

## **MARTA Archival Report**

June 22, 2023

All MARTA documents that were to be assigned to the Provincial Archives have now been reviewed and duplicate items along with those that did not fit the assigned criteria set in July 2020 under the RRDS (Record Retention and Disposition Schedule) guidelines were removed and shredded.

There are still some missing items. These include:

### **AGM Minutes**

Fall 1991

May 2003

October 2005

May & October 2006

### **Executive (Board) Minutes**

May 17, 2001

All meeting minutes for 2006

### **Newsletters**

1993-1999

2006-2008

2011

2015

Spring 2018

The last newsletter in the Archives is 2019.

### **Annual Reports to NBSRT beginning in 1981**

1984

1990

1992

2004-2009

2014

### **Financial Reports**

Prior to 2001 the financial information is included in the AGM minutes. There is a formal report for 2001 and from 2002-2007 the reports are included within the minutes. All reports from 2008-2023 are included as formal financial statements.

### **Scholarships**

The scholarships began in 1992 with Lisa MacFarlane from Blackville being awarded \$200.

We have the names of the schools for some years but not the names of the students. Some students were identified from Thank You cards with the year included and the value. The university the student was planning to attend was also listed for some of the students. We also have a list of 6 students but are missing their year and school.

Student names are missing for the following years:

1993

1994

1996

1999

2002

2005

2006

2008

2008

2013

2016

2017

### **Reflections Articles from MARTA**

There are very few copies of these articles. The last one is for 2016 and it is the 40 Year History of MARTA. Prior to that the last article was 1999. Contact has been made with NBSRT President Bob Fitzpatrick to determine if the Reflections magazines are archived. This information will help determine whether we collect these articles for our archives.

### **Constitution**

The changes to the constitution that have been recorded over the years up to the most recent in 2019 has been collected and filed along with the Terms of Reference (2019).

### **Photos:**

Duplicate photos were removed from the collection. The photo albums were sent with the understanding that the pages would be removed and filed separately. An effort was made to identify as many people in the photos as possible. Several photos were received in frames, and these were removed and filed according to the related activity. For example, a photo of the members who organized the 2001 Biennial Meeting for the province was placed in that file.

### **Recommendations:**

A MARTA member should be assigned the position of Archivist. Their responsibility would be to collect print outs of the following documents each year and send them to the Provincial Archives located on the UNB Fredericton campus.

These include but are not limited to:

Minutes – Board (beginning Fall 2023) and Annual General Meetings (beginning May 2023)

Financial Reports – either one total for the year or one for each AGM (beginning Fall 2023)

Annual Reports to NBSRT (beginning Fall 2023)

Changes to the Constitution – only filed when amendments are made.

Submissions to Reflections – a discussion needs to be held to see if we record our submissions or leave it to the Provincial organization if they have an archive.

Scholarship – A Word document has been compiled of the scholarships. This document should be forwarded to the Scholarship Committee Chair to ensure it is kept current. The list can be placed in the Archives at the end of each term of the Scholarship Chair.

Membership Lists- Should there be an updated list of members sent to the archives each year?

Respectfully submitted,

Marjorie Sinclair, MARTA Archivist