



# Fultz Corner Restoration Society AGM Report

Presented April 21,2022



## **President's Message**

This past year has been another different one for us at the Museum, the second year of the Covid-19 pandemic. The Museum was closed to visitors with only virtual interaction. This provided us an opportunity to catch-up on things inside and outside. Major work accomplished this past year included the new stairs and railing from the main grounds to the gazebo level, new back doorstep on #33 ,cleaning of the roof of #33, enhancements to artifact records with photos and location, creation of artifact protection covers, great strides were made with the archives as noted below.

As noted below, the amount of our combined effort, support and work put into the preservation and growth of our Community Museum has been phenomenal for such a small selection of volunteers. To say I appreciate the efforts and work of all involved is simply an understatement. Without all the dedicated work in governance, grounds keeping, property maintenance, gardening, student involvement, data entry and personal and virtual promotion we would not have been able to accomplish even a percentage of what is listed.

This year presented us with the need to change some aspects of how the museum is presented and available to the public so that we can remain relevant as we strive to open the museum after two years, these challenges have presented us with new opportunities to rethink and develop more options for community involvement. We look forward to the new Gazebo for weddings and opening the grounds to a trial run for a Flea Market while continuing to develop new online content and virtual tours, it is hopeful that this will lead to a greater community awareness and participation in the coming year.

Our 2021 ANSM evaluation took place on July 8, 2021. We were very happy to receive a score of 86.6%. The extra year allowed us to enhance policies, safely perform grounds maintenance, enhance interpretive stories, and enhance artifact records. Our score allows us to apply for ANSM Accreditation. Thank you to the board, our volunteers, and Sackville Rotary who worked tirelessly to prepare for the evaluation.

My hope is this coming year we are able to continue to move forward with development on our major projects and finding new ways to raise funds to keep the operations viable and if possible, exceed what we accomplished this past year.

## **Our Staff and Volunteers**

In fiscal 2021-21 there were 1738 volunteer hours and 1540 youth summer employee hours (4 students). The hours of these dedicated volunteers and staff enabled the Museum to accomplish the following:

- Enhance artifact records with additional information and create a better story for our visitors to the museum and NovaMuse online.

- Document community pandemic stories
- Provide visitors of our grounds a pleasing outdoor space with nature paths and gardens.
- Maintain and repair buildings.
- Further develop the archives with policy and procedures
- Protection covers for artifacts during the off season
- Fundraise to maintain and further develop the Museum and property

Thank you all for your contribution.

### **Museum Visitors**

In fiscal 2021-22 there were 58 people who attended the Museum, all for small outdoor events. Countless visitors enjoyed the grounds for photos, a walk, or a picnic. Many people engaged with the museums webpage and social media.

|                |   |
|----------------|---|
| Individual- 0  | Meeting- 58- (Two groups with participants outside) |
| School- 0      | Research- 0   |
| Local Group- 0 | Events-0  |

### **Canada Day**

All Canada Day events were cancelled.

### **Drive-Thru Take-Out Lunches**

Tuesday Teas were not held in 2021 due to the pandemic. We had two drive-thru take-out lunches, Natal Day and Labour Day. A big thank you to the take-out lunch Sponsors:

- Councillor Paul Russell
- Remax Nova
- Rock Church

### **Craft Crawl**

The yearly Sackville Community Gift and Craft Crawl was cancelled for 2021 due to the pandemic. Early in 2021 we decided to discontinue selling crafts and focus on

development of a Souvenir Shop. Most of the Craft Shop merchandise was sold at off-site yard sales over the summer.

### **Other Events**

A private family reunion was held on the grounds in August.

The Sackville Business Association held a Meet and Greet on the grounds of the museum in September.

