arts survey, heritage institutions survey and supplement, and survey of indexes of Canadian newspapers
2009-048	2	30	Reports - Suggested Revisions	1983	0.1		Oxbow historical research, Nautilus (sawyer) report, and Aresco Limited suggested report revisions
2009-048	2	31	Reports & Statistics - General	1979-1982	0.7		Correspondence regarding 1980 Annual Report, National Museums Canada environmental survey report, and survey results from the meeting of the Directors of Alberta Archives
2009-048	2	32	Budgets - General	1964-1971	0.6		Archive Committee budget requirements
2009-048	2	33	Donation Requests	1972-1980	0.4		Correspondence regarding donations of records, information, books, and pictures
2009-048	2	34	Archives Services - Archive Loan Kits	1985	0.2		Correspondence

Accession #	Box #	File #	Record Description / File Title	Date Range	Extent (cm)	Restrictions	Description
2009-048	2	35	Historic Resources - Historic Tours, Trails & Sites	1981-1982	2.3		Historic Trails of Alberta's South-West, The Buildings of Alberta, prehistoric technology, buffalo hunting, Alberta's past, prehistoric hunters and fishers, Alberta Archaeology, walking tour of Lethbridge, architectural walking tour of Brandon Manitoba, Stephan 8th Avenue Mall walking tour, correspondence
2009-048	2	36	Alberta's 75th Anniversary Celebration	1979-1980	0.7		75th Anniversary Committee, correspondence, planning documents
2009-048	2	37	Archives Open House - Guest Book	1973	0.5		
2009-048	2	38	Red Deer & District Archives Open House	1972-1979	0.3		Correspondence
2009-048	2	39	Alberta Cultural Heritage Foundation	1984-1985	0.1		Copy of Alberta Chamber of Commerce's Policy (1984 to 1985), correspondence
2009-048	2	40	Associations & Societies	1974-1985	1.0		Glenbow Nineteenth Annual General Meeting - Agenda and Minutes, correspondence, brochures, conference plans
2009-048	2	41	Awards & Recognition - General	1981-1994	0.4		Letters of nomination support (CPRA facility excellence award, Alberta order of the Big Horn award, Alberta environment award, Sir Fredrick Haultain prize, citation for citizenship), letter of recognition of award nomination (Alberta environment awards, Roger Tory Peterson nature educator awards, Alberta achievement awards), and letter of nomination (Alberta environment award)
2009-048	2	42	Red Deer & District Archives Committee	1964-1976	1.6		Agenda, minutes

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2009-048	2	43	Planning for Historic Resources Report	1984-1985	0.6		Red Deer Regional Planning Commission, correspondence, Red Deer planners highlight historic resources in planning
2009-048	2	44	Archives Budget - Operating	1976-1986	1.0		Operating: includes budget committees proposal, financial statistics, correspondence
2009-048	3	45	Archives Budget - General	1979-1981	0.2		Current accounts, financial statements, revenues and expenditures, proposed budgets, monthly statistics, growth of collection
2009-048	3	46	Archives Budget - General	1972-1982	0.4		Proposed budgets, requests and budget amounts approved to present to Council
2009-048	3	47	Archives Budget - General	1979-1984	0.7		Proposed budget, job description, draft budget, revenue and expenditures, monthly statistics, growth of collection, selected salaries, salary scale, financial statements, financial statistics, draft budget
2009-048	3	48	Urban Parks Program	1981	0.1		Invitation for the Archives to develop the historical aspect of the program
2009-048	3	49	Acquisition - Materials of Interest	1980-1984	0.2		Letters accepting/requesting materials
2009-048	3	50	Archive Services - Driving Tour	1982-1987	0.5		Correspondence, driving tour script and map
2009-048	3	51	Archive Services - Presentations	1990	0.4		Draft - The story of Red Deer
2009-048	3	52	Historic Resources - Bower Woods	1984-1985	0.3		Correspondence, signage text
2009-048	3	53	Alberta Winter Games	1987-1988	0.5		Correspondence, memos, Press info kits
2009-048	3	54	City of Red Deer's 75th Anniversary Celebration	1988	0.2		Correspondence, memos, events, information brochures
2009-048	3	55	Conservation of the Natural & Built Environment Conference	1989	0.5		Brochure, information sheets, registration pages, correspondence
2009-048	3	56	Heritage Day	1988-1989	0.2		Tour Guide dialogue

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2009-048	3	57	Heritage Day & Opening of Fort Normandeu	1984-1985	0.4		Correspondence, planning, event schedule
2009-048	3	58 (1 of )	Official Opening of Fort Normandeu	1983-1986	2.0	FOIP	Brochures, notes, correspondence, event planning, committee lists and contact info, contractor contact lists, event programs, invitation lists, invitation,
2009-048	3	58 (2 of )	Official Opening of Fort Normandeu	1983-1984	2.5		John Murray Architect Consultant - Red Deer Crossing and the Interpretive Planning Process November 24, 1983 & Fort Normandeu Interpretive Programming The Interpretive Storyline First Draft with letter requesting edits and approval May 21, 1984
2009-048	3	58 (3 of )	Official Opening of Fort Normandeu	1985-1987	1.5		John Murray Architect Consultant - Fort Normandeu Interpretive Programming The Interpretive Storyline Final Draft November 4, 1985 and related correspondence, newspaper articles (copies) and copied thematic files, Order of Service 65th Mount Royal Rifles Church Parade May 17, 1987, Tracks and Trails Activity Book for Children by Anette Boldsen
2009-048	3	58 (4 of 4)	Official Opening of Fort Normandeu	1986-1987	0.1  10 col. Photographs  2 artefacts		The Story of Fort Normandeu booklet and Fort Normandeu on Red Deer River drawing by Spelman (copy), 10 photographs of interpretive re-enactment and observers, 2 ribbons worn by interpretive staff

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2009-048	3	59	Official Opening of Heritage Ranch & Bower Ponds	1984	0.4		Brochure, invitation, correspondence
2009-048	3	60	Acts & Legislation - General	1983-1994	0.4		Correspondence, copies of Legislative Assembly - Remarks on the Meech Lake Constitutional Amendment, Volunteer Incorporations Act, Societies Act and Bill 54
2009-048	3	61	Alberta Society of Archivists	1983-1988	2.5		Correspondence, workshops, Education Committee Planning Group, contract - Alberta Archives Council and Brian Owens of the City of Edmonton, Executive Meeting, Instructor Evaluations
2009-048	3	62	Alberta Archives Council	1987-1989	1.4		Membership list, Membership Report, correspondence, minutes, status report, National Strategic Conservation Plan, By-laws
2009-048	4	63	Alberta Archives Council	1989	2.5		Annual General Meetings minutes, correspondence, Alan D. Ridge Publication Awards, membership card and confirmation, Analysis of granting agencies, Report to ASA executive
2009-048	4	64	Benalto Presbyterian Church Society	1988	0.1		Correspondence
2009-048	4	65	Canadian Museum Association	1985-1988	0.3		Directory, memorandum
2009-048	4	66	Norwegian Society - Aspenlund Luft Hus	1987	0.1		Brochure
2009-048	4	67	Alberta Corrections - Fine Options	1988-1989	0.7	FOIP	Fine Option Forms filled out with participants information and evaluation, containers personal information, correspondence with Alberta Correctional Services
2009-048	4	68	Red Deer Public Schools - Centennial Steering Committee	1986-1987	1.5		Research on early school, agendas, minutes

