

MARTA Archival Committee Report

July 21, 2020

At various times during 2019 I received from Past President Andrew Clark collections that were housed by Joan Jardine, Wendy Matthews and Maura McCluskey (wife of member Pat McCluskey). Upon inspection, it was determined the collection included binders, bound copies of the history of MARTA, notebooks of minutes, photos in envelopes, newspaper clippings and other items.

Julia Thompson, Provincial Archives, sent two documents related to building an archival collection. These were *Model File Plan and Retention Schedule Section Three: Operational Records Section* and *Model File Plan and Records Retention and Disposition Schedule (RRDS) for New Brunswick's Small Museums and Archives Community*. In the sample file plan, she indicated that anything under the "FD" (Final Disposition) column labelled with an "A" could be transferred to the Archives.

I sorted the items into groups to determine what should go to the Archives. There were several items related to NBSRT (New Brunswick Society of Retired Teachers) Board meetings. I contacted NB Archives to find out if NBSRT had documents stored there. They do not, so I contacted President Bob Fitzpatrick to determine where their archives are stored and to let him know about the NBSRT items in our collection. He indicated to me that he did not know about their archives and requested me to hold the items until he had time to research this.

One of the guidelines I established was to remove all duplicate items and other materials that did not fit into the following categories using the RRDS guidelines:

The History of MARTA Miramichi Area Retired Teachers' Association for the years 1976-1989 inclusive (one copy only to be sent Archives)

Minutes – Board and Annual General Meetings

Financial Reports

Newsletters

Constitution – Includes by-law changes over the years and Terms of Reference for Committees
Scholarship

Annual Reports to NBSRT

Submissions to "Reflections" (NBSRT Newsletter)

One-Room Museum

Membership Lists – Honorary Life Members, Board of Directors, Members (early years), Deceased Members. This includes a Binder of Member Profiles and citations of honorary members

Biennial 2001

Newspaper Clippings about schools from the past

3 Binders -Biennial 2001, Meeting at Morada Holiday Resort October 2001 and photos and clippings of members and meetings from 1990-2003

A request will be made to members to determine if they have in their possession any copies of missing minutes for both Board and AGM meetings and newsletters. At the present time minutes are missing for AGM October 1991, May 2003, October 2005 and 2006 (May and October).

Board of Directors Missing Minutes are Fall 2005, Spring & Fall 2006, Spring & Fall 2008, and Fall 2009.

Newsletters from Spring 1992 and Spring and Fall 1993 to 1999 are missing along with Fall 2004 to Fall 2015.

Several loose photos were found in the collection. Duplicate photos were removed and will be available for members to view when an in-person meeting can be held. Other photos will be sent to Bill Sweezey for assistance in determining who is in them, especially the honorary members, and if dates of meetings can be determined.

A special thank you is given to the following people for their assistance and patience in answering my many emails and questions about the collection.

Andrew Clark
Rick Hayward
Dale MacRae
Wendy Matthews
Bill Sweezey
Merle Milson
Mary Alice Ahern

The collection will be further reorganized when it is received at the Provincial Archives and they will create a finding aid for the items in the collection. They also remove items from binders as they take up too much space in storage.

In the future, at the end of each year, it is recommended that one copy of the following documents be sent to the Provincial Archives for storage. This includes:

Minutes of Board and AGM meeting
Financial Reports
Changes to the Constitution
Newsletters
Articles sent to "Reflections"
Annual Reports to NBSRT
Scholarships
Other information determined to be important in tracking the History of MARTA will also be included at various times.

Respectfully submitted,

Marjorie Sinclair