### **Thank You**

Thank you to the following who donated time, material and funds in fiscal 2021-22:

- Councilor Paul Russell
- Federal Heritage Museum Assistant Funding (Covid-19)
- Federal Youth Employment Grant
- Green Valley Landscaping
- HRM Community Grants
- John Campbell
- Nova Scotia Community Culture and Heritage
- Provincial Government Youth Employment Grant
- Remax Nova
- Rock Church
- Sackville Rotary Club

Their kindness enabled the museum to do the following:

- Maintain the buildings and the Museum property to create a pleasant and safe environment
- Repair and upgrade museum buildings
- Hire youth summer employees
- Snow plowing of parking lots
- Prepare for our ANSM Evaluation
- Financial audit

### **Museum Artifact Collection Stats as of March 31, 2022:**

Each artifact in the Museum's permanent collection is entered in the ANSM Collective Access database. Since 2010 efforts have been made to add at least one image for each artifact, however, some objects have five or six images. We have also had a

digitization project to scan the papers in the master paper file and upload to Collective Access. As of March 31 ,2021 we had:

2771 records in the Collective Access database  
2065 records with images or scanned document attached  
74% of records have an image or scanned document

Historical Stats of Museum collection records and images by year provided by the ANSM: (Each record can have several images attached to it)

2008 - 2531 records  
2009 - 2780 records  
2010 - 2793 records, 137 images  
2011 - 2822 records, 754 images  
2012 - 2827 records, 945 images  
2013 - 2855 records, 1059 images  
2014 - 2854 records, 1498 images  
2015 - 2737 records, 2543 images

Fultz House Museum stats:

2016-17- 2742 records, 1112 records with image, 40% of records have an image  
2017-18- 2771 records, 1533 records with images, 55% of records have an image  
2018-19-2772 records, 1538 records with images, 55% of records have an image  
2019-20- 2771 records, 1581 records with images, 57% of records have an image  
2020-21- 2771 records, 1994 records with images, 72% of records have an image

## Social Media and Webpage Activity

Webpage:

| Month  | Unique visitors | Number of visits | Pages  | Hits   |
|--------|-----------------|------------------|--------|--------|
| Mar-21 | 1,837           | 4,404            | 28,509 | 30,210 |
| Apr-21 | 1,112           | 2,461            | 26,697 | 28,598 |
| May-21 | 1,140           | 2,739            | 17,022 | 18,587 |
| Jun-21 | 1,608           | 3,913            | 19,239 | 21,572 |
| Jul-21 | 1,409           | 3,159            | 33,672 | 37,025 |
| Aug-21 | 3,330           | 6,312            | 26,194 | 29,414 |
| Sep-21 | 1,330           | 3,518            | 14,767 | 17,786 |
| Oct-21 | 1,668           | 4,883            | 31,272 | 33,356 |
| Nov-21 | 1,606           | 5,519            | 28,685 | 30,385 |
| Dec-21 | 1,516           | 5,557            | 31,202 | 33,550 |
| Jan-22 | 1,543           | 5,183            | 43,843 | 45,234 |

|        |        |        |         |         |
|--------|--------|--------|---------|---------|
| Feb-22 | 1,625  | 5,262  | 44,938  | 46,613  |
| Mar-22 | 1,814  | 8,438  | 43,103  | 45,167  |
|        |        |        |         |         |
|        | 21,538 | 61,348 | 389,143 | 417,497 |

Fultz House Museum Facebook page has 503 likes

Fultz House Museum Twitter account has 98 followers

Fultz House Museum Instagram account as 539 followers

### **Volunteer Development and Education**

ANSM Education Sessions via Zoom:  
CNSA

1 Volunteer- Several sessions  
2 Volunteers

### **Museum Memberships**

ANSM (Association of Nova Scotia Museums)  
CNSA (Council of Nova Scotia Archives)  
ATCA (Atlantic Tool Collectors Association)  
SBA (Sackville Business Association)

### **Sackville Heritage Archive Update**

Work continued to unfold in 2021 in managing the ***Sackville Heritage Archives (SHA) and Sackville Heritage Photo Collection***, in order to make it accessible, accountable, transparent and in good order.