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2009-048	4	69	Red Deer Tourism Board	1989-1990	0.6		Correspondence and memos
2009-048	4	70	Society for the Protection of Architectural Resources in Edmonton (SPARE)	1988	0.2		Copy letter to Edmonton Journal, Highlands Walking Tour, correspondence
2009-048	4	71	Associations & Societies - General	1985-1989	1.7		Members of the National Parks Centennial Citizen's Committee, Celebrate Canada's Heritage, Manitoba Genealogical Society Inc., MASIS, Public Archives of Canada
2009-048	4	72	Markerville Creamery Building Committee	1984-1989	2.1		Stephan G Stephenson Icelandic Society reports, newsletters, financial statements, Markerville Creamery Feasibility Study Final Report 1984, meeting minutes, project notes
2009-048	4	73	Normandeau Cultural & Natural History Society	1989	0.4		Correspondence on formation of society, proposed application, by-laws and operating agreement
2009-048	4	74	Normandeau Cultural & Natural History Society	1989-1990	1.5		Meeting minutes, year plan, correspondence, annual meeting,
2009-048	4	75	Red Deer & District Archives Committee	1977-1978	0.6		By-Law No. 2172, Report on the Collection of the Red Deer and District Archives, meeting minutes, financial statement,
2009-048	4	76	Red Deer & District Archives Committee	1979	0.8		Meeting minutes, year plan, correspondence, annual meeting, ad for archivist, Preliminary Report on the Inventory of Historical Resources in The City of Red Deer

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2009-048	4	77	Red Deer & District Archives Committee	1980	1.0		Meeting agendas and minutes, budget, A brief to be presented before the members of cabinet of the Government of Alberta in Red Deer, Alberta October 7, 1980, Director's Report, Summary of Annual Report
2009-048	4	78	Ghost Statue Committee	1993	0.4		Correspondence, Town Centre Association Red Deer's Original Business District memo to City Council, meeting minutes
2009-048	4	79	Staff Meeting - Archives	1990-1991	0.3		Minutes
2009-048	5	80	Community Services Tabloid - Archives Submissions	1988-1992	0.5		Archives tabloids, tabloid proofs, and correspondence
2009-048	5	81	Public Relations - Publications - General	1984-1993	0.3		contributions to the Alberta Archives booklet, Alberta Break, History of Public Works in Canada, and mass distribution brochure
2009-048	5	82	Canadian Encyclopedia - Red Deer Article	1984-1994	0.2		Correspondence, revisions and article
2009-048	5	83	Archives Budget	1985-1987	0.5		Correspondence, Archives Committee minutes, budget
2009-048	5	84	Archives Budget	1988-1989	0.8		Agenda, minutes, financial documents
2009-048	5	85	Archives Budget	1990	1.1		Correspondence, financial records, Statement of Departmental Goals, CORD 1990 Budget Preparation Instructions
2009-048	5	86	Materials on Loan - General	1983-1991	0.4		Correspondence relating to archival loans, Interlibrary loan requests
2009-048	5	87	Fort Normandeau Days	1988-1990	0.3		Correspondence, event programs, planning documents
2009-048	5	88	Plaque Dedications	1991	0.1		Correspondence in regards to plaque dedications
2009-048	5	89	Thank You Volunteers Tea	1988-1990	0.1		Programs

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2009-048	5	90	Acquisitions - Materials of Interest	1985-1989	0.6		Correspondence related to donations, materials of interest to collections
2009-048	5	91	Policies & Procedures - General	1996-1997	0.1		Memos to City Clerk in regards to need for procedures/bylaws
2009-048	5	92	Alberta Archives Council	1990-1993	1.5		Correspondence, grant applications, Feasibility Study for the Establishment and Maintenance of an Office for the Alberta Archives Council and the Alberta Society of Archivists, Program Proposals for Lottery Funding to Assist the Alberta Archival Community
2009-048	5	93	Alberta Historic Resources Foundation	1977-1993	2.0		Membership forms, correspondence, application for funding, letters of nomination, conference program, Regional Meeting and Tour, brochure
2009-048	5	94	Alberta Museums Association	1983-1992	1.0		Central Alberta Regional Network (CARMN), conference, annual general meeting, correspondence, Royal Reels Project, grant list, Notice of Special Resolution of the Alberta Museum Association, meeting minutes
2009-048	5	95	Alberta Society of Archivists	1990-1993	1.8		Correspondence, Five Year Education Plan, conference program, memorandum on annual report
2009-048	5	96	Association of Canadian Archivists	1978-1992	0.6		Correspondence, salary survey, ACA Strategic Planning Committee Report: Planning for the Future
2009-048	5	97	Canadian Council of Archives	1987-1993	1.0		Arrangement and Description Backlog Cost Shared Cooperative Program, Conservation Plans, Institutional Guidelines, grant applications and correspondence

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2009-048	5	98	Heritage Council of Alberta	1988-1993	0.7		The Heritage Directory, organizational background, correspondence, meeting minutes
2009-048	5	99	Kerry Wood Nature Centre Association	1986-1993	0.8		Correspondence, lecture series, meeting minutes
2009-048	5	100	Municipal Heritage Advisory Board	1985-1993	0.9		Correspondence, meeting agenda, minutes, board members contact list
2009-048	5	101	Policies & Procedures - General	1988-1999	0.6		Memo: purchase of recycled materials, use of oral history files, standardization of city letter format, staff use of city owned facilities, correspondence
2009-048	5	102	Policies & Procedures - General	1991-1999	0.2		Standardization of letter format, Y2K facility operation
2009-048	5	103	Alberta Genealogical Society	1982-1995	1.8	FOIP	The Tree Climber - newsletter, cemetery records - requests, transcriptions, walking tours, meeting minutes, microfilm, membership lists
2009-048	5	104	Archives Society of Alberta	1993-1994	1.2		Correspondence - relating to finances, draft constitution for Alberta Society for Archives, Outreach and Development Officer's Report

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2009-048	6	105	Associations & Societies - General	1990-1994	1.8		Chamber of Commerce minutes, Development of Military History Museum Collection in Canada, archivist correspondence, Historic Preservation Committee, minutes - Dawe Centre Transition Team Meeting, Rimbey Historical Society Board Meeting, Update on CARMN, SC-1 Steering Committee, Proposal Requirements for Feasibility and Viability Study for Antique Agricultural Equipment Park, Minutes - Red Deer Food Bank, Agendas - Community Services Network, Ellis Bird Farm Ltd., Floral Emblem Committee
2009-048	6	106	Central Alberta Churches	1990-1994	0.2		Correspondence
2009-048	6	107	Glenbow Museum & Archives	1968-1994	1.2		Correspondence - funding and operational changes, 1968 membership card
2009-048	6	108	Historical Society of Alberta	1972-1994	0.7		Awards, membership, annual meeting - agenda and minutes, fundraising, correspondence, historical conference, chapter bulletins
2009-048	6	109	Normandeau & Natural History Society	1991-1995	2.5		Staff meeting, correspondence, memos - organizational chart, Archives expansion, meeting minutes
2009-048	6	110	Red Deer & District Museum Society	1975-1995	1.4		Job descriptions, correspondence, meeting agendas and minutes, events calendar
2009-048	6	111	Red Deer & District Museum Society Audits	1987-1993	0.5		Financials
2009-048	6	112	Waskasoo Museum Foundation	1982-1993	0.2		Request for funding support for Act Naturally project

