

PROVINCIAL ARCHIVES OF SASKATCHEWAN
Preserving Saskatchewan's Documentary Heritage

12 ANNUAL REPORT

2020



PROVINCIAL
ARCHIVES OF
SASKATCHEWAN



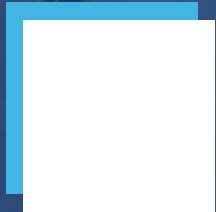


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PROVINCIAL ARCHIVES
OF SASKATCHEWAN

LETTERS OF TRANSMITTAL



The Honourable Jim Reiter,
Minister Responsible for
the Provincial Archives of
Saskatchewan

His Honour the Honourable Russ Mirasty, S.O.M., M.S.M.,
Lieutenant Governor of Saskatchewan

May it Please Your Honour:

I respectfully submit the Annual Report of the Provincial Archives
of Saskatchewan for the fiscal year ending March 31, 2021.

A handwritten signature in dark ink, appearing to read 'Jim Reiter', with a long horizontal line extending to the right.

The Honourable Jim Reiter
Minister of SaskBuilds and Procurement



Dear Minister:

I have the honour of submitting the annual report of the Provincial
Archives of Saskatchewan for the period of April 1, 2020 to
March 31, 2021.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'Louise Greenberg', written in a cursive style.

Dr. Louise Greenberg
Chairperson, Board of Directors
Provincial Archives of Saskatchewan



MESSAGE FROM THE BOARD CHAIR

The Provincial Archives celebrated its 75th year in 2020. This is an important milestone, and since 1945, the Archives has had the responsibility for acquiring, preserving and making available public (government) and private records

of significance to the history of the Province of Saskatchewan.

In 2020-21, the Provincial Archives was impacted by changes it initiated and by change that was experienced globally. The changes included the finalization of the consolidation of our various sites that first started in 2018; the development of a new three-year strategic plan; and adjusting to the world of COVID-19.

The consolidation of operations into one central location creates significant opportunities for us and allows for changes in both processes and systems. Having our staff and records at one site will enhance client services and allow us to increase capacity and provide greater accessibility to our programs and services. The new location at 2440 Broad Street in Regina also provides better environmental controls for preserving records.

It is important for all organizations to have a strategic plan, as it provides vision and focus. The new strategic plan for the Provincial Archives is a roadmap that has three goals and outlines objectives and actions to reach those goals. We are optimistic that with the consolidation of the Archives at a single location we will achieve the vision outlined in the plan - *By 2030 the Provincial Archives of Saskatchewan will be recognized by the public, heritage partners and government as an innovative public archive, rich in the diversity of our collections, accessible through online and in-person discovery and fully engaged in government-wide records and information management services.*

COVID-19 impacted all of us this past year. I want to thank staff of the Provincial Archives for how they continued to provide services while managing both the physical move of records and of materials to one location amidst the limitations that COVID-19 created. I appreciate the work, focus and desire by staff to meet the mandate and commitments of the Provincial Archives.

Lastly, I wish to thank two of our long-serving Board members who finished their terms this year - Lin Gallagher and Paul Crozier. Their contributions, advice and guidance over the years were invaluable and appreciated by the other Board members and staff of the Provincial Archives.

Louise Greenberg

Dr. Louise Greenberg
Chairperson, Board of Directors



MESSAGE FROM THE PROVINCIAL ARCHIVIST

I am pleased to present the 2020-21 annual report for the Provincial Archives of Saskatchewan (PAS). Two major events shaped and impacted every facet of our functions during the past year: the COVID-19 pandemic response and the consolidation of sites to a single new location.

From March 2020, when COVID-19 protocols began in the workplace and throughout the reporting period, staff delivered services from our various office sites. IT infrastructure limitations and consolidation activities necessitated the presence of staff on site to work with archival materials and coordinate activities. Full cleaning protocols, physical distancing, masks and room capacity restrictions became common practice and continue to be the norm.

While in-person reference services and appraisals of public and private records were suspended on March 18, 2020, archivists responded to written enquiries and held teleconference and videoconference meetings with clients throughout the year. On August 10, 2020 in-person reference services began through a 'by appointment only' system at the Public Reading Room, 2440 Broad Street in Regina. Record appraisals also resumed on a limited basis. In-person services were again suspended on March 25, 2021 due to public health orders.

Our two-year consolidation of all locations (November 2018 – November 2020) culminated over the summer of 2020 in extensive shelving installation and the massive move of over 118,000 boxes and oversized items. Staff from all programs was engaged in project management,



space design, records move planning, office and site management and communications. With the move accomplished, we anticipate the many opportunities provided by our new location, excellent environmental site controls and substantial record storage capacity.