The FCRS Archive Committee met on three separate occasions in the winter of 2022, and made much progress in developing a mandate for the ***Sackville Heritage Collection*** at the Fultz House Museum, which includes:

- To collect, preserve, describe and make available records which relate directly to the communities of Beaver Bank, Kinsac, Lower Sackville, Lucasville, Middle Sackville and Upper Sackville by acquiring and maintaining primary and secondary records and resources.
- Arrange and describe these materials according to archival principles and make them accessible to the general public on a regular basis, unless access is restricted by legal requirements or written agreement with the donor.

- To collect materials pertaining to the history of the communities of Beaver Bank, Kinsac, Lower Sackville, Lucasville, Middle Sackville and Upper Sackville for the purpose of documentation, preservation, research, exhibition and interpretation.
- To gather, compile and preserve written, printed and photographic documents of historical value and interest relating to the communities of Beaver Bank, Kinsac, Lower Sackville, Lucasville, Middle Sackville and Upper Sackville.
- To provide members of the general public and genealogical and historical researchers with efficient access to the Archives' holdings through a finding aid, accessing the file classification index and a searchable database.
- To respond to reference questions and aid researchers in their inquiry.
- To provide adequate and appropriate conditions for the storage, protection and preservation of archival material.

To achieve its mandate, the FCRS Archive Committee has set the following goals for the Sackville Heritage Collection:

- To acquire the collections of individuals and/or organizations significant to the history of Beaver Bank, Kinsac, Lower Sackville, Lucasville, Middle Sackville and Upper Sackville.
- To maintain a collection of both primary and secondary sources which relate to the history of our area or develop/support a thematic acquisition mandate.
- To maintain an environment suitable for the storage of archival documents.
- To assess the usage of space as the archival collection expands and, if necessary, to increase the amount of space which is suitable for storage.
- To make available information and training sessions for all interested volunteers, board members and staff on the use, access and care of archival materials.

The FCRS Archive Committee determined that it will accept new material either by donation, bequest, purchase or loan. Records related to the community of Beaver Bank, Kinsac, Lower Sackville, Lucasville, Middle Sackville and Upper Sackville, organizations or individuals, may be accepted for the purpose of acquisition. Material unrelated to the community will be accepted when it is determined that the items in question will complement existing collections. If materials clearly fall under another repository's mandate, then a donor will be referred to the appropriate repository, as per the practice outlined in the ***Council of Nova Scotia Archives Cooperative Acquisition Strategy*** (a motion in support was adopted at the February 24<sup>th</sup>, 2022 FCRS general meeting).

The FCRS Archive Committee will be mindful of the following particulars in its deliberations and handling and processing of materials:

- To preserve records of significant value that document the human experience in the Beaver Bank, Kinsac, Lower Sackville, Lucasville, Middle Sackville and Upper Sackville area.
- To periodically re-evaluate acquisitions to ensure that they reflect the mandate.
- To conform with recognized archival principles, while understanding the financial, human and material resources available for arrangement, description, preservation of, and access to the records and/or fonds at the Fultz House Museum in the Sackville Heritage Archives.
- To consider the acquisition mandates of other archival repositories when archival material is acquired or being considered.

The FCRS Archive Committee reached a consensus that for each donation of archival material from a creator/donor, an ***Archival Record Gift Agreement***, ***Archival Donor Questionnaire*** and ***Archive Condition Report*** will be filled out. The ***Archival Record Gift Agreement*** clearly transfers ownership from the creator/donor to the Fultz Corner Restoration Society, owner of the Sackville Heritage Archives at the Fultz House Museum. Later, an ***Archival Accession Report*** and ***Processing Plan*** is to be completed for donated/bequeathed/purchased archival materials.

### ***The Sackville Heritage Collection Policies and Procedures Manual***

As I mentioned in the 2021 ***FCRS Annual Report***, it was extremely important that the FCRS Archive Committee develop policies and procedures to govern over the future acquisition of documents, photos, maps and other documents/records that would legally transfer ownership to the FCRS from people and organizations in the community. I am very pleased to say that the FCRS Archive Committee did their due diligence and the committee membership was able to research, develop and agree to a set of policies pertaining to the Sackville Heritage Collection. All the draft policies fall within the parameters of the FCRS mission statement.