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2009-048	6	113	Civic Committee	1965-1983	2.5		Proposed naming policy for The City of Red Deer, naming of subdivisions, proposed street names for Clearview, Deer Park, Glendale, Inglewood, Johnstone Park, Kentwood, Lancaster, Rosedale, Normandeau, Morrisroe, Eastview, naming after pioneers, names for urban park project
2009-048	6	114	Historical Preservation Committee	1981-1984	2.0		Executive Summary - Feasibility of Tax Proposals for Historical Resources, correspondence, meeting agendas & minutes
2009-048	6	115	Historical Preservation Committee - Preservation Materials	1975-1985	0.8		Major equipment used, minor equipment and tools, artists materials and supplies, chemicals and compounds, materials for handling 3-dimensional works of art, pH stick meter probe, preparation and preservation of bones, freeze drying of biological specimens, preservation of plant material
2009-048	6	116	Red Deer Archives Committee	1965-1985	1.5		Correspondence, amalgamation of the Red Deer Archives and Museum Management Board, committee appointments
2009-048	6	117	Red Deer Archives Committee	1983	1.3		Meeting agendas and minutes
2009-048	6	118	Red Deer Archives Committee	1984	1.4		Meeting agendas and minutes
2009-048	7	119	Red Deer Native Friendship Society	1989-1991	0.3		Correspondence, newsletter
2009-048	7	120	Red Deer Public Library	1990-1992	0.3		Correspondence, Literacy and Legacy project

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2009-048	7	121	Waskasoo Museum Foundation	1983-1991	1.0		Indian Stone Mortar: Radio-Carbon Dating, Red Deer Heritage Fund, meeting minutes
2009-048	7	122	Western Centennial Committee	1989-1991	1.0		Western History Book committee correspondence, permissions relating to "100 Years of Progress", meeting minutes
2009-048	7	123	Awards & Recognition - General	1999-2000	0.1		Correspondence
2009-048	7	124	Lieutenant Governors Award	2000	0.1		Nomination form
2009-048	7	125	Historical Preservation Committee - Proposal for Conservation of Historical Resources in Red Deer	1982	0.5		Donations, Proposals for the Conservation of Historical Resources in Red Deer
2009-048	7	126	Red Deer District Archives Committee	1967-1982	2.2		Correspondence relating to heritage/heritage sites; archival repositories including letters to the provincial government, meeting minutes, Brief presented to Alberta Cabinet Tour, Environmental Conservation Authority, membership
2009-048	7	127	Red Deer District Archives Committee	1981	1.0		Meeting agendas and minutes
2009-048	7	128	Red Deer District Archives Committee	1982	1.0		Meeting agendas and minutes
2009-048	7	129	Reports - Operational Statistics	1981-1991	0.5		Archives report, user survey instructions, attendance, storage, growth and usage, collections information, and comparative statistics
2009-048	7	130	Archives Budget - Operating	1990-1991	1.8		Financial print outs
2009-048	7	131	Archives Budget - General	1992	1.3		Budget meetings, forms, operating reports, statement of departmental goals, supplies ad-back, budget
2009-048	7	132	Archive Services - Education & outreach Programs - General	1976-1997	0.4		Outreach to school superintendents, Red Deer Driving Tour, Edu-kits

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2009-048	7	133	Historical Resources - General	1988-1994	1.4		Inventory lists Red Deer Historical Sites & Buildings, Court House Committee Meeting, Historic Site Designation, Appeal to the Alberta Planning Board for proposed subdivision of Plan 6393 M.C. Block 14 Lot 13
2009-048	7	134	Special Events - General	1986-1994	0.4		The Mayor's Recognition Awards, Canada Theme of Transportation, Celebrity Reading Event, Preserving the Parkland, Seniors Trade Fair, Alberta Recreation and Parks Association Annual Conference, Old Timers Picnic at Fort Normandeau
2009-048	7	135	Archives Budget - General	1990-1991	2.5		Archives Committee minutes, financial statements, budget instructions, Community Services budget
2009-048	7	136	Red Deer Archives Committee	1985	1.5		Meeting notice, meeting agenda and meetings
2009-048	7	137	Bylaws - Archives Committee Bylaw Review	1979-2000	0.4		Actual bylaws and correspondences
2009-048	7	138	Bylaw - Bylaw 1270	2000	0.5		Archives bylaw revision, correspondence
2009-048	7	139	Program Planning - Archives	1989-1994	0.7		Museums Management Board planning, Vision 2020 Implementation Program, Community Services Master Plan, Culture business plan, and year plan
2009-048	7	140	Strategic Planning	1993-1994	0.4		Questionnaire and recreation and tourism contributions to the quality of life

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2009-048	8	141	Public Relations - Publications - Activity Guide	1999-2000	0.2		Discussion of submissions from archives, activity guide themes, Winter Community Services Guide, Archives advertisement
2009-048	8	142	Public Relations - Website	1998	0.1		Includes possible mistake on Mickey the Beaver article
2009-048	8	143	Let's Talk at the Mall	2003	0.3		News release, meeting for planning, list of materials necessary, and correspondence
2009-048	8	144	Let's Talk at the Mall	2002	0.5		News release, information for participants and correspondence
2009-048	8	145	Public Relations - Publicity - Articles	1999	0.5		List of articles written by Michael Dawe and write up of the Historical Driving Tour
2009-048	8	146	Public Relations - Publicity - General	2000-2002	1.2		Newspaper advertisement, mentions in scholarly papers, mentions in community newsletters, mentions on local websites, newspaper clippings, ads in community service activity guides
2009-048	8	147	Statistics Canada - Survey	1982-1994	1.3		Surveys filled out for the Red Deer & District Archives
2009-048	8	148	Archives Budget - General	1981-1995	1.5		Operating and capital budgets, correspondence
2009-048	8	149	Archives Budget - Operating	1992-1994	1.7		Detailed operating reports, financial report print outs
2009-048	8	150	Historical Preservation Committee Budget	1992-1993	0.3		Interpretive sign program budget, approved budget
2009-048	8	151	Acquisitions - Material of Interest	1990-1994	0.8		Letters accepting/requesting materials, outward receipt for materials (Glenbow Museum)

Accession #	Box #	File #	Record Description / File Title	Date Range	Extent (cm)	Restrictions	Description
2009-048	8	152	Microfilm	1988-1994	1.0		Budgeting for the cost of microfilming, purchase order statistics across Canada, acquiring materials, grant records
2009-048	8	153	Potential Donors - General	1984-1994	0.8		Letters offering material to archives, correspondence
2009-048	8	154	Archive Services - Education & Outreach Programs	1999-2000	0.1		Young Canada works in heritage institutions, requests for speaking engagements
2009-048	8	155	Ad-Hoc Preservation Committee - Seminars	1983-1987	0.5		Event programs, correspondence, workshop descriptions+J160
2009-048	8	156	Ad-Hoc Preservation Committee	1982-1988			Council list, registration list, mailing list, proposals for the conservation of historical resources in Red Deer, urban conservation in planning, philosophy of the committee, future of the historical preservation committee, the buildings revival coalition, designation of provincially owned buildings as municipal historic resources
2009-048	8	157	Normandeau Cultural & Natural History Society	1993-1997	0.9	FOIP	Committee members, meeting minutes, historical interpreter job description, interpretive naturalist job description, information attendants job description
2009-048	8	158	Heritage Conservation Committee - Establishment	1982-1986	0.2		Correspondence
2009-048	8	159	Historical Preservation Committee	1985	0.5		Correspondence, Terms of Reference
2009-048	8	160	Historical Preservation Committee - Request for Funding	1986	0.1		
2009-048	8	161	Red Deer Archives Committee	1988	1.5		Meeting notice, agendas and minutes
2009-048	9	162	Red Deer Archives Committee	1986	1.2		Meeting notice, agendas and minutes
2009-048	9	163	Red Deer Archives Committee	1987	1.4		Meeting notice, agendas and minutes