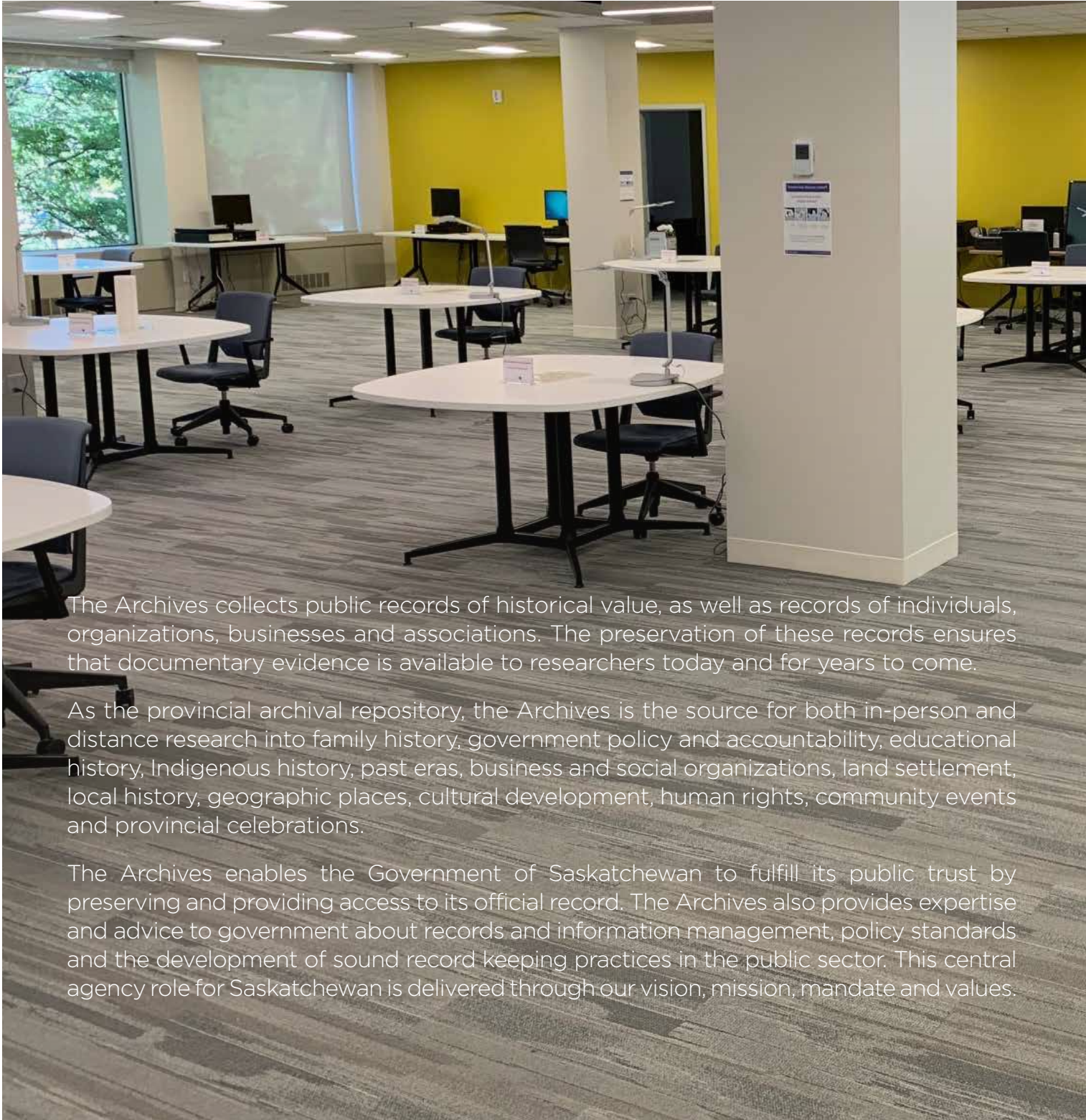
In May 2020, the Board of Directors approved a new three-year strategic plan. Also in the reporting period, we developed additional records management training modules and guidelines; a communications plan; and social media protocols. We produced standards for our archival catalogue, launched Facebook and Twitter channels, renewed partnerships, resumed digitization activity and explored new ways to make the Permanent Collection available to researchers throughout the province and beyond.

I wish to thank officials at the Ministry of SaskBuilds and Procurement for their support and expertise in assisting the Archives during relocation and the Board of Directors for their guidance throughout the process.

In spite of a global pandemic, the Archives achieved success in 2020-21, fundamentally due to our staff. They remain the substance of our institution and its strength as the Archives continues its custodial role in acquiring, preserving and making available the documentary heritage of this province.

Linda B. McIntyre
Provincial Archivist

ABOUT THE ARCHIVES



The Archives collects public records of historical value, as well as records of individuals, organizations, businesses and associations. The preservation of these records ensures that documentary evidence is available to researchers today and for years to come.

As the provincial archival repository, the Archives is the source for both in-person and distance research into family history, government policy and accountability, educational history, Indigenous history, past eras, business and social organizations, land settlement, local history, geographic places, cultural development, human rights, community events and provincial celebrations.

The Archives enables the Government of Saskatchewan to fulfill its public trust by preserving and providing access to its official record. The Archives also provides expertise and advice to government about records and information management, policy standards and the development of sound record keeping practices in the public sector. This central agency role for Saskatchewan is delivered through our vision, mission, mandate and values.

Legislative Mandate

The Archives and Public Records Management Act defines the objects and functions of the Provincial Archives as:

- To acquire and preserve public and private records of significance to Saskatchewan and to facilitate access to those records;
- To be the permanent repository of public records;
- To ensure that public records are managed, kept and preserved in a usable format;
- To promote and facilitate good records management respecting public records in order to support accountability, transparency and effective operations;
- To encourage and support archival activities and the archival community.

Reporting Relationship

The Provincial Archives reports through the Ministry of SaskBuilds and Procurement to the Minister Responsible. To conduct its operations, the Archives receives an annual grant from the province and raises additional revenue through fees for services and external partnership agreements.

The Board of Directors oversees the work of the Provincial Archivist, sets strategic direction for effective service delivery, examines options for long-term planning in areas of accommodation and operating budgets, and analyzes impacts to the Archives' core mandate. The Board also ratifies financial and management decisions, represents the institution to government and the community, and preserves the autonomy and integrity of the institution and its Permanent Collection.

Board of Directors

The Board of Directors consists of up to nine persons appointed by the Lieutenant Governor in Council. Two members represent the Government of Saskatchewan, and one member must be an academic involved in the social or archival sciences.

The current board is comprised of seven members:

- Dr. Louise Greenberg, Chairperson
- Celeste Rider, Vice Chairperson
- Dr. Ashleigh Androsoff, Member
- Dr. Raymond Blake, Member
- Doug Chisholm, Member
- Kirsten Felber, Member
- Kristen Fry, Member

The Provincial Archivist serves as Secretary to the board.

Thank You to Staff of the Provincial Archives of Saskatchewan

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The Board of Directors and the Provincial Archivist extend thanks to the staff of the Archives for their many great accomplishments in a year challenged by the COVID-19 pandemic and by the consolidation of office and record storage sites. The commitment, resolve and dedication shown by staff in all programs ensured outcomes and achievements that will bring a lasting legacy to the institution.