The next number of pages highlight what the intent of each policy will be and how the process will unfold.

#### ***Acquisition Policy (Draft)***

Acquisition of information reflecting our communities cannot be understood as the indiscriminate collecting of everything. On the contrary, the FCRS Archive Officer and FCRS Archive Committee and its precursors, have made/will make conscious choices. Needless to say, decisions on selection in the future will determine what information is



going to be preserved permanently by the SHA, Photo Collection and Video Collection, that is, what information the current and future generations will be able to use.

On the other hand, decisions on selection have to be realistically implementable. Items must have archival and/or community value. Archival and community value is identified by the following:

- Information may be in any form (digital or analogue), in any format (data set with metadata as part of an information system, PDF file, XML file, text document, photograph, whether born-digital or photochemically produced, sound recording, moving image etc.), or on any medium (paper, film, etc.)
- Information acquired has to significantly augment knowledge and understanding of our communities. This has to be connected to the areas of activity or functions that reflect:
  - the shaping of local government policy, decisions and administrative processes;
  - local specific character and characters, including cultural phenomena;
  - impact of industries and societal institutions on individuals, organizations and society overall;
  - the status, rights and obligations of individuals, groups and public and private organisations;
  - exceptional, unique and/or previously unknown events or situations in our society.

Information acquired does not have to be linked to these areas of activity or functions if it has intrinsic value in acquiring information with archival and community value that is pertinent to our communities' growth, development and circumstances.

As a result of this ongoing work, and to have things clearly spelt out, the FCRS Archive Committee approved a draft ***Acquisition Policy***, that has been referred to the FCRS Governance Committee for consideration. To help facilitate the acquisition process, the FCRS Archive Committee approved of the following supporting documents:

- ***Archival Record Loan Agreement***
- ***Letter of Acknowledgement – Loaned Materials***
- ***Archival Record Gift Agreement***
- ***Letter of Acknowledgement – Donated Material***
- ***Archival Donor Questionnaire***

***Sackville Heritage Archives Cooperative Acquisition Strategy (Draft)***

The work undertaken at the Sackville Heritage Archives is fully supportive of the Cooperative Acquisition Strategy developed by the Council of Nova Scotia Archives and its institutional members, as approved at the CNSA Annual General Meeting, May 24, 2001.

As such, the FCRS Archive Committee developed the ***Sackville Heritage Archives Cooperative Acquisition Strategy*** to adhere to the specifics of the Council of Nova Scotia Archives Cooperative Acquisition Strategy to be put into practice at the Sackville Heritage Archives at the Fultz House Museum.

### ***Accession Policy (Draft)***

The FCRS Archive Committee views accessioning as a foundational archival function upon which all subsequent steps rely; as such, work undertaken in these processes must be done in a manner that supports other activities in the records continuum and should not disrupt them. It should happen as soon as possible, upon arrival, in order to ensure the materials' integrity, to identify and address urgent preservation concerns, and to prevent the accumulation of an accessioning backlog.

The proposed ***Accession Policy*** outlines the specific processes and procedures that follow the acquisition process. Having a thoughtful accession policy yields a strong and cohesive collection, in addition to helping avoid any misunderstanding between potential donors and the Museum. For instance, if a discrete item or material does not fit the criteria for being acquired and accessioned, the FCRS Archive Officer or FCRS Archive Committee member can point to policy rather than say it was a choice made by judgment.

An ***Appraisal Checklist*** will be filled out when determining if a donation or transfer of records or a collection is practical to accept and necessary.

As a result, the FCRS Archive Committee has proposed a draft ***Accession Policy*** to be implemented. Referred to the FCRS Governance Committee. An ***Archival Accession Report, Archival Donor Questionnaire, Processing Plan*** and ***Archival Condition Report*** are to be filled out for each donated item, moving forward. An ***Archival Record Loss Report*** was developed in the event that something is misplaced or stolen. All drafts of these forms were also given to the FCRS Governance Committee to review at their April 2022 meeting.