Accession #	Box #	File #	Record Description / File Title	Date Range	Extent (cm)	Restrictions	Description
2009-048	9	164	Red Deer Archives Committee - Photographs	1987	29 b&w photographs		Photographs of the Red Deer & District Museum & Archives
2009-048	9	165	Red Deer Museum Management Board	1987-1988	0.8		Correspondence and planning
2009-048	9	166	Red Deer Regional Planning Commission	1987-1988	0.4		Red Deer Regional Planning Commission: includes streetscape plan for historic areas, Alberta planning awards program, proposals for the conservation of historical resources in Red Deer
2009-048	9	167	Alberta Archives Council - Arrangement & Description Program	1988-1993	0.9		Grant application, correspondence, cost sharing program
2009-048	9	168	Alberta Genealogical Society - Grants - Cannon Microfilmer	1995-1999	2.1		Letters of support, Library Acquisitions Funding Proposal, Genealogical Society Grant Application, message from the chairman, meetings minutes, correspondences, agreement with City of Red Deer Archives
2009-048	9	169	Archives Society of Alberta - General	1994-2001	0.8		Access to holdings grant, control of holding grants and ASA grants
2009-048	9	170	Canadian Council of Archives Arrangement & Description Backlog Reduction Cost Sharing Program	1987-1992	2.3		Correspondence, application, status reports, summary, copy - Index Papers of Dr. Ethel Taylor, grant final reports
2009-048	9	171	Canadian Council of Archives - General	1995-2001	0.8		Bill from Marge Hicks for work relating to grants, Final Project Report
2009-048	9	172	Canadian Council of Archives - Grants	1997-1999	1.0		Guidelines for grant applicants, application for grants, receipt for cheque and final report on projects the grant funded
2009-048	9	173	Canadian Council of Archives - Grants	1995-1996	1.8		Guidelines for grant applicants, application for grants, receipt for cheque and final report on projects the grant funded

Accession #	Box #	File #	Record Description / File Title	Date Range	Extent (cm)	Restrictions	Description
2009-048	9	174	Cash Donations	1996-1999	2.0	FOIP	Thank you letters for cash donation, correspondences & tax receipts for donations
2009-048	10	175	Cash Donations	1996-1999	2.3	FOIP	Thank you letters for cash donation, correspondences & tax receipts for donations
2009-048	10	176	Cash Donations	1989-1995	2.5	FOIP	Thank you letters for cash donation, correspondences & tax receipts for donations
2009-048	10	177	Cash Donations	1989-1995	2.5	FOIP	Thank you letters for cash donation, correspondences & tax receipts for donations
2009-048	10	178	Community Facility Enhancement Program	2001	0.9		Grant applications, correspondence
2009-048	10	179	Community Lottery Board	1992-2001	2.2		Correspondence, grant applications and receipts for cheques
2009-048	10	180	Donation Requests	2000	0.1		Kerry Wood Nature Center, Civic Employee Recognition Banquet
2009-048	10	181	Donations	1999-2000	0.5	FOIP	Donation correspondence,
2009-048	10	182	Grants & Contributions	1996-1999	0.1		Archives summer employment program and request for grant to attend conference
2009-048	10	183	Grants & Contributions - General	1995-2000	0.3	FOIP	Monetary contributions from individuals, The Normandeau Cultural and Natural History Society, and The Archives Society of Alberta, photo albums, videos, lottery board contributions
2009-048	10	184	Red Deer & District Community Foundation - Grants	1996-2001	0.3		Letters of application, Mobile Shelving Installation and Reading Room Renovation Project

Accession #	Box #	File #	Record Description / File Title	Date Range	Extent (cm)	Restrictions	Description
2009-048	10	185	Young Canada Works General	2000	0.5		Proposal for the grant funds and letter of rejection
2009-048	10	186	Inventories of Holdings - General	1983-1987	0.5		Growth of collection, photostats of files, microfilm holdings
2009-048	10	187	Archives Open House	1999	0.3		Media release and planning
2009-048	10	188	Special Events - General	2000-2001	0.5		Red Deer Diamond Jubilee celebrations, Devonian Trails Official Opening, commemoration ceremony for McKenzie Crossing Bridge and the Alberta Folk Festival, Comfort family recognition ceremony, Hospital Foundation reception
2009-048	10	189	Alberta Genealogical Society	1993	0.1		Brief on Access to Information and Protection of Privacy Act Red Deer Branch
2009-048	10	190	Alberta Square & Round Dance Federation - Updates on Archives Expansion	1993-1994	0.5		Report on expansion, correspondence, draft agreement
2009-048	10	191	Archives Society of Alberta (ASA) - Response to Bill 1	1993-1994	0.5		ASA Newsletter, submission by ASA to Alberta Provincial Government on Bill 1
2009-048	10	192	Heritage Council of Alberta	1988-1994	1.2		Meeting agendas and minutes, correspondence, Report on Heritage Council
2009-048	10	193	Civic Addressing Committee	1954-1985	2.0		Street naming committee - lists of names of early and influential Red Deer residents used for street naming, proposed names for neighbourhoods/districts, correspondence, Red Deer Regional Planning Commission, meeting agendas and minutes

Accession #	Box #	File #	Record Description / File Title	Date Range	Extent (cm)	Restrictions	Description
2009-048	10	194	Red Deer & District Archives Committee - Brief to Members of Cabinet	1980	0.1		A Brief To Be Presented To Before Members Of The Government Of Alberta In Red Deer, Alberta
2009-048	10	195	Nordegg Travelling Display	1984-1985	0.1		Correspondence
2009-048	10	196	Public Relations - Publicity - General	1982-1994	0.5		Correspondence
2009-048	10	197	Public Relations - Publicity - General	1973-1982	0.5		Correspondence
2009-048	10	198	Public Relations - Publicity - General	1964-1971	0.5		Correspondence
2009-048	10	199	Service Clubs Advertising Signs - Proposal Report Council Rejection	1980	0.3		Signs for Service Clubs
2009-048	10	200	Archives Annual Report	1980	0.4		
2009-048	10	201	Archives Quarterly and Annual Report	1979-1986	2.0		1980-1986 - Annual Report, Quarterly Archivist's Report 1979-1981
2009-048	10	202	Archives Budget	1995	0.5		Operating budget, financial records, correspondence
2009-048	11	203	Archives Budget	1994	1.7		Operating budget, financial records, correspondence
2009-048	11	204	Archives Budget	1993	2.5		Operating budget, financial records, correspondence
2009-048	11	205	Safron - Review of Records Management	1997	0.2		
2009-048	11	206	Canadian Council of Archives - Grants	1991-1992	1.5		Guidelines for grant applicants, application for grants, receipt for cheque and final report on projects the grant funded, the Ghosts - a living heritage story booklet
2009-048	11	207	Canadian Council of Archives - Grants	1986-1990	0.7		application for grants, receipt for cheque and final report on projects the grant funded