ORGANIZATIONAL CHART

BOARD
OF DIRECTORS

PROVINCIAL
ARCHIVIST

APPRAISAL,
ACQUISITION,
LEGISLATIVE
COMPLIANCE &
ACCESS SERVICES

RECORDS
PROCESSING &
PRESERVATION
SERVICES

REFERENCE
& OUTREACH
SERVICES

DIRECTOR,
ARCHIVAL
SERVICES

DIRECTOR,
INFORMATION
MANAGEMENT
SERVICES

INFORMATION
MANAGEMENT
SERVICES

DIRECTOR,
CORPORATE
SERVICES

CORPORATE
SERVICES

INFORMATION
TECHNOLOGY
SERVICES



EXPANDING OUR INSTITUTIONAL PROFILE

- The Archives implemented a communications strategy in October 2020 that supports our current strategic goals and objectives.
- A social media approach was advanced as development continued on a public outreach strategy; Facebook and Twitter channels were launched in November 2020 for promotion of PAS activities and archival collections.
- A summary progress report of the Archives' response to the Truth and Reconciliation Commission's Calls to Action was submitted to Indigenous and Northern Relations, Ministry of Government Relations. Provincial and Territorial archives continue to track activities on a national level with Library and Archives Canada.
- Background research and planning began for the development of an Indigenous reconciliation strategy.
- As part of Records and Information Management advisory services, the Archives replied to 1,992 consultation inquiries including meetings, emails and phone calls.
- The Archives continued to issue quarterly progress reports to the Deputy Ministers' Council on the state of Records and Information Management (RIM) in government, as part of the Archives' RIM Roadmap endorsed by the Council in 2018.
- The RIM Stakeholders Group continued to share information via a SharePoint site established in cooperation with the Saskatchewan Public Safety Agency. The Group represents 35 government organizations.
- The Public Records Committee approved four records schedules, for the Ministry of Education, the Ministry of Highways, the Property Management Branch of the Ministry of SaskBuilds and Procurement, and Innovation Saskatchewan, as well as approving an amendment to SaskPower's schedule.
- Basic online RIM training continued on the Public Service Commission LEARN Website and the Provincial Archives' website. A training module on records schedule development was added in 2020-21.
- Guidelines and a quick reference sheet for working out of office were issued to government clients. As well, a *Policy for Managing Records Created on Collaboration Platforms*, a cheat sheet for *Managing Working Documents on OneDrive*, and a reference tool model *RIM Guide to Drives* were completed and posted to our website.

INCREASING OUR CAPACITY AND ACCESSIBILITY

NOTE: Due to COVID-19 restrictions, in-person reference services were suspended for five months from March 18 through to August 9, 2020. Services resumed at the Public Reading Room under a by-appointment system on August 10, 2020 and continued on that basis until March 25, 2021 when in-person services were once again suspended. Outreach activities such as tours, presentations, events, exhibits, and partnerships were limited in 2020-21 due to the COVID-19 pandemic and consolidation activities.

- The Archives continued to coordinate the development of institution-wide record schedules for 23 government institutions, and advised SaskPower concerning requirements for accreditation to facilitate the disposal of records.
- As storage space became available at our new facility, archival material awaiting transfer from past appraisals began to be transferred to the PAS.
- A bilingual services archivist began at the Archives in late October 2020 marking a significant step in our commitment to deliver French-language archival services to the public.
- The Archives also continued its partnership agreement for cost-sharing a full-time archivist position with the United Church of Canada, Living Skies Regional Council Archives.
- A portrait from our Permanent Collection, Miss Mary Palliser, by portrait artist Sir Frederic William Burton, traveled to Ireland in mid-October 2020 for exhibition, through a long-term loan agreement with the Waterford Art Gallery.
- The Archives collaborated with Government House on an exhibit documenting Saskatchewan's participation in the British Commonwealth Air Training Plan through photographs from the Permanent Collection. The exhibit ran from November 2020 through January 2021.
- A small exhibit on Saskatchewan artists Alf Davey and Robert Hurley launched use of our new Archives Gallery in the fall of 2020, while another small exhibit commemorated African Canadian Black History Month in February 2021.
- On Remembrance Day, two archivists appeared on the CBC Radio noon show, Blue Sky, to talk about archives and wartime-related records within the local community.

- In February 2021, the Provincial Archives participated with the Saskatchewan Council for Archives and Archivists (SCAA) and archives throughout the province in Archives Week, offering a virtual tour of our new location and an exhibit *Winter Sports in Saskatchewan*. Archival films were also made available on our YouTube channel.
- Through a partnership with Heritage Saskatchewan and the Saskatchewan History and Folklore Society, the Archives showcased 'COVID-19 Culture', a Living Heritage collection of oral histories and related materials. These records were made available for research use and interviews were posted to our YouTube channel in February 2021.
- The following archival fonds, collections and accruals were processed and made accessible for research during the reporting year:
 - Photographic Services Still Photography series (S 73)
 - Leone Hutch fonds (F 738)
 - Gallaway family fonds (F 734)
 - Dennis and Rosemary Hunt fonds (F 735)
 - Sun West School Division No. 201 fonds (F 736)
 - Regina Roman Catholic Separate School Division No. 81 fonds (F 737)
- A grant from the SCAA facilitated continued work on the Association Jeunesse Fransaskoise (AJF) fonds through the hiring of a bilingual archives clerk in February 2021.
- The Byrna Barclay fonds and an accrual to the Dennis Gruending fonds were described and prepared for monetary appraisal.
- A Young Canada Works grant enabled the employment of three archival clerks to continue the digital file arrangement of the Pre-1930 Homestead series for web-deployment and research use. A total of 863,380 digitized images were processed.
- The ongoing digitization of newspapers with our overhead camera added 11,093 images from *The White City Star*, *Whitewood Herald*, *Yorkton This Week*, *Yorkton News Review & Extra*, *Wynyard Advance Gazette*, *Rosetown Eagle*, *Rural Roots South*, and *Vibank Quad Town Forum*.
- Access to Memory (AtoM) software was rolled out for use in all archival areas. The Software Standards and Procedures Manual governing the internal management of the online archival catalogue was developed during the year and released for use in December 2020.
- The Archives' digital archival storage environment was renewed in 2020-21, providing an additional 200 TB of storage.
- Equipment upgrades increased network security.

See our Partnerships List on page 38.

The Archives received

929 requests

for the disposal of records from 28 government institutions, totalling 7,769 boxes or 2,486 linear metres of paper records; and 64,882 MB of electronic records for review, including records submitted through a Memorandum of Understanding with the Ministry of Justice.

A total of 3,657 linear metres of paper records and 64,882 MB of electronic records were authorized for destruction or transfer to the Archives. This included records from disposal requests submitted in previous years.

The Archives transferred 166.5 linear metres of public (government) record for permanent preservation, including 119.7 linear metres that had been awaiting records storage at the Archives' new location.

The Archives launched accounts on Twitter and Facebook in November 2020 to complement its YouTube channel and to further promote the Permanent Collection to the people of Saskatchewan.

57,138 Post views

66
4,512
356

Social media posts
Interactions
Followers/Subscribers

The Provincial Archives assisted 593 in-person visitors and answered

2,422

written and phone enquiries.

As well, the Archives:

- Completed searches for 50 Century Family Farm Awards
- Provided research access to 6,423 archival records
- Completed 10,672 digital reproductions and 3,260 analog reproductions of archival documents for research clients
- Delivered two presentations to 112 individuals by videoconference to the Saskatoon Branch of the Saskatchewan Genealogical Society and students from the University of Regina Faculty of Arts. Displayed seven exhibits online and in-person at the new Archives facility.

The Provincial Archives processed for research use:

- 52 linear metres of textual records
- 16,750 photographs, posters, documentary art and other graphic materials
- 124 audio/visual items
- 1.1 million digital files

An additional 3,484 discrete items were processed during the year. These include textual records, published items, sound recordings, analog moving images, analog photographs, local histories and family histories.

