

City of Edmonton Archives

Finding Aid - City of Edmonton. Management Services Department fonds (RG-1)

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Language of description: English

Rules for Archival Description (RAD)

Archives Society of Alberta Subject Terms

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City of Edmonton. Management Services Department fonds

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Summary information

Repository: City of Edmonton Archives

Title: City of Edmonton. Management Services Department fonds

ID: RG-1

Date: 1931-1976, predominant 1969-1976 (date of creation)

Physical description: 4.2 m of textual records. - 3 photographs

Language: English

**Dates of creation,
revision and deletion:**

Note [generalNote]:

During the 2009 review of this material much of the material was deaccessioned as transitory or of little historical value, including daily cash reports, distribution of cash deposit reports, monthly cash summaries, equipment and inventory lists, resumes, tax returns and reports, sales tax summaries, course descriptions, mileage reports, form design requests, mail accounts, I.D.O. files, Library log sheets, membership in external organizations (National Microfilm Association), invoices and orders, 4th Floor alteration correspondence, bi-weekly statistical reports, Commissioners Memoranda, newsletters from external organizations (Keats, Peat, Marwick), system bulletins, billing summaries and union correspondence re: employee benefits.

Note [generalNote]:

Accession numbers: A72-55; A74-95; A74-115; A75-27; A78-9

Administrative history / Biographical sketch

Note

Management Services, under Superintendent H. B. Fraser, provided a wide range of technical and informational assistance to all other City Departments. Its sole purpose was to service the changing requirements of the City as evidenced in the particular demands of operating departments and other service functions.

Major functions of the department were organizational planning and analysis, equipment selection, office layout, forms design and control, a complete computing service which included systems design, operation and maintenance, records management, printing and reproductions. The department was divided into five

main branches: Analytical Services, Computer Systems, Computer Operations, Microfilm and Records (Mail Services), and Printing and Reproductions.

Scope and content

Fonds consists of reports, correspondence, speeches, samples of print and microfilm jobs, relating to the various functions performed by the Management Services Department.

An order has been imposed on the material. The arrangement includes 3 series. The series are as follows:

- * Series 1 - Administrative Records
 - * Series 2 - Printing and Reproductions Branch
 - * Series 3 - Microfilm and Records Branch
-

Notes

Title notes

- **Source of title proper:** Title based on name of creator.

Immediate source of acquisition

This material was transferred to the City of Edmonton Archives by the Department of Management Services between 1972 and 1978.

Arrangement

The material was arranged according to the filing system of the creator.
The photographs were assigned item numbers with the prefix EA-217.

Restrictions on access

There are no restrictions on access.

Conditions governing use

Copyright may apply.
Reproduction restrictions may apply.

Finding aids

File list available online.

Accruals

No further accruals are expected.

Other notes

- **Publication status:** Published
 - **Status description:** Final
 - **Institution identifier:** City of Edmonton Archives
-

Access points

- Textual record (documentary form)
 - Graphic material - photograph (documentary form)
 - Government (subject)
-

Series descriptions

Series RG-1-1: Administrative Records

Creator: Analytical Services Branch; Computer Systems Branch; Computer Operations Branch

Date: 1969 - 1976 (date of creation)

Scope and content:

Series consists of reports, correspondence, and speeches relating to the various functions performed by the Analytical Services, Computer Systems, Computer Operations branches of the Management Services Department.

Physical description: 3.75 m of textual records.

Language of the material:

English

Note:

Accession numbers: A74-115; A78-9

Access points:

- Textual record (documentary form)
- Government (subject)

Arrangement:

The material was arranged in no particular order.

Restrictions on access:

There are no restrictions on access.

Conditions governing use:

Copyright may apply.

Reproduction restrictions may apply.

Finding aids:

* File list available online.

Publication status:

Published

File / item list

Series RG-1-2: Printing and Reproductions Branch

Creator: Printing and Reproductions Branch

Date: 1971 - ca. 1973 (date of creation)

Scope and content:

Series consists of sample print jobs created by the Printing and Reproductions Branch.

Box 1:

- * File 1 - Storyland Valley Zoo Admission or Ride Tickets (ca. 1973);
- * File 2 - Tourist Parking Tags (ca. 1973);
- * File 3 - Ballot Card for Proprietary Electors - Public Schools(ca. 1973);
- * File 4 - Ballot Cards for Electors - Separate School (ca. 1973);
- * File 5 - City of Edmonton Remittance Advance (ca. 1973);
- * File 6 - City of Edmonton Check [cancelled] (ca. 1973);
- * File 7 - City of Edmonton Paycheck [cancelled] (ca. 1973);
- * File 8 - Census Forms (1972);
- * File 9 - Traffic Tickets (1971)

Box 2:

- * File 10 - Utility Meter Book (n.d.)

Physical description: 23 cm of textual records

Language of the material:

English

Note:

Accession number: A74-115

Access points:

- Textual record (documentary form)
- Government (subject)

Restrictions on access:

There are no restrictions on access.

Conditions governing use:

Copyright may apply.
Reproduction restrictions may apply.

Finding aids:

See Scope and content above.

Publication status:

Published

File / item list**Series RG-1-3: Microfilm and Records Branch**

Date: 1931-1970, predominant 1970 (date of creation)

Scope and content:

Series consists of 35mm aperture cards of gas plans created by the Microfilm and Records Branch, as well as three photographs which came from the branch director. Two photos depict the Grierson Hill Dump in 1931, and one is a copy of a 1969 aerial photograph showing the area around 97 Street and 103A Avenue.

Physical description: 20 cm of textual records. - 3 photographs.

Language of the material:

English

Note:

The original 36"x39" print mounted on plywood for EA-217-1 is missing. However, it was a copy of the 1969 aerial photograph Line 12-W-66. A copy is located in the reference room.

Note:

Accession numbers: A72-55; A74-95; A75-27

Access points:

- Textual record (documentary form)

- Graphic material - photograph (documentary form)
- Government (subject)

Arrangement:

The material was arranged according to the filing system of the creator.

The photographs were arranged according to the filing system of the creator and assigned item numbers with the prefix EA-217.

Restrictions on access:

There are no restrictions on access.

Conditions governing use:

Copyright may apply.

Reproduction restrictions may apply.

Finding aids:

There is no finding aid available for the 35mm aperture cards.

Publication status:

Published

File / item list