Accession #	Box #	File #	Record Description / File Title	Date Range	Extent (cm)	Restrictions	Description
2009-048	11	208	Canadian Council of Archives - Arrangement & Description Backlog Reduction Cost - Shared Cooperative Program	1985-1994	1.8		Acknowledgements of letters and cheques, project break down, progress reports, project reports (el meres papers, city clerk general files fonds, city council agenda fonds, Tuxis parliament records, Agnes Comfort papers, Red Deer Public Library records, Doreen Befus papers, Doctor Ethel Taylor papers, and Civil Service Association of Alberta Branch 14 records), and correspondence
2009-048	11	209	Alberta Lotteries Community Facility Enhancement Program (CFEP) - Grant Applications	1990-1994	0.2		Application priorities, status of grant applications, and completed application
2009-048	11	210	Canadian Council of Archives - Grants	1993-1994	1.5		Guidelines for grant applicants, application for grants, receipt for cheque and final report on projects the grant funded
2009-048	11	211	Canadian Council of Archives (CCA) - Conservation Plan for Canadian Archival Records (CPCAR) Cost - Shared Cooperative Assistance Program	1992-1994	0.8		Acknowledgements of letters and cheques, conservation plan budgets, copies of invoices associated with projects, and correspondence
2009-048	11	212	Donations	1984-1994	2.5	FOIP	Correspondence and copies of cheques
2009-048	11	213	Grants & Contributions - Given	1983-1990	0.4		Funding request (Central Alberta Theatre (CAT)), Explorations Program grant (Sybil Sewell) and correspondence

Accession #	Box #	File #	Record Description / File Title	Date Range	Extent (cm)	Restrictions	Description
2009-048	11	214	Grants & Contributions - Received - General	1985-1995	1.3		Recommendation of grant approval, account set up request, Archives grant applications, notice of account set up, notifications of grant program termination (provincial and registered historic resource assistance program, Alberta Advanced Education Endowment & incentive fund), grant program application packages (County of Red Deer community recreation/cultural, Alberta Historical Resources Foundation, Innisfail newspaper microfilm, and Red Deer community foundation storeroom expansion), request to increase endowment funds (Parkland Industries) and correspondence
2009-048	11	215	Grants & Contributions - Received - General	1972-1981	0.5		Correspondence regarding - grants given for The Cronquist House, donations of books with historical importance, proposal of provincial grants program, annual archives grant
2009-048	11	216	Grants & Contributions - Requested	1973-1979	0.2		Correspondence
2009-048	11	217	Archives Contribution of Glass Showcase to the Red Deer Public	1967	0.1		
2009-048	11	218	Grants & Contributions - Received	1964-1967	0.2		Correspondence regarding grants to the Red Deer and District Archives Committee
2009-048	11	219	Centennial Celebration - Incorporation of City of Red Deer	2001	0.5		Agenda, program, ceremonial meeting with council, correspondence, news clippings
2009-048	11	220	Scandinavian Archivist Visit	1997	0.5		Correspondence

Accession #	Box #	File #	Record Description / File Title	Date Range	Extent (cm)	Restrictions	Description
2011-012	1	1	Red Deer & District Archives Committee	1986-1989	1.7	FOIP	Correspondence, nomination forms,
2011-012	1	2	Red Deer & District Archives Committee	1989	1.9		Meeting minutes, report - background of Archives and formation of committee, correspondence, statement of purpose,
2011-012	1	3	Red Deer & District Archives Committee	1990	2.1		Meeting agendas and minutes
2011-012	1	4	Red Deer & District Archives Committee Membership	1979-1990	1.5	FOIP	Committee members contact information, nomination forms, correspondence
2011-012	1	5 (1 of 2)	Red Deer & District Archives Committee	1992	1.3		Meeting agendas and minutes
2011-012	1	5 (2 of 2)	Red Deer & District Archives Committee	1992	1.5		Meeting agendas and minutes
2011-012	1	6 (1 of 2)	Red Deer & District Archives Committee	1999	1.5		Meeting agendas and minutes
2011-012	1	6 (2 of 2)	Red Deer & District Archives Committee	1999	1.5		Meeting agendas and minutes
2011-012	1	7	Red Deer & District Archives Committee	1990-1998	2.5	FOIP	Meeting minutes, reports, lists of board members with contact information, correspondence, board resignations, appointments and nominations
2011-012	1	8	Red Deer & District Archives Committee	1985-1997	0.5		Committee Bylaw, volunteer coordinator, correspondence, memo
2011-012	1	9	Red Deer & District Archives Committee	1993	1.8		Meeting minutes
2011-012	1	10	Red Deer Museums Management Board	1975-1989	1.1	FOIP	Committee member contact list, meeting minutes, correspondence,
2011-012	1	11	Red Deer & District Archives Committee	1994	2.5		Meeting agendas and minutes
2011-012	1	12	Red Deer & District Archives Committee	1995	2.3		Meeting agendas and minutes

Accession #	Box #	File #	Record Description / File Title	Date Range	Extent (cm)	Restrictions	Description
2011-012	1	13	Red Deer & District Archives Committee	1996	2.2		Meeting agendas and minutes
2011-012	1	14	Red Deer & District Archives Committee	1997	2.5		Meeting agendas and minutes
2011-012	1	15	Red Deer & District Archives Committee	1991	1.9		Meeting agendas and minutes
2011-012	1	16	Red Deer & District Archives Committee - 30th Anniversary	1994	0.5		List of Archives Committee Chairmen, Program, correspondence, 30th Anniversary Celebration
2011-012	1	17	Red Deer & District Archives Committee - Subcommittee Normandeau Board Merger	1993-1994	0.2		Meeting minutes

Accession #	Box #	File #	Record Description / File Title	Date Range	Extent (cm)	Restrictions	Description
2011-012	1	1	Red Deer & District Archives Committee	1986-1989	1.7	FOIP	Correspondence, nomination forms,
2011-012	1	2	Red Deer & District Archives Committee	1989	1.9		Meeting minutes, report - background of Archives and formation of committee, correspondence, statement of purpose,
2011-012	1	3	Red Deer & District Archives Committee	1990	2.1		Meeting agendas and minutes
2011-012	1	4	Red Deer & District Archives Committee Membership	1979-1990	1.5	FOIP	Committee members contact information, nomination forms, correspondence
2011-012	1	5 (1 of 2)	Red Deer & District Archives Committee	1992	1.3		Meeting agendas and minutes
2011-012	1	5 (2 of 2)	Red Deer & District Archives Committee	1992	1.5		Meeting agendas and minutes
2011-012	1	6 (1 of 2)	Red Deer & District Archives Committee	1999	1.5		Meeting agendas and minutes
2011-012	1	6 (2 of 2)	Red Deer & District Archives Committee	1999	1.5		Meeting agendas and minutes
2011-012	1	7	Red Deer & District Archives Committee	1990-1998	2.5	FOIP	Meeting minutes, reports, lists of board members with contact information, correspondence, board resignations, appointments and nominations
2011-012	1	8	Red Deer & District Archives Committee	1985-1997	0.5		Committee Bylaw, volunteer coordinator, correspondence, memo
2011-012	1	9	Red Deer & District Archives Committee	1993	1.8		Meeting minutes
2011-012	1	10	Red Deer Museums Management Board	1975-1989	1.1	FOIP	Committee member contact list, meeting minutes, correspondence,
2011-012	1	11	Red Deer & District Archives Committee	1994	2.5		Meeting agendas and minutes

Accession #	Box #	File #	Record Description / File Title	Date Range	Extent (cm)	Restrictions	Description
2011-012	1	12	Red Deer & District Archives Committee	1995	2.3		Meeting agendas and minutes
2011-012	1	13	Red Deer & District Archives Committee	1996	2.2		Meeting agendas and minutes
2011-012	1	14	Red Deer & District Archives Committee	1997	2.5		Meeting agendas and minutes
2011-012	1	15	Red Deer & District Archives Committee	1991	1.9		Meeting agendas and minutes
2011-012	1	16	Red Deer & District Archives Committee - 30th Anniversary	1994	0.5		List of Archives Committee Chairmen, Program, correspondence, 30th Anniversary Celebration
2011-012	1	17	Red Deer & District Archives Committee - Subcommittee Normandeau Board Merger	1993-1994	0.2		Meeting minutes