The Archives received 63 requests for access to restricted records in 2020-21. A total of 22 metres of record was reviewed by archivists and/or released through non-disclosure agreements. 11 non-disclosure agreements were signed with researchers.

INVESTING IN OUR PEOPLE-RESOURCES & ORGANIZATIONAL CULTURE

COVID-19 Pandemic

The Provincial Archives continued to follow guidelines issued by the Government of Saskatchewan during 2020-21. COVID-19 protocols, public health practices, measures for positive mental health and workplace concerns were addressed at weekly check-in meetings with managers and through daily communications with staff.

Institutional Initiatives

- The consolidation of facilities project provided an excellent opportunity for staff from all programs to work together towards a common goal.
- Institutional committees, suspended during consolidation, restarted in February 2021. Committee structure supports cross-program participation and encourages the broadening of professional interest among staff.
- The Archives celebrated its 75th Anniversary year in 2020 through a small exhibit in the Galleria and the distribution of tote bags and Christmas ornaments.
- Groundwork began for the 2021-22 transition resulting from the retirement of the Provincial Archivist in August 2021.

Long Service Recognition

The Provincial Archives of Saskatchewan congratulates the following staff for their years of service with the Saskatchewan public service: Cari Schwartz, 30 years; Anna Stoszek, 30 years; and Shannon Stoffel, 25 years.

Staff Training and Professional Development

Staff participated in the following virtual training opportunities in 2020-21:

- Appraisal and DeAccessioning workshop, Saskatchewan Council for Archives and Archivists
- ARMA Webinars:
 - “Email is Your Most Challenging Record – Learn how to Capture and Manage it Correctly”
 - “Intelligent Document Processing & Automation”
 - “ARMA Electronic Records Training” (parts 1 and 2)
 - “Making Your Business Cyber-Resilient”
 - “Do you know how to define data for your organization?”
 - “OpenText Live: Boost remote workers’ productivity and control content sprawl with OpenText Extended ECM for Microsoft O365”
 - “Tips for Security and Compliance in Microsoft Teams”

“Managing the Rollout of Microsoft Teams”

“How to Maintain the Integrity of Systems of Record when Using Microsoft Teams”

“Migrating to Microsoft O365: How to Modernize your ECM”

“EDRMS Rules-based Recordkeeping”

“All Hands on Deck: Aligning Your Team for the Future of Cloud Collaboration”

“Digital Experience Workshop”

“Reimagining Records Management: 2021 Strategies and Trends”

“Continuing to Rethink Business in 2021”

“Use it, save it, or lose it: Spring cleaning strategies for information governance”

- Association of Chartered Certified Accountants certification examinations
- AtoM Foundation annual general meeting
- Bringing the Canadian Archive Women in STEM to Wikidata webinar, Association of Canadian Archivists
- Building Blocks for Positive Mental Health modules, Morneau Shepell
- Copyright Workshop, Saskatchewan Council for Archives and Archivists
- Engagement for Archives webinar, First Nations Knowledge Services without Borders Gathering, Maskwacis Cultural College, Alberta.
- Essential Records Management certification course, ARMA International



- Francophone Affairs Branch, Ministry of Parks, Culture and Sport learning sessions on services
- Graphic design online training modules
- Legal Issues in Archival Donations webinar, Association of Canadian Archivists
- Making Ethical Decisions in Times of Uncertainty and Misinformation, Institute of Internal Auditors
- Making Videos for Education and Instruction course, Maskwacis Cultural College, Alberta.
- Managing Archival Photographs workshop, Saskatchewan Council for Archives and Archivists
- Oral History distance education course, Archives Association of British Columbia
 - Oral History webinar, First Nations Knowledge Services without Borders Gathering, Maskwacis Cultural College, Alberta.
 - Saskatchewan Connections Conference, Privacy, Security and Records Management
 - Saskatchewan Council for Archives and Archivists annual general meeting
 - Using Social Media webinar, Archives Society of Alberta

Several staff participated as judges for Heritage Saskatchewan's Youth Heritage Fair, held virtually in the Spring of 2020.

In relation to higher density record storage at our new location, training on the use of vertical mast lifts and fall arrest protection took place in late summer 2020. Elevator, hoist and security camera training were also provided to staff.

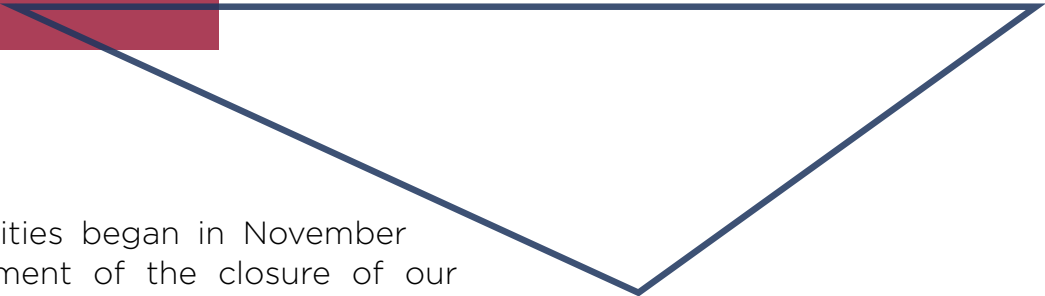
Three staff members gained experience in higher-level positions through term opportunities during the operating year. Two staff members accepted permanent positions, one in the Information Management Services program and the other in the Reference and Outreach Services program.

Our Volunteers

Friends of the Provincial Archives of Saskatchewan continued to participate actively by email communication and later in the year, through teleconference. Interests included family history, research discoveries, local events and activities.

In January 2021, the Historical Photographs Metadata Project restarted in the Public Reading Room. This project, once again, was suspended when in-person services closed on March 25, 2021. The Friends Project identifies additional information on photographs to improve descriptions in the online archival catalogue. The Friends group has over 450 active and associate members.

A NEW LOCATION FOR THE PROVINCIAL ARCHIVES



The consolidation of facilities began in November 2018 with the announcement of the closure of our Saskatoon office at the University of Saskatchewan. In 2019, the location for the Provincial Archives was announced as 2440 Broad Street in Regina and preparations began for the movement of staff, offices and records from five locations to our new home. Saskatoon records were moved in the summer of 2019 and records from Regina facilities in the summer and fall of 2020.

