



CANADIAN
MUSEUM
OF HISTORY
-
MUSÉE
CANADIEN
DE L'HISTOIRE



CANADIAN
WAR
MUSEUM
-
MUSÉE
CANADIEN
DE LA GUERRE

INFORMATION ABOUT PROGRAMS AND INFORMATION HOLDINGS

SOURCES OF FEDERAL GOVERNMENT AND EMPLOYEE INFORMATION 2023

Canada

CONTENTS

INTRODUCTION	3
GENERAL INFORMATION.....	3
<i>Background.....</i>	<i>3</i>
<i>Responsibilities.....</i>	<i>4</i>
INSTITUTIONAL FUNCTIONS, PROGRAMS AND ACTIVITIES	4
<i>Exhibition, Education and Communication of Canada’s History.....</i>	<i>4</i>
<i>Collection and Research Related to Canada’s History</i>	<i>6</i>
<i>Canadian Museum of History Facilities.....</i>	<i>10</i>
<i>Corporate Management.....</i>	<i>11</i>
<i>Internal Services.....</i>	<i>13</i>
CONTRACTS, INFORMATION SHARING AGREEMENTS, AND ARRANGEMENTS	17
CLASSES OF PERSONAL INFORMATION.....	17
MANUALS.....	17
ADDITIONAL INFORMATION	17
READING ROOMS	18

INTRODUCTION

Information About Programs and Information Holdings outlines the programs, activities and related information holdings of government institutions, subject to the [Access to Information Act](#) and the [Privacy Act](#). It provides individuals and employees of the government (current and former) with relevant information to access personal information about themselves held by government institutions, subject to the *Privacy Act*, and to exercise their rights under the *Privacy Act*.

The [introduction](#) and an [index of institutions](#) subject to the *Access to Information Act* and the *Privacy Act* are available centrally.

The *Access to Information Act* and the *Privacy Act* assign overall responsibility to the President of Treasury Board (as the designated Minister) for the government-wide administration of the legislation.

GENERAL INFORMATION

Background

The Canadian Museum of History was established as an agent Crown corporation through the *Museums Act* of July 1, 1990, amended on December 12, 2013. The corporation is responsible for two national museums: the Canadian Museum of History and the Canadian War Museum. It also presents a virtual exhibition, the Virtual Museum of New France, and is home to the Canadian Children's Museum and CINÉ+. In addition, since 2014, it has administered Digital Museums Canada (formerly the Virtual Museum of Canada) — an investment program that helps museums and heritage organizations from across the country share their stories and collections online.

The Canadian Museum of History is a distinct legal entity, wholly owned by the Crown, which operates at arm's length from the federal government in its day-to-day operations, activities and programming.

It is governed by the Crown corporation control and accountability regime established under Part X of the *Financial Administration Act*, and its corporate By-law 1. It also complies with other statutes, including the *Federal Accountability Act*, the *Access to Information Act*, the *Privacy Act*, the *Public Servants Disclosure Protection Act*, the *Criminal Code of Canada*, the *Official Languages Act and Regulations*, and the *Canada Labour Code*. In addition, it aligns with the Values and Ethics Code for the Public Sector through the corporation's Code of Conduct.

As a Crown corporation and member of the Canadian Heritage Portfolio, the Canadian Museum of History reports to Parliament through the Minister of Canadian Heritage, and contributes to the achievement of the federal government's broad cultural policy objectives. It is governed by a Director and Chief Executive Officer, and a Board of Trustees.

The *Museums Act* provides for a Board of Trustees, comprised of up to 11 members appointed by the Minister of Canadian Heritage, with the approval of the Governor in Council. Trustees are selected from across the country. The Board, accountable to Parliament through the Minister of Canadian Heritage, provides broad strategic direction and oversight, and meets regularly, including at an annual meeting that is open to the public.

Use of the terms "the Museums" and "the corporation" in this document refer to the Canadian Museum of History as a corporate entity, and encompass both the Canadian Museum of History and the Canadian War Museum.

To learn more, read [About the Corporation](#).

Responsibilities

The mandate of the corporation is to:

Enhance Canadians' knowledge, understanding and appreciation of events, experiences, people and objects that reflect and have shaped Canada's history and identity, and also to enhance their awareness of world history and cultures.