### ***Reappraisal and Deaccessioning Policy (Draft)***

Deaccessioning can be at times a necessary tool for managing archives. Deaccessioning is the process by which an archive or a museum removes accessioned objects and/or materials from its holdings. That is why the FCRS Archive Committee has recommended guidelines for reappraisal and deaccessioning to the FCRS

Governance Committee, helping to focus our repository's collecting scope, and making collections more accessible to researchers.

The purposes of these guidelines are to:

- formally establish reappraisal and deaccessioning as responsible options for looking to better manage our collections;
- provide the basic conceptual and structural framework for the FCRS Archive Officer and FCRS Archive Committee using or planning to use reappraisal and deaccessioning as collection management tools;
- outline clear step-by-step processes for reappraisal and deaccessioning;
- assure a process of transparency, accountability and preservation of trust so that the public, donors, researchers, board members, and other stakeholders may better understand archival practice.

Each step of the reappraisal and deaccessioning process will be thoroughly documented in committee minutes and with the **Archival Record Reappraisal Form** and **Archival Object/Record Removal Form**, if deaccessioning is determined to be the best choice after approval from the FCRS Board of Directors. If the Board disagrees with the decision, the item(s)/materials will remain in the Sackville Heritage Collection.

A proposed **Reappraisal and Deaccessioning Policy** for the Sackville Heritage Collection was referred to the FCRS Governance Committee for consultation.

### ***Exhibition Policy (Draft)***

The FCRS Archive Committee determined that it is best for records and materials from the Sackville Heritage Collection to be arranged as part of interpretative exhibits as a way of increasing the public awareness of archival and photographic holdings within the Fultz House Museum. As a result, a proposed **Exhibition Policy** pertaining to the Sackville Heritage Collection was prepared for the FCRS Governance Committee to consider.

The FCRS Archive Committee has proposed exhibit requirements for both in-house and external programs. This draft policy clearly outlines:

- Environmental controls/requirements (light, temperature, relative humidity) for exhibition of original materials.
- Reproductions will be loaned for travelling exhibits and materials earmarked for school programs.

- Original material in poor condition will only be lent for in-house exhibits. Archival records in poor quality will not be loaned for external exhibits to other archives, museums and/or heritage organizations.
- Archival records **must** be secured in exhibition cases.

An ***Archive Condition Report*** and a ***Temporary/Travelling Exhibit Archival Loan Agreement*** will be filled out when materials will be lent to a borrowing institution.

### ***Preservation Policy (Draft)***

A preservation policy is an essential component of a collections management framework, regardless of the size of the collection or organization. The FCRS Archive Committee gave careful consideration to preservation and conservation concerns, and the result was the proposed Sackville Heritage Collection **Preservation Policy**. The policy clarifies the responsibilities of all concerned, staff, volunteers and users alike. It will be central to setting and validating priorities, and to review long-standing practices, adopting preservation strategies, work plans, procedures and processes.

The FCRS Archive Committee recognizes the importance of preserving its collections by the following measures and safeguards:

- The FCRS Archive Committee will commit itself to ongoing preservation planning for the collections.
- The FCRS Archive Committee will monitor the temperature and humidity and to maintain both at acceptable standards for collections.
- The FCRS Archive Committee will develop and update the following support documents: ***Care and Handling Procedures for Staff and Researchers, Cooperative Acquisition Strategy, Accession Policy*** for donated materials, ***Emergency and Disaster Preparedness Plan, Exhibit Policy, Temporary Exhibit/Travelling Loan Policy, Preservation Policy and Access Policy***.
- The FCRS Archive Committee will provide clean, orderly, and safe storage for collections.
- The FCRS Archive Committee is committed to the principle of conservation treatments to archival materials and other records held in the collections, and that they will be monitored for damage. Repairs and alterations will be maintained to prolong the lifecycle of the object.
- The FCRS Archive Committee will integrate preservation activities into all archival operations, particularly acquisition, accessioning, service to researchers, exhibition, and all care and handling operations.