Office and record storage consolidation activities continued as the major institutional priority in 2020-21. While construction was ongoing and completed at 2440 Broad Street, activities included:

- Finalization of move plans for archival records
- Physical preparation of the Permanent Collection including inventory control, wrapping, boxing and labeling
- Analysis of space and storage requirements at the new location
- Tear-down and installation of shelving for records storage
- Moving of approximately 118,000 boxes of records and oversized items
- Office moves between May and November 2020
- Surplus furniture disposal
- Capacity assessment of available space at our new location
- IT network and server transfer including coordination between movers, external IT resources, electricians, and SaskTel to ensure an effective transition
- Implementing security measures
- Meetings with architectural, construction and Ministry teams

Our archival facility addresses the environmental and security needs of the Permanent Collection through a mist-based fire suppression system and climate controlled storage

Specialized storage includes cold room storage for the preservation of audio, film, negatives, and microfilm that benefit from a cool storage environment with low, stable humidity, to extend the lifespan of records by slowing degradation related to mold, vinegar syndrome, sticky shed syndrome, etc.



? ASK A QUESTION!

- Linear metres of records at end of move:
31,421 m or

31.4 km

equivalent to the distance between
downtown Regina, SK. and Lumsden, SK.

- Boxes or other items of archival material
moved: 117,909
- Days spent moving records: 77
- Truck loads to move records: 237
- Labels used to track records:
approximately

117,000







ADDITIONS TO THE PERMANENT COLLECTION

While the volume of acquisitions was impacted by COVID-19 protocols, here is a sample of records from both private and public sectors added to the Archives' Permanent Collection in 2020-21:

Photographic prints and negatives of the **Regina Agriculture and Agri-Food Canada Research Station** dating from 1934 to 1962, depicting individuals, buildings and weather events such as field days, snowstorms, hailstorms, erosion events, drought, etc.

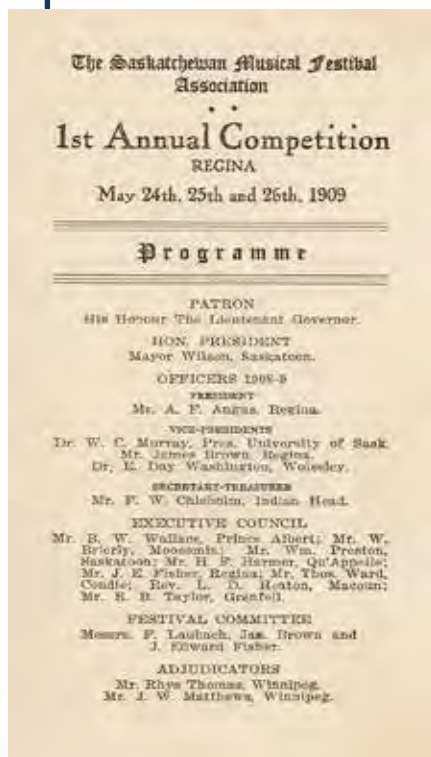
An accrual to the **Byrna Barclay fonds**, Regina writer and playwright and an active voice in the Saskatchewan arts community. Included are drafts of and material relating to her "Livelong Quartet" novels; other published and unpublished works and material related to the Saskatchewan Arts Board and *Grain Magazine*.

Records of the **Regina Male Voice Choir** dating from 1912 and consisting of programs, photographs, meeting minutes, correspondence, reports, constitution and bylaws, membership material, newsletters, histories, etc.

Records from the **Norman Fergus Black fonds** related to his published and unpublished manuscripts, "A History of Saskatchewan and the Old North West", "Saskatchewan's Great Campaign for Better Schools 1915-1916" and "The Constitution of Great and Greater Britain at the Consummation of Peace, 1919". Also included are correspondence, notes, essays, speeches and reviews.

Records of the **Saskatchewan Registered Music Teachers Association** dating from the 1930s to 2018 including photographs, annual and committee reports, newsletters, meeting minutes, programs, membership lists and directories, branch material, correspondence, history, memorabilia and news clippings.

Photographic negatives from the collection of the late **Gordon Tuplin**, who was born in Saskatchewan and served in the Royal Canadian Air Force during the Second World War. Records include servicemen at various RCAF bases in Canada, engaged in "R&R" activities such as jamming with musical instruments, wiener roasts, etc.



Program for the first annual competition in 1909. Saskatchewan Music Festival Association fonds, Accession number 2020-108.

An accrual of records created by the **Saskatchewan Music Festival Association**, the provincial body tasked with coordinating community music festivals, workshops and concerts. These records, dating from 1909, consist of programs for District music festivals, the provincial syllabus, annual reports, conference and AGM material, a history book and artifacts.

Political records created by one of the longest-serving New Democratic Party Members of the Legislative Assembly of Saskatchewan, **Warren McCall**. Included are materials related to the Regina Elphinstone Centre constituency, campaigns and records created as Opposition House Leader and Opposition Critic.

The original 1959 charter of the **Regina Press Club**. The Press Club was the longest continually operating press club in Canada when it closed in 2000.

A book entitled *Bird 100: Building Canada for 100 Years*. This book depicts the history of **Bird Construction**, from its origins in Moose Jaw, SK in the 1920s to becoming a national company with projects across Canada.

Sessional and Committee records of the **Legislative Assembly of Saskatchewan, 26th Legislature** series dating from 2007 to 2011.

Records from the **Andrew Suknaski fonds**, a renowned Saskatchewan poet as well as a promoter of the National Film Board of Canada. Included are biographical information, newspaper clippings, books, manuscripts, correspondence, notes and a video tape.

Records from the **David Forbes fonds**. As New Democratic Party Member of the Legislative Assembly of Saskatchewan for Saskatoon Idylwyld and Saskatoon Centre, from 2001-2020, Forbes' records relate to his legislative work and to his role as Opposition Critic for Housing, Labour and Human Rights.

Records of the **Regina International Children's Festival**, dating from the 1980s and consisting of business records, scrapbooks, posters, cassette tapes, etc.



A 1950s accounting office. Regina Agriculture and Agri-Food Canada Research Photo Collection, Accession Number 2020-085.

Four RCAF airmen performing an impromptu "concert" at a Canadian air base during the Second World War. Gordon Tuplin fonds, Accession Number 2020-090.





→ Digital acquisitions:

1,734_{GB}

(private records: 234 GB; public records: 1,500 GB)

- Private records transferred for permanent preservation: 48 metres
- Contacts with private donors: 167 contacts
- Private records donations: 85 donations

FINANCIAL STATEMENTS

Report of Management

The accompanying Financial Statements are the responsibility of management and have been approved in principle by the Board of Directors of the Provincial Archives of Saskatchewan. The Financial Statements have been prepared in accordance with Canadian generally accepted accounting principles. Management maintains a system of internal controls to ensure the integrity of information that forms the basis of the Financial Statements. The internal controls provide reasonable assurance that transactions are executed in accordance with proper authorization, that assets are properly guarded against unauthorized use and that reliable records are maintained.