Accession #	Box #	File #	Record Description / File Title	Date Range	Extent (cm)	Restrictions	Description
2013-139	1	1	Recreation, Parks & Culture (RPC) Organizational & Functional Review	2005-2006	1.1		Power point presentation, correspondences, Recreation, Parks and Culture transition team, organizational chart, copy of RPC Moving Forward, meeting notes
2013-139	1	2 (1 of 2)	Cultural Charter Partners of Red Deer	2001	2.2		Agendas and minutes, Fee for Service Grant records, Staff Report, memos, Bylaws, Action Plan for Cultural Charter Partners, Terms of Reference
2013-139	1	2 (1 of 2)	Cultural Charter Partners of Red Deer	2001	2.3		Agendas and minutes, Fee for Service Grant records, Staff Report, memos, Bylaws, Action Plan for Cultural Charter Partners, Terms of Reference
2013-139	1	3	Cultural Charter Partners of Red Deer	2002	1.7		Meeting agendas and minutes, draft agreement between the City of Red Deer and Cultural Charter Partners, Office Manager's Report, meeting schedules, memos, correspondence
2013-139	1	4	Normandeau Cultural & Natural History Society	1976-2001	1.9		Copy of certificate of incorporation, copies of agreements with City of Red Deer, proposal, letter, auditor report, financial statements, royal insurance policy, Executive Director's Report
2013-139	1	5	Normandeau Cultural & Natural History Society - Canadian Conservation Institute Report	2002	0.3		Report on site visit
2013-139	1	6	Civic Addressing Committee	1985	0.5		Letters requesting streets named after them, alphabetical lists of options for names

Accession #	Box #	File #	Record Description / File Title	Date Range	Extent (cm)	Restrictions	Description
2013-139	1	7 (1 of 3)	Red Deer & District Archives Committee	2000-2001	2.5		Meeting agendas, minutes, master plan, operating report, correspondence, fee schedule, operating budgets, financial statements, strategic plan discussion paper, archivists reports, community services division business plan 2002-2004,
2013-139	1	7 (2 of 3)	Red Deer & District Archives Committee	2000-2001	2.5		Meeting agendas, minutes, master plan, operating report, correspondence, fee schedule, operating budgets, financial statements, strategic plan discussion paper, archivists reports, community services division business plan 2002-2004,
2013-139	2	7 (3 of 3)	Red Deer & District Archives Committee	2000-2001	2.5		Meeting agendas, minutes, master plan, operating report, correspondence, fee schedule, operating budgets, financial statements, strategic plan discussion paper, archivists reports, community services division business plan 2002-2004,
2013-139	2	8 (1 of 2)	Red Deer & District Archives Committee	2002	2.5		Meeting agendas, minutes and Archivist Reports
2013-139	2	8 (2 of 2)	Red Deer & District Archives Committee	2002	2.5		Meeting agendas, minutes and Archivist Reports
2013-139	2	9 (1 of 2)	Development & Review - Archives Bylaw	1964-2000	2.5		Copies of revised draft bylaw, amended bylaw, council policy manual, comments on bylaw summary of changes, new committees bylaw, discussion papers
2013-139	2	9 (2 of 2)	Development & Review - Archives Bylaw	1964-2000	2.0		Copies of revised draft bylaw, amended bylaw, council policy manual, comments on bylaw summary of changes, new committees bylaw, discussion papers

Accession #	Box #	File #	Record Description / File Title	Date Range	Extent (cm)	Restrictions	Description
2013-139	2	10	Staff Meetings - Culture Services	2004	0.1		Minutes
2013-139	2	11	Let's Talk at the Mall	2006	0.3		Write up on archives for distribution, corrections for the write up, news release on event and correspondence, Agenda for the Department Coordinators Let's Talk 2006
2013-139	2	12	Report on the Collection of the Red Deer & District Archives (prepared by John Tobias)	1978	0.2		
2013-139	2	13 (1 of 2)	Dagmar Reis Contract re: shelving - August 1999 to June 2001	1999-2001	11 col. Photographs  1.3		Drawings, designs, copy of tender, amendments, request for proposals, material specifications, Storage Project report by Dagmar Rais, correspondence Includes photographs of prior Archives storage space
2013-139	2	13 (2 of 2)	Dagmar Reis Contract re: shelving - August 1999 to June 2001	1999-2001	2.5		Drawings, designs, copy of tender, amendments, request for proposals, material specifications, Storage Project report by Dagmar Rais, correspondence Includes photographs of prior Archives storage space
2013-139	2	14	2001 Archives Preservation Assessment Report	2001	2.5		Key Recommendations Preservation Assessment Study, A Preservation Assessment For Red Deer and District Archives by Cynthia Ball, Conservator, Assessment Questionnaire, drafts, correspondence, The Red Deer and District Archives Preservation Management Policy and Procedures by Cynthia Ball
2013-139	2	15	Archives Budget 1991 to 2001	1999-2001	0.3		Budget sheets

Accession #	Box #	File #	Record Description / File Title	Date Range	Extent (cm)	Restrictions	Description
2014-082	1	1 (1 of 2)	Red Deer & District Archives Committee	2003	2.5	FOIP	Meeting agendas and minutes, Archivist's Report, budget, Archives Committee contact information, correspondence, grants, promotions Proposal, Financial Reports, Project Reports,
2014-082	1	1 (2 of 2)	Red Deer & District Archives Committee	2003	2.5		Meeting agendas and minutes, Archivist's Report, budget, service demand costs, Archives Committee contact information, bio on Roy N. McGregor, Normandeau Cultural and Natural History Society

Accession #	Box #	File #	Record Description / File Title	Date Range	Extent (cm)	Restrictions	Description
2016-1080	1	1	Reports	1983-1984	1.4	Restricted to in person use per pg. 46 of Historical Impact Assessment Report	Piper's Mountain Excavation Final Report Permit No. 84-23 by Sheila Minni Historical Resource Impact Assessment Permit 82-99 Final Report Archaeology Vol 2 by Aresco Ltd
2016-1080	1	2	Reports	1984-1985	0.8		1985 Annual Report, memo - Waskasoo Park Preliminary Signage Background Paper
2016-1080	1	3	Reports	1984	1.0		Waskasoo Park Signage Programme Storylines, Waskasoo Signage Storyline Report

Accession #	Box #	File #	Record Description / File Title	Date Range	Extent (cm)	Restrictions	Description
2018-074	1	1	Legislative Assembly of Alberta Archives 50th Anniversary	2014	0.1		Certificate from the Legislative Assembly of Alberta on the Red Deer and District Archives 50th Anniversary signed by Mary Anne Jablonski with accompanying letter of congratulations
2018-074	1	2 (1 of 2)	Civic Addressing Committee	1986-2004	2.4		Correspondence, discussion around street naming policy, street naming committee, lists of proposed street names from the committee, Bylaw No. 3125/95, Bylaw No. 1337 K16409
2018-074	1	2 (2 of 2)	Civic Addressing Committee	1986-2004	1.3		Correspondence, discussion around street naming policy, street naming committee, lists of proposed street names from the committee, Bylaw No. 3125/95, Bylaw No. 1337 K16410
2018-074	1	3	Civic Addressing Committee	1990-2005	2.2		Road name change requests, proposed street names for Anders, Deer Park, Kentwood, Oriole Park, Westpark, Lancaster, Fairview, Rosedale, proposed school name for Hunting Hills, proposed name for Taylor Bridge, proposition of 'V' neighborhood K16408
2018-074	1	4	Naming Committee	2005-2007	0.5		Civic Addressing Committee, street naming committee, correspondence, suggested naming lists, newspaper clippings K16407