- The FCRS Archive Committee is committed to the principle of preventive conservation. Policy and practice will reflect this principle which aims to prevent damage in all aspects of its operations. A conservator will be hired, if warranted, if financial resources allow.

The need for a preservation policy is essential in maintaining accountability and the need to prioritize. Clear statements about what needs to be preserved, why, and for how long, are essential for our long-term management. A strong preservation policy will: clarify the relationship between the Fultz Corner Restoration Society mission statement, the Sackville Heritage Collection mandate and preservation activity.

### ***Rules for Researchers***

Following the below mentioned rules for researchers is a condition of use of the Sackville Heritage Archives:

1. Eating, drinking and smoking are not permitted in the archives area. Smoking is not permitted within the Fultz House Museum, outbuildings or on the grounds.
2. Use a pencil for taking notes rather than a pen or markers. If necessary, a pencil will be supplied to researchers as a way to ensure that this requirement is met.
3. Electronic cords, equipment, laptops, phones and tablets should not be placed directly onto an archival record and/or material.
4. Handle archival materials carefully. Never write on, or use these materials as a backing pad while writing.
5. Limit the number of records provided to a researcher with a limit of ten records at a time.
6. Do not force bound materials (books) open. Support the book covers from beneath to avoid strain on the hinges.
7. Archival material **must not** be marked, cut, torn, folded, soiled or in any way damaged. Any accidents, or the discovery that records are damaged or not in order, should be reported at once to the staff.
8. To prevent unnecessary exposure to light, keep material in its folder when not in use.

9. Keep all materials in order within the proper, assigned folder. Try and keep items in sequential order in the folder they were received in. Staff will be monitoring materials when they are returned. Before archival records/materials are returned to their storage areas, they are checked to see that they are in order and easily accessible for the next researcher.
10. Do not remove records from their protective sleeves or envelopes (if applicable) without permission.
11. Use nitrile, latex or cotton gloves when handling archival materials and photographs. A pair will be provided.
12. All photocopying will be done by staff.
13. Photocopying and photograph reproduction will be charged on a cost recovery basis.
14. Archival records may not be removed from the archives for any reason.
15. Researchers upon arrival to the research area/reading room must leave coats, bags and briefcases with the FCRS Archive Officer, FCRS Archive Committee member, Museum volunteer and/or staff member when examining archival records/materials and/or photographs and/or videos.

### **Access Policy (Draft)**

The draft **Access Policy** for the Sackville Heritage Collection (referred to the FCRS Governance Committee) is designed to articulate the access guidelines for the Sackville Heritage Collection (Archives, Photo and Video Collection), and to outline its principles and criteria for applications, and to define the roles and responsibilities of those involved in the administration of the collections.

The Sackville Heritage Collection is open to all researchers. The FCRS Archive Committee is committed to providing open access to our collections as far as possible within the limits of privacy, confidentiality, and preservation. Although many records/materials and collections are open for use, there are materials held by the Sackville Heritage Archives that are subject to access restrictions and are closed for research.

The Sackville Heritage Archives will adhere to the ***Code of Ethics and Professional Conduct of the Association of Canadian Archivists***.

### ***Sackville Heritage Archives Finding Aid***

Finding aids are descriptive tools, e.g., registers, guides, inventories, indexes, containing information about records in archival custody, that establish administrative,

physical or intellectual control over the holdings of an archive, and make it possible to retrieve particular records or information from these archives.

Finding aids are written to give the FCRS Archive Committee intellectual and physical control over the holdings and to help researchers find what they are looking for within collections.

The FCRS Archive Committee met and finalized a ***Sackville Heritage Archives Finding Aid***, which highlights how to locate records using the FileMaker Pro database. This will be printed as amended, and will be accessible to staff, members, volunteers and visitors in the spring of 2022.

### ***Sackville Heritage Archives File Classification Index***

The ***Sackville Heritage Archives File Classification Index*** was updated in the winter of 2022 to reflect additional file categories that were created for “people” and “school” filing categories. The FCRS Archive Committee met and approved of the draft format. Moving forward, the Index could be posted to the future Fultz House Museum webpage for the archives.