The Board of Directors carries out its responsibility for the Financial Statements and for overseeing management's financial reporting responsibilities by meeting with management to discuss and review financial matters. The Provincial Auditor of Saskatchewan has full and open access to the Board of Directors.

The Provincial Auditor of Saskatchewan has audited the Financial Statements. Her report to the Members of the Legislative Assembly, stating the scope of her examination and opinion on the Financial Statements, appears on the following page.

On behalf of management,



Linda B. McIntyre
Provincial Archivist



Darren Cranfield
Director, Corporate Services

INDEPENDENT AUDITOR'S REPORT

To: The Members of the Legislative Assembly of Saskatchewan

Opinion

We have audited the financial statements of the Provincial Archives of Saskatchewan, which comprise the Statement of Financial Position as at March 31, 2021, and the Statements of Operations, Remeasurement Gains and Losses, Changes in Net Financial Assets and Cash Flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Provincial Archives of Saskatchewan as at March 31, 2021, and the results of its operations, its remeasurement gains and losses, changes in net financial assets and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Provincial Archives of Saskatchewan in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards for Treasury Board's approval, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Provincial Archives of Saskatchewan ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Provincial Archives of Saskatchewan or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Provincial Archives of Saskatchewan financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.



- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Provincial Archives of Saskatchewan's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Provincial Archives of Saskatchewan's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Provincial Archives of Saskatchewan to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control identified during the audit.

Regina, Saskatchewan
June 10, 2021

Judy Ferguson, FCPA, FCA
Provincial Auditor
Office of the Provincial Auditor

PROVINCIAL ARCHIVES OF SASKATCHEWAN
STATEMENT OF FINANCIAL POSITION
As at March 31

	<u>2021</u>	<u>2020</u>
Financial assets:		
Cash on Deposit (Note 3)	\$ 905,864	\$ 1,779,496
Due from General Revenue Fund (Note 4)	-	-
Investments (Notes 2, 5, 10)	80,679	69,910
Accounts receivable	<u>26,455</u>	<u>38,914</u>
	<u>1,012,998</u>	<u>1,888,320</u>
Liabilities:		
Accounts payable and accrued liabilities	55,243	138,083
Deferred revenue	-	180
Accrued vacation pay	71,537	57,394
Accrued salaries and benefits	<u>239,078</u>	<u>155,644</u>
	<u>365,858</u>	<u>351,301</u>
Net financial assets (Statement 4)	<u>647,140</u>	<u>1,537,019</u>
Non-financial assets		
Tangible capital assets (Note 6)	822,062	449,870
Prepaid expenses	<u>19,609</u>	<u>10,924</u>
	<u>841,671</u>	<u>460,794</u>
Accumulated Surplus	<u>\$ 1,488,811</u>	<u>\$ 1,997,813</u>
Accumulated Surplus is comprised of:		
Accumulated surplus from operations	1,474,140	1,993,911
Accumulated remeasurement gains	<u>14,671</u>	<u>3,902</u>
Total Accumulated Surplus	<u>\$ 1,488,811</u>	<u>\$ 1,997,813</u>
Contractual Rights (Note 7)		

(See accompanying notes to the financial statements)

PROVINCIAL ARCHIVES OF SASKATCHEWAN
STATEMENT OF OPERATIONS
For the Year Ended March 31

	Budget 2021	Actual 2021	Actual 2020
	(Note 12)		
Revenue:			
Grants - General Revenue Fund	\$ 4,363,000	\$ 4,363,000	\$ 4,363,000
Government of Canada	-	36,130	8,700
Other Grants	-	5,000	-
	<u>4,363,000</u>	<u>4,404,130</u>	<u>4,371,700</u>
Reference Services	35,000	22,115	29,839
Preservation Services	45,720	16,080	18,120
Investment Income	3,000	2,848	2,786
Contract Revenue	39,794	41,713	39,540
Other Services	155,000	162,366	168,226
Miscellaneous	15,000	13,832	23,002
Interest Income	-	18,345	-
	<u>4,656,514</u>	<u>4,681,429</u>	<u>4,653,213</u>
Expense:			
Salaries and Benefits	3,102,607	3,101,771	3,023,892
Accommodation	1,015,000	1,109,100	1,165,619
General Operating	343,581	895,289	416,647
Amortization of tangible capital assets	131,000	95,040	76,824
	<u>4,592,188</u>	<u>5,201,200</u>	<u>4,682,982</u>
(Deficit) Surplus for the year	<u><u>\$ 64,326</u></u>	(519,771)	(29,769)
Accumulated surplus from operations, beginning of year		1,993,911	2,023,680
Accumulated surplus from operations, end of year		<u><u>\$ 1,474,140</u></u>	<u><u>\$ 1,993,911</u></u>

(See accompanying notes to the financial statements)

PROVINCIAL ARCHIVES OF SASKATCHEWAN
STATEMENT OF REMEASUREMENT GAINS AND LOSSES
For the Year Ended March 31

	<u>2021</u>	<u>2020</u>
Accumulated Remeasurement Gains, Beginning of Year	\$ 3,902	\$ 8,399
Unrealized gain (loss) attributable to:		
Investment in pooled funds	10,769	(4,497)
Net remeasurement gain (loss)	<u>10,769</u>	<u>(4,497)</u>
Accumulated Remeasurement Gains, End of Year	<u>\$ 14,671</u>	<u>\$ 3,902</u>

(See accompanying notes to the financial statements)

PROVINCIAL ARCHIVES OF SASKATCHEWAN
STATEMENT OF CHANGE IN NET FINANCIAL ASSETS
For the Year Ended March 31

	<u>Budget 2021 (Note 12)</u>	<u>Actual 2021</u>	<u>Actual 2020</u>
(Deficit) surplus for the year	\$ 64,326	\$ (519,771)	\$ (29,769)
Acquisition of tangible capital assets	(95,000)	(469,063)	(118,391)
Amortization of tangible capital assets	131,000	95,040	76,824
Loss on disposal of tangible capital assets	-	1,830	484
	<u>36,000</u>	<u>(372,193)</u>	<u>(41,083)</u>
Changes in prepaid expense	<u>-</u>	<u>(8,684)</u>	<u>(7,740)</u>
Net remeasurement gain (loss)	<u>-</u>	<u>10,769</u>	<u>(4,497)</u>
(Decrease) increase in net financial assets	100,326	(889,879)	(83,089)
Net financial assets, beginning of year	<u>1,537,019</u>	<u>1,537,019</u>	<u>1,620,108</u>
Net financial assets, end of year	<u>\$ 1,637,345</u>	<u>\$ 647,140</u>	<u>\$ 1,537,019</u>