Accession #	Box #	File #	Record Description / File Title	Date Range	Extent (cm)	Restrictions	Description
2018-074	1	5 (1 of 3)	Red Deer & District Archives Committee	2004	2.5		Red Deer and District Archives Strategic Plan, budget, Central Alberta Historic Society correspondence Immigration Stories, Bob Stolling Award, meeting minutes and agendas, work plan, Archives Guidelines and Procedures Manual, financial report
2018-074	1	5 (2 of 3)	Red Deer & District Archives Committee	2004	2.5		Meeting agendas and minutes, financial report, strategic plan, strategic planning discussion points, correspondence
2018-074	1	5 (3 of 3)	Red Deer & District Archives Committee	2004	2.5		Oral History Training Workshop, financial reports, meeting agendas and minutes, report - Building a Focal Point Red Deer's Downtown, Supporting and helping to revitalize downtown, Daughters of Wisdom correspondence (card), notice of dissolution of the Red Deer & District Committee by Council
2018-074	1	6 (1 of 3)	Red Deer & District Archives Committee	2004	2.5		Archivist's Report, Terms of Reference Steering Committee Museum and Archives Building Design, meeting agendas and meetings, Community Services Action Plan, correspondence, Culture Link
2018-074	1	6 (2 of 3)	Red Deer & District Archives Committee	2004	2.5		Meeting agendas and minutes, Archivist's Reports, financial reports
2018-074	1	6 (3 of 3)	Red Deer & District Archives Committee	2004	1.3		Meeting agendas and minutes, Archivist's Report, Group 2 Red Deer & District Museum and Archives Design

Accession #	Box #	File #	Record Description / File Title	Date Range	Extent (cm)	Restrictions	Description
2018-074	2	7	Red Deer & District Archives Committee	1995-2005	1.2		Financial report, meeting agendas and minutes, Briefing Material, Digitization Project RFP, Volunteerism, Committee bank account, Archivist's Report, correspondence, Memo - Addendum to agreement between Archives and Normandeau Society Services Provided at Cost, 1997
2018-074	2	8	Red Deer & District Archives Committee	1984-2004	1.1		Correspondence, meeting agendas and minutes, Council Committees - Societies/Advisory Boards review by City Commissioner, Museum and Archives Relationship
2018-074	2	9	Red Deer & District Archives Committee	1982	0.1		Presentation to the Mayor and City Council of Red Deer by The Red Deer and District Archives
2018-074	2	10	Red Deer & District Archives Committee - Dissolution	2006	0.7		Correspondence, City press release/news release, City Manager - Analysis of Council Committees, meeting agendas and minutes, City Q&A Background on City Committees,
2018-074	2	11	Red Deer & District Archives Committee	1998-2004	0.5		Correspondence between the Archives and the Normandeau Cultural and Natural History Society, Museum Society, discussion around the Excellence Fund, signage, recycling
2018-074	2	12	Red Deer & District Archives Committee	2002-2004	0.3		By-Laws and Policy Manual of the Normandeau Cultural and Natural History Society, correspondence relating to building
2018-074	2	13	Street Naming Committee	2007	0.1		Civic Addressing Committee - Chisholm

Accession #	Box #	File #	Record Description / File Title	Date Range	Extent (cm)	Restrictions	Description
2018-074	2	14	Archives Bylaw - Development & Review	2007-2009	0.5		Correspondence, draft bylaw, Corporate Procedure for Corporate Records, Email Management and Records and Information Management
2018-074	2	15	Archives & Records Management Joint Planning	2004-2006	1.4		Report on offer to purchase units at 4640-61 St for facility, meeting notes, RIM PowerPoint, Report - Records & Information Management Issues; Records Management & Archives; Interim Records Storage Facility; Records & Information Management Program Support, correspondence
2018-074	2	16	Archives Planning, Goals & Objectives	2004-2005	0.1		Education Plan, Problems at Archives, Draft Strategic Plan
2018-074	2	17	New Museum/Archives Facility Planning	2004	0.8		Group 2 Agenda and minutes, plans, Concept Design Call for Proposals Museum & Archives, correspondence
2018-074	2	18	Planning, Goals and Objectives	1996-2006	1.7		Service Plans, Business Plans, Service Synopsis, workplans, Strategic Plans, Three Year Operational Plan, Collections Mandate, Mission Statement and Mandate
2018-074	2	19	Planning, Goals and Objectives - Archives	2001-2007	0.4		Archives Service Plans 2001-2007
2018-074	2	20	Proposed Arts, Culture & History Centre	2003-2008	0.8		Background project information, correspondence, memos, facility requirements, meeting agenda and minutes, Report - Document Storage Requirements for Archival Materials held by the Red Deer & District Archives
2018-074	2	21	Red Deer Illustrated History	1988	1.0		Correspondence related to publisher Turner Direct Marketing Group

Accession #	Box #	File #	Record Description / File Title	Date Range	Extent (cm)	Restrictions	Description
2018-074	2	22	Public Relations Photo Library - Red Deer & District Archives Committee - Photographs	1995	23 col. Photographs		Photographs of the Red Deer & District Museum building expansion P16349 to P16352
2018-074	2	23	Public Relations Photo Library - Red Deer & District Archives Committee - Photographs	1992	10 col. Negatives 4 col. Photographs 0.1		Photographs of a memorial dedication celebration and plaque of Mrs. Sylvia Bentley former Archivist at the Red Deer & District Archives with accompanying correspondence P16353
2018-074	2	24	Public Relations Photo Library - Red Deer & District Archives Committee - Photographs	1987-1993	17 col. photographs		Photographs of various Red Deer Archives Committee members, Archives volunteers and staff P16411 to P16417
2018-074	2	25	Public Relations Photo Library - Red Deer & District Archives Committee - Photographs	1998	7 col. photographs		Photographs of various Red Deer Archives Committee members, Archives volunteers and staff P16418 to P16421
2018-074	2	26	Heritage & Archives Quarterly Reports	2007-2010	0.4		Quarterly reports 2007, service plan 2008-2010
2018-074	2	27	Archives Budget	2005-2007	1.8		Service plan requirements, copy of Red Deer and District Archives Service Plan 2007 - 2009, correspondences, service plan funding requirements, budget summaries
2018-074	2	28	Archives Budget 2005 - Operating	2005-2006	0.1		Quarterly reports, monthly operating budget
2018-074	2	29	Archives Budget 2007 - Operating	2007			

Accession #	Box #	File #	Record Description / File Title	Date Range	Extent (cm)	Restrictions	Description
2018-074	2	30	Heritage & Archives Budget - General	1999-2006	2.5		guidelines and instructions for completion of the three year business plan (2002-2004), three year operating budget (2002-2004), five year major capital budget (2002-2006), ten year Infrastructure maintenance plan (2002-2011), additional budget request items, community services general budget 2002, news release city growth to budget 2000 and three year plan, archives levels of service, objectives, and action, capital budget priorities, archivists report 2000, budget sub-committee meeting minutes, detailed budgets, detailed monthly operating report 1999, instructions for completion of the 200-2002 three year business plans and budgets, correspondence
2018-074	3	31	Contracts & Agreements - Red Deer & District Archives - Normandeau Cultural & Natural History Society Agreement	2002-2004	0.3		Normandeau Cultural & Natural History Society Agreement on Consolidation & Use of the Museum & Archives Research & Reference Library - (May 08, 2002) to (December 31, 2004):
2018-074	3	32	Normandeau Cultural & Natural History Society RE: Operating Agreement	1995-2007	0.2		Copy of the contract, Michael Dawe's memo re: changes made
2018-074	3	33	Archives - Conservation & Preservation - Preservation Assessment Archives Main Facility	2001	0.5		A Preservation Assessment for Red Deer and District Archives - Prepared by Cynthia Ball
2018-074	3	34	Archives - Projects - Parlby Papers	1999-2001	0.2		
2018-074	3	35	Special Events - Archives 30th Anniversary	1994	1.0		Certificate from Legislative Assembly of Alberta, correspondence, notes