### ***Guidelines for the FileMaker Pro Database Entry***

The FCRS Archive Committee authored ***Guidelines for the FileMaker Pro Database Entry***. This document was established for members, volunteers and staff. Database users will easily be able to navigate the archive program with step-by-step instructions. This will be in place by the start of the 2022 season.

### ***Sackville Heritage Archives Promotional Brochure***

To publicize the Sackville Heritage Collection, the FCRS Archive Committee designed a promotional brochure entitled, ***Thousands of Stories Waiting to Be Learned @ The Sackville Heritage Archives***. This has been referred to the members of the FCRS Community Outreach and Marketing Committee for their consideration.

### ***Archive Summer Employee Report***

Last year, 2021, marked my first year as the Fultz Corner Restoration Society Archive Officer. I was extremely pleased to work alongside Emily Hillman, one of the summer staff, who was pursuing a degree in library science.

Emily was a dynamic and innovative worker who was a welcome addition to the archive team. She demonstrated a willingness to learn that far surpassed what was expected. In addition to being the embodiment of the lifelong learner, she exuded professionalism. I admired her intellectual prowess, as she always posed probing questions. I was always impressed with her ability to narrow in on details. Emily was a definite delight to work with, and proved to be a valuable steward for the Sackville Heritage Collection.

In addition to being tasked to scan photographs by President Elmer Grove, Emily was given responsibility to measure each individual photograph that was catalogued in the Sackville Heritage Photo Collection. Her work will prove invaluable when a future database is chosen to house the photo collection. She proved to be an asset in inputting into the database, and helped prepare summaries and catalogued discrete items for processing.

Working collaboratively with Emily, allowed for a large volume of processing items for the Sackville Heritage Archives in 2021, and the result had many actionable results.

In 2016 the database contained 5267 records. The Sackville Heritage Archives database had more than doubled by 2021 with records in excess of 11,100+. By the autumn of 2021, the database was at 12800+ records.

The following subject categories stored in the archival file cabinets had their contents completely entered into the File MakerPro database in 2021:

- Church, St. John's Anglican (Darryl Spidell reports)
- Community, Council, Committees
- Fire Station, General
- History, Sackville
- Map, Aerial Photo, Sackville
- Map, General
- Map, Land, Grants
- Map, Uniacke
- Organizations, Imperial Order Daughters of the Empire
- Organizations, Sackville Heritage Park
- Parks, Sackville Heritage
- People, Crime
- People, Dean
- People, Fenerty
- People, Fultz
- People, Hopkins
- People, Military
- People, Payzant
- People, Smeltzer
- River, Sackville



### ***Database Processing in the Fall of 2021***

Sitting in two storage bins, were files pertaining to the Sackville Heritage Society that had to be organized, filed and eventually entered into the database. These items primarily represented administrative details of that organization's projects and records. However, much headway was made in the summer and fall of 2021 to process the below listed categories into the database:

- Society, Heritage, Activities
- Society, Heritage, Annual Meeting Minutes
- Society, Heritage, Annual Reports
- Society, Heritage, Awards
- Society, Heritage, Correspondence
- Society, Heritage, Executive
- Society, Heritage, History
- Society, Heritage, Library Project
- Society, Heritage, Meetings 1979
- Society, Heritage, Meetings 1980-1981-1982
- Society, Heritage, Meetings, 1983
- Society, Heritage, Meetings 1990
- Society, Heritage, Meetings 1991-1992
- Society, Heritage, Meetings 1993-1994
- Society, Heritage, Meetings 1995-1996
- Society, Heritage, Meetings 1997
- Society, Heritage Meetings, 1999-2001
- Society, Heritage, Members
- Society, Heritage, Millennium Project
- Society, Heritage, Newsletters 1980
- Society, Heritage, Newsletters 1999-2000
- Society, Heritage, Phone List
- Society, Heritage, President's Message
- Society, Heritage, Project List
- Society, Heritage, Proposals
- Society, Heritage, Proposals, Harry Little
- Society, Heritage, Quiz
- Society, Heritage, Sourcebook
- Society, Heritage, Surveys 1993
- Society, Heritage, Time Capsule
- Society, Heritage, Work Reports

The financial records for the Sackville Heritage Society from the 2000's still need to be processed. In addition, there are still some administrative materials to examine and process in 2022.