(See accompanying notes to the financial statements)

PROVINCIAL ARCHIVES OF SASKATCHEWAN
STATEMENT OF CASH FLOW
For the Year Ended March 31

	<u>2021</u>	<u>2020</u>
Operating transactions		
(Deficit) surplus for the year	\$ (519,771)	\$ (29,769)
Items not affecting cash:		
Amortization of tangible capital assets	95,040	76,824
Loss on disposal of tangible capital assets	1,830	484
Change in non-cash balances relating to operations:		
Accounts receivable	12,459	(17,407)
Prepaid expenses	(8,684)	(7,740)
Accounts payable and accrued liabilities	(82,839)	53,062
Accrued vacation pay	14,144	(199)
Accrued salary and benefits	83,432	(56,968)
Deferred revenue	(180)	(32,807)
Cash provided by operating transactions	<u>(404,569)</u>	<u>(14,520)</u>
Capital transactions		
Acquisition of tangible capital assets	<u>(469,063)</u>	<u>(118,391)</u>
Cash used in capital transactions	<u>(469,063)</u>	<u>(118,391)</u>
Net (decrease) increase in cash	(873,632)	(132,911)
Cash, beginning of year	<u>1,779,496</u>	<u>1,912,407</u>
Cash, end of year	<u><u>\$ 905,864</u></u>	<u><u>\$ 1,779,496</u></u>
Cash includes the following:		
Cash on Deposit	905,864	1,779,496
Due from General Revenue Fund	<u>-</u>	<u>-</u>
	<u><u>\$ 905,864</u></u>	<u><u>\$ 1,779,496</u></u>

(See accompanying notes to the financial statements)

PROVINCIAL ARCHIVES OF SASKATCHEWAN
NOTES TO THE FINANCIAL STATEMENTS
March 31, 2021

1. Authority

The Provincial Archives of Saskatchewan (the Archives) was established under the authority of *The Archives and Public Records Management Act* for the purpose of acquiring and preserving public records and private records of significance to Saskatchewan and facilitating access to those records.

2. Accounting Policies

The financial statements are prepared in accordance with Canadian public sector accounting standards as published by CPA Canada. The following accounting policies are significant.

a) **Tangible Capital Assets**

Purchased tangible capital assets are recorded at cost. Amortization is provided on a straight-line basis over the assets' estimated useful lives as follows:

Computer hardware	3-10 years
Computer software	3 years
Equipment	5-10 years
Furniture	5-20 years
Leasehold improvements	Lease term

The Archives has placed a nil value on the Permanent Collection of archival materials for financial statement purposes.

The cost of materials used to preserve the archival collection is expensed.

b) **Investments**

Investments are comprised of units in the Long-term Investment Pooled Fund, which is a pooled fund held by the University of Saskatchewan (University). The pooled fund consists of investments in other pooled funds that hold Canadian equities, global equities, real estate, and bonds. Units in the pooled fund are valued at fair value using closing bid price. The market values of investments in foreign currencies are translated into Canadian dollars at the closing rate of exchange on March 31, 2021. The purchase and sales of investments, income and expenses are translated at the rate of exchange prevailing on the respective dates of such transactions.

Income distributions from the pooled fund are recorded as investment income in the Statement of Operations. Unrealized gains and losses related to the change in fair value of units in the pooled fund are presented in the Statement of Remeasurement Gains and Losses.

- c) **Revenue**
Revenues are recorded in the period in which the transactions or events occurred that gave rise to the revenue.

Government transfers are recognized in the financial statements in the period in which the events giving rise to the transfer occur, eligibility criteria are met, the transfer is authorized and reasonable estimates of the amount can be made.

Deferred revenue represents user charges and other fees which have been collected, for which the related services have yet to be provided. These amounts will be recognized as revenue in the fiscal year the services are provided.

- d) **Use of Estimates**
The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. Actual results could differ from those estimates.

- e) **Financial Instruments**
Financial instruments of the Archives include Cash on Deposit, Due from General Revenue Fund, investments, accounts receivable, accounts payable and accrued liabilities, deferred revenue, accrued salaries and benefits, and accrued vacation pay. Cash on Deposit and Due from General Revenue Fund are recorded at cost. The remaining items are recorded at amortized cost. The carrying amount of these instruments approximate fair value due to their immediate or short-term maturity.

- f) **New Accounting Standards**
The following new accounting standard will be coming into effect as of the date indicated below:
- PS 3400 Revenue (effective April 1, 2023) – provides guidance for recognition, measurement, and presentation of revenues common to government other than tax revenues and government transfers.
- The Archives plans to adopt this new standard on the effective date and is currently analyzing the impact this will have on these financial statements.

3. Cash on Deposit

Cash on deposit consists of interest-bearing money on deposit with the bank. Interest earned on the operating account balance is calculated and paid monthly into the Archives' operating account.

4. Due from General Revenue Fund

The Archives' account is included in the Consolidated Offset Bank Concentration arrangement for the Government of Saskatchewan. During the year, the General Revenue Fund (GRF) did not pay interest on the Archives' bank account.

5. Evelyn Eager Estate

In July 1992, the Archives received a bequest of \$40,000. It received an additional \$7,371 in September 1994. The Archives has restricted \$47,371 indefinitely with the income earned on the related investment used to promote and facilitate access to the Archives' Permanent Collection.

6. Tangible Capital Assets

	2020-21				2019-20
	Office Furniture and Equipment (\$)	Computer Hardware and Software (\$)	Lease Hold Improvements (\$)	Total (\$)	Total (\$)
Opening cost	561,257	757,831	61,226	1,380,314	1,314,297
Additions during the year	335,083	133,980	-	469,063	118,391
Disposals during the year	(61,335)	(38,019)	(61,226)	(160,580)	(52,374)
Closing cost	835,005	853,792	-	1,688,797	1,380,314
Opening accumulated amortization	440,398	428,820	61,226	930,444	905,511
Annual amortization cost	19,165	75,875	-	95,040	76,824
Amortization related to disposals	(61,335)	(36,189)	(61,226)	(158,750)	(51,891)
Closing accumulated amortization	398,228	468,506	-	866,734	930,444
Net book value of tangible capital assets	436,777	385,286	-	822,063	449,870

7. Contractual Rights

For the Year Ended March 31, 2021

Contractual Right With:	Description of Contractual Right	2021-22 (\$)*	2022-23 (\$)*	Total (\$)*
United Church of Canada - Living Skies Regional Council Archives	Shared employee salary and benefit expenses + administrative fee. Agreement term: April 1, 2018 to March 31, 2023	40,439	40,839	81,278

*Estimate

8. Related Party Transactions

These financial statements include transactions with related parties. The Archives is related to all Saskatchewan Crown agencies such as ministries, corporations, boards and commissions under the common control of the Government of Saskatchewan, as well as its key management personnel and their close family members. Additionally, the Archives is related to organizations where they have key management personnel and/or their close family members in common.