Accession #	Box #	File #	Record Description / File Title	Date Range	Extent (cm)	Restrictions	Description
2019-017	Server - Digital Accessions folder		Oral History interview with Morris Flewwelling	2019	1 audio recording : mp3 ; 82 minutes		Includes an oral history conducted by the Red Deer & District Archives with Morris Flewwelling about the history of the Red Deer museums, including the Archives, Museum + Art Gallery, Normandeau Cultural History Society, Waskasoo Museum Foundation, CARMN, Central Alberta Historical Society, Fort Normandeau, CAPOTA, and some references to IODE, Red Deer River Naturalists, and the Dr. George Museum AC366

Accession #	Box #	File #	Record Description / File Title	Date Range	Extent (cm)	Restrictions	Description
2019-026	1	1	Red Deer Branch of the Alberta Genealogical Society	2008	0.6		Includes discussions about storage space, meeting minutes, and organizational needs
2019-026	1	2	Boards & Committees - Archives Acquisition Committee	2008	0.4		Includes meeting agendas, meeting minutes, appraisal checklist for the determination for Archival value of Archival material with handwritten notes regarding updates
2019-026	1	3	Legal Activities - Custody, Care & Control Over Archival Records	2008	0.6		Includes correspondence from Chapman Riebeek regarding FOIP and photographs taken on public streets, legal questions regarding archives holdings prior to 2005, copies of gift agreements.
2019-026	1	4	Meetings - Archives Team Meetings	2011	0.2		Includes handwritten minutes
2019-026	1	5 (1 of 3)	Archives & RIM Program Planning	1997-2008	2.5		Includes Archives priority items, strategic plan discussion paper, meeting minutes about creation of Records Management, and Archives strength and weakness reports (Cenera Report)
2019-026	2	5 (2 of 3)	Archives & RIM Program Planning	1997-2008	2.0		Includes Archives priority items, strategic plan discussion paper, meeting minutes about creation of Records Management, and Archives strength and weakness reports (Cenera Report)
2019-026	2	5 (3 of 3)	Archives & RIM Program Planning	1997-2008	0.8		Includes Archives priority items, strategic plan discussion paper, meeting minutes about creation of Records Management, and Archives strength and weakness reports (Cenera Report)
2019-026	2	6	Heritage & Archives - Planning Goals & Objectives	2008	2.0		Includes issues, backlog project report, workplan reports to 2010

Accession #	Box #	File #	Record Description / File Title	Date Range	Extent (cm)	Restrictions	Description
2019-026	2	7	Heritage & Archives Quarterly Reports	2008	0.7		Includes statistics, reports, and correspondence
2019-026	2	8 (1 of 2)	Heritage & Archives Budget 2008	2008	2.0		Includes service plans
2019-026	2	8 (2 of 2)	Heritage & Archives Budget 2008	2008	1.0		Includes service plans
2019-026	2	9	Archives - Reference & Reprographic - Resource Centre - Reference Requests - Northlands Road Project	2008	1.2		Includes notes, maps and historic sites research study for 20 Avenue / Northland Drive, including location of old Crossroads School, Lund house, Balmoral School site and cemetery, railway lines, Fort Normandeau
2019-026	2	10	Archives & Heritage Services - Education & Outreach - Speeches & Presentations	2008	2 optical discs : CD-R		Includes CD copies of presentations : Vimy Ridge PowerPoint (.ppt) ; Red Deer Construction Association PowerPoint (.ppt)

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2019-131	1	1 (1 of 2)	City Policy Manual	1985	1.4		The City of Red Deer Council Policy Manual
2019-131	1	1 (2 of 2)	City Policy Manual	1985	2.1		The City of Red Deer Council Policy Manual
2019-131	1	2 (1 of 2)	City Policy Manual	2001	2.5		City Council Policy, Neighbourhood Planning and Design Guidelines & Standards, The City of Red Deer's Administrative Policies & Procedures
2019-131	1	2 (2 of 2)	City Policy Manual	2001	2.0		The City of Red Deer's Administrative Policies & Procedures
2019-131	1	3 (1 of 2)	City Policy Manual	2005	2.5		City Council Policy #5322 - Community Capital Retention Policy, Council Policy #1013 - Water and Watershed Management, Council Policy #4413 - Council Response to Gaming Applications, Council Policy #3404 - City of Red Deer Neighbourhood Planning and Design Guidelines and Standards; City of Red Deer Administrative Guidelines & Procedures Manual
2019-131	1	3 (2 of 2)	City Policy Manual	2005	1.9		City of Red Deer Administrative Guidelines & Procedures Manual

<b>Accession #</b>	<b>Box #</b>	<b>File #</b>	<b>Record Description / File Title</b>	<b>Date Range</b>	<b>Extent (cm)</b>	<b>Restrictions</b>	<b>Description</b>
2020-017	1	1	Policies and Procedures - Donor Accession Files	2008-2009	0.6		Procedures, correspondence, Archival donation paperwork templates
2020-017	1	2	Policies and Procedures - Preservation	2001, 2009	0.4		The Red Deer & District Archives Preservation Management Policy and Procedures - Cynthia Ball, 2001; Preservation Assessment form (blank), 2009
2020-017	1	3	Street Naming Committee	2008-2009	1.2		Correspondence, Bylaws No. 3125/95, No. 3434/2009 and draft bylaws, meeting agendas and minutes, civic addressing lists
2020-017	1	4	Heritage & Archives Quarterly Reports	2009	0.3		Reports and correspondence

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2022-029	1	1	Planning, Goals & Objectives - Heritage & Archives Work Plan	2010	1.0		Includes correspondence and work plans
2022-029	1	2	Planning, Goals & Objectives - Volunteers	2010	0.1	FOIP	Includes correspondence and list of volunteer projects
2022-029	1	3	Reports & Stats - Weekly Reference Stats	2008-2010	1.5		
2022-029	1	4	Budget - 2010	2010	0.2		Includes correspondence; monthly operating reports; variance report
2022-029	1	5	Boards & Committees - Heritage Advisory Team	2006, 2009-2010	2.3		Includes Heritage manual; minutes; correspondence; agenda; signage plan; terms of reference; Heritage Management Plan;
2022-029	1	6	Archives & Heritage Services - Education & Outreach - Autograph Exhibit	2010	6.0		Visitor exhibit participation including signatures, poems, sketches and comments.
2022-029	1	7	Archives & Heritage Services - Education & Outreach - City Buses Outreach Project	2010	0.1		Correspondence; photocopy of photos; handwritten notes

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2023-057	1	1	Boards & Committees - Heritage Preservation Committee	1999	1.2		Inventory of Historically Significant Resources, November 1999, City of Red Deer and Parkland Community Planning Services
2023-057	1	2	Boards & Committees - IM Policy Subcommittee	2012	0.6		Includes meeting minutes, draft policy and other Information Management framework document work
2023-057	1	3	Archives & Heritage Services - Special Events - Red Deer Industrial School Burial Site Ceremony	2012	0.1		Invitation to ceremony for the Red Deer Industrial School, hosted by Saddle Lake Cree Nation Residential School Office at Sunnybrook United Church