Over the course of the autumn months into the winter of 2022, close to another **400** records are ready to be entered into the database come spring.

### ***Broken Down by Numbers...***

- Within the archives/index, records are broken down into **404** category headings.
- Out of the 404 category headings currently sitting in the Heritage Archives' filing cabinets, **395** of those categories have had their entire contents completely entered into the database that was in possession of the Fultz House Museum.
- That means that **97.8%** of those categories have been completely entered into the database until additional materials are gathered.

### **Moving forward....**

As of February of 2022, there are **5** file categories already processed to enter into the database in the spring of 2022, as indicated below:

- Museum, Fultz House
- Organizations, Fultz Corner Restoration
- Society, Heritage, Dinner
- Society, Heritage, Employees
- Society, Heritage, Proposals, Fenerty Monument

Currently **4** file categories are sitting in the cabinets and require processing and entry into the database. They include:

- Industry, Racing
- People, Hiltz
- People, Mackenzie
- People, Obituaries

As with any repository, the holdings will continue to evolve and grow.

Moving forward, the FCRS Archive Committee will give top priority to the original records of individuals who lived, and the businesses that operated, in the Beaver Bank, Kinsac, Lower Sackville, Lucasville, Middle Sackville and Upper Sackville area. In addition, to acquiring records and information pertaining to churches, government, organizations and schools that tell our community's story, information addressing such areas as culture, development, the environment, health issues, societal agencies/issues, roads and transportation will be collected.

The FCRS Archive Committee has a special interest in records that predate to the founding families and families that helped the community evolve from its founding to more modern day, in a cross-section of fields, that would include, but not limited to: the

Barrett, Fenerty, Fultz, Grace, Grove, Hefler, Hiltz, Kelsie, Lively, Lucas, Major, Maxwell, Oland, Oliver, Peverill, Robinson and Schultz families.

The FCRS Archive Committee also has an interest in the records related to the historical industries of the area - farming, lumbering, racing - in addition to the early tradespeople and craftspeople, such as blacksmiths, coopers and wheelwrights.

The FCRS Archive Committee is responsible for records related to the functions of the Sackville Heritage Society. The FCRS Board of Directors will have to determine if the past administrative files of the Fultz Corner Restoration Society (stored at 17 Sackville Drive) will be turned into a fonds within the Sackville Heritage Archives.

A marketing plan still has to be developed for the Sackville Heritage Collection, in order to make the public more aware of the materials housed within the collection.

While the Sackville Heritage Archives, the proposed ***Sackville Heritage Collection Policies & Procedures Manual*** and the Sackville Heritage Photo Collection has been the main focus of the work of the FCRS Archive Committee, the Sackville Heritage Video Collection has much work to be undertaken.

The ***Sackville Heritage Video Collection*** holdings at Fultz House Museum include films created by community cable and organizations. The collection includes footage of community events, historical reflections, citizen's profiled and visual commentaries on community life.

Among the considerations for the future of the ***Sackville Heritage Video Collection***:

- To determine where best to store and/or display digital recordings.
- To determine whether the VHS copies should be stored offsite at 17 Sackville Drive or be destroyed, as the quality degrades over time.
- To create a revised index/directory to easily locate footage on the DVD's, much like the library resources in the main office in 2020. The last index/directory was created in 2002 by FCRS summer student Heather Sawers.
- To develop the appropriate documentation for the donation of videos and transfer of ownership and the right to copy for publication and sale.
- To consider copying video recordings created internally on CD's or a flash drive to the Public Archives of Nova Scotia to reach a bigger group of people.