Routine operating transactions with related parties are recorded at the rates charged by those organizations and are settled on normal trade terms. Included in revenue is related party transactions of \$4,527,488 (2020 - \$4,555,391) of which \$8,639 (2020 - \$22,090) was receivable at March 31, 2021. Included in expense is related party transactions of \$2,024,941 (2020 - \$1,805,378) of which \$154,402 (2020 - \$204,460) was payable at March 31, 2021. These amounts include transfers to the Saskatchewan Ministry of Finance for employee benefits.

The Archives pays Provincial Sales Tax (PST) to the Saskatchewan Ministry of Finance on all taxable purchases and customer sales. Taxes paid are recorded as part of the cost of those purchases. Other transactions with related parties and amounts due to/from them are described separately in the financial statements and the notes thereto.

9. Pension Plan

Substantially all of the Archives' employees participate in the Public Employees Pension Plan which is a defined contribution plan. The Archives' financial obligation to the plan is limited to making required payments to match amounts contributed by employees for current services. Included in salaries and benefits is pension expense for the year of \$221,531 (2020 - \$199,121).

10. Investments

Investments are comprised of units in the Long-term Investment Pooled Fund, which is a pooled fund held by the University of Saskatchewan (University). The fund consists of investments in pooled and segregated funds that hold Canadian equities, global equities, real estate and fixed income. The University's pooled fund consists of:

	2021	2020
Canadian Equities	17%	14%
Global Equities	41%	37%
Canadian Real Estate	6%	7%
Global Real Estate	5%	6%
Fixed Income	22%	26%
Managed Futures	9%	10%

For the year ended March 31, 2021, the Long-term Investment Pooled Fund distributed \$2,848 (2020 - \$2,786) of investment income to the Archives. For the year ended March 31, 2021, the Archives' investment in the Long-term Investment Pooled Fund has an unrealized gain of \$10,769 (2020 – unrealized loss of \$4,497).

Fair Value

Fair-valued financial instrument holdings are classified using a hierarchy that reflects the significance of the inputs used in determining their measurements. Under the classification structure, financial instruments recorded at unadjusted quoted prices in active markets for identical assets and liabilities are classified as Level 1. Instruments valued using inputs other than quoted prices included in Level

1 that are observable for the asset or liability either directly or indirectly are classified as Level 2. Instruments valued using inputs that are not based on observable market data are classified as Level 3. All investments are classified as Level 2. There were no items transferred between levels during 2021 or 2020.

11. Risk Management

Through its financial assets and liabilities, the Archives is exposed to various risks. The Archives is also exposed to risk through its investments. As the Archives' investments are within a pooled fund held by the University of Saskatchewan, the University manages these financial risks. The University has an Investment Policy, which provides guidelines to the investment manager for the asset mix of the portfolio regarding quality and quantity of fixed income and equity investments. The asset mix helps to reduce the impact of market value fluctuations by requiring investments in different asset classes and in domestic and foreign markets.

Credit Risk

Credit risk is the risk that one party to a financial instrument will fail to discharge their responsibilities with respect to the financial instrument, and in so doing, cause a loss for the other party. For the Archives, there is credit risk with respect to the potential non-payment of accounts receivable.

The Archives is exposed to minimal credit risk as these receivables are from other government agencies and were collected shortly after year end.

Interest Rate Risk

Interest rate risk is the risk that the future cash flows of a financial instrument will fluctuate due to changes in market interest rates. Interest receivable is subject to interest rate risk.

Interest income is a small portion of the Archives' total revenue and increases or decreases in interest rates would not be expected to significantly impact operations.

Liquidity Risk

Liquidity risk is the risk that the Archives will encounter difficulty in meeting financial obligations as they fall due. Cash resources are managed on a daily basis based on anticipated cash flows. Accounts payable and accrued liabilities, deferred revenue, accrued vacation pay, and accrued salary and benefits are due within one year.

12. Budget

These amounts are included in the annual budget approved by the Board of Directors of the Provincial Archives of Saskatchewan on April 17, 2020.

13. COVID-19

On March 11, 2020, the World Health Organization characterized the outbreak of a strain of the novel coronavirus (“COVID-19”) as a pandemic which has resulted in a continued series of public health and emergency measures that have been put in place to combat the spread of the virus. Though compliance with these measures and associated restrictions on public gatherings and activities has required periodic suspension of in-person services to the public, services have remained available online or by phone. The Archives continues to assess and monitor the impact of COVID-19 on its financial condition.

PARTNERSHIPS

The Provincial Archives thanks the many people and organizations that assist us in achieving our goals and mandate; in particular, the following:

- 80 private donors representing both individuals and organizations
- Association of Canadian Archivists
- Canadian Council of Archives
- Council of Provincial and Territorial Archivists
- Federal/Provincial/Territorial Records Council
- Francophone Affairs Branch, Ministry of Parks, Culture and Sport, Government of Saskatchewan
- Friends of the Provincial Archives of Saskatchewan
- Government House, Provincial Capital Commission
- Government of Canada, Canadian Heritage (Young Canada Works Program)
- Heritage Festival of Saskatoon
- Heritage Saskatchewan
- Legislative Library
- Library and Archives Canada
- Ministry of Justice, Government of Saskatchewan
- Ministry of SaskBuilds and Procurement, Government of Saskatchewan
- Multitype Library Board
- Office of the Information and Privacy Commissioner
- Public Records Committee
- Public Service Commission, Government of Saskatchewan
- Saskatchewan Council for Archives and Archivists
- Saskatchewan Digital Alliance
- Saskatchewan Public Safety Agency, Government of Saskatchewan
- Saskatchewan Weekly Newspaper Association
- Société historique de la Saskatchewan
- United Church of Canada, Living Skies Regional Council Archives
- University Archives and Special Collections, University of Saskatchewan
- Waterford Art Gallery, Waterford, Ireland



PROVINCIAL ARCHIVES
OF SASKATCHEWAN



THE PROVINCIAL ARCHIVES OF SASKATCHEWAN

collects, preserves and makes accessible for research the province's historical records from government, as well as individuals, organizations, businesses and associations. Records are acquired in all formats: paper, film, video, graphic materials and digital.

The Permanent Collection of the Archives is the source for in-person and distance research to explore family history, government policy, educational materials, Indigenous history, time periods, organizations, land settlement, local history, geographic places, events, cultural development, human rights, newspapers, and provincial celebrations.

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