The corporation achieves its mandate through the following three core responsibilities:

- Exhibition, education and communication of Canada's history
- Collection and research related to Canadian history
- Canadian Museum of History and Canadian War Museum facilities

INSTITUTIONAL FUNCTIONS, PROGRAMS AND ACTIVITIES

Exhibition, Education and Communication of Canada's History

The corporation develops, maintains and offers exhibitions, programs and activities designed to further knowledge, critical appreciation, and respect for the experiences, people and objects that reflect and have shaped Canada's history and identity, while also enhancing awareness of world history and cultures.

Exhibitions

Exhibitions increase understanding and knowledge of human, social, cultural, military and political history, primarily in relation to Canada. Exhibitions serve as springboards for a wide variety of events, visitor experiences, and educational initiatives.

Audiovisual and Photographic Services

Description: Records related to audiovisual and photographic documentation (analog and digital) of the Canadian Museum of History and the Canadian War Museum's artifact collections, exhibitions, events, programs, employees and facilities. Includes records related to the production of audiovisual public programming, such as self-directed audio tours, interviews, lectures and presentations, and the preservation of media-based asset compilations, such as bilingual subtitled and voice-over derivatives. Also includes records related to acquisitions and exhibition installation views. In addition, this category encompasses visitor feedback.

Document Types: Correspondence, internal work orders or requests, purchase orders and invoices, contracts, photographic metadata, and visitor feedback.

Formats: Sound recordings, videos, and photographs.

Record Number: CMH 5004-20

Exhibition Management and Research

Description: Records related to research for exhibitions, specifically, their overall management (planning, development, production, installation, takedown and cost evaluation). Includes information relevant to ongoing, temporary, travelling and virtual exhibitions, as well as content related to the creation and upkeep of guidelines for exhibition programming created or hosted by the Canadian Museum of History and the Canadian War Museum, and processes for the planning and management of available space for exhibitions. Includes records related to the fabrication of crates, frames, lighting design, display elements, and exhibition graphics. Also includes records related to specifications for shipping, storage and installation manuals, for an individual work of art or exhibition.

Document Types: Correspondence, samples of colours and materials, mock-ups and layouts, agendas, meeting minutes, exhibition proposals, précis of critiques, project briefs, exhibition calendars, proposed exhibition schedules, exhibition catalogues and copies of catalogue records from external databases, all

research reports (preliminary, progress and final), concepts and research notes, storylines, artifact lists, condition reports, illustrations (laser colour prints, image reproductions, and photographs), travel reports, exhibition texts for captions and panels, budget estimates and tracking, plans and drawings of exhibition installations, policies and procedures, field notes (oral interviews, informants, references and impressions), maps, plans, drawings and sketches, documents related to restrictions, financial reports, communication plans, development plans, partnership agreements, programming schedules, exhibition products, posters, event scenarios, documents related to exhibition openings, tour itineraries, exhibition layout plans, end-of-tour reports, publicity and attendance reports, programming activity books, promotional material, and crate lists.

Formats: Print and digital documentation, photographs, videos, and films.

Record Number: CMH 5000

Graphical and Technical Design

Description: Records related to design strategies and production procedures for exhibition setup and layout of display spaces. Records related to supporting publications and graphic material for all exhibitions at the Canadian Museum of History, Canadian War Museum, and Canadian Children's Museum, and for travelling exhibitions. Records related to coordination and communication with outside contracting firms for design and display production and scheduling. Includes records related to communications with various divisions and artists for development and approval of design strategies.

Document Types: Correspondence, drawings, specifications, layouts, colour and material samples, digital images of mock-ups and layouts, work orders, invoices, purchase orders, contracts, agendas and meetings minutes, schedules, texts for panels, labels, curators' notes, orientation plates, and samples of various panel types (texts and labels).

Record Number: CMH 5002

Programs

Programs and outreach are designed to communicate knowledge of Canada's history and world cultures. These programs focus on providing broad or specialized perspectives on exhibition themes or subjects related to Canada's history, and Canadian and world cultures. They disseminate knowledge to provide a complete visitor experience, and to support and complement other functions of the Museums, such as research, exhibitions and collections. They also highlight seasonal events, anniversaries, and issues of national importance.

CINÉ+ (Movie Theatre)

Description: Records related to management of the Canadian Museum of History's CINÉ+, as well as its investment in the production of large-format documentary films. Records related to research, film selection, exhibition, distribution, evaluation, sponsorship, agreements, promotional activities, advertising, and financial transactions.

Document Types: Correspondence, contracts, receipts, inventory lists, daily accounting records, reports, calendars, posters, banners, photos, stock images, films, soundtracks, ticket stubs, and press kits.

Formats: Photographs, works of art, films, videos, and sound recordings.

Record Number: CMH 8000

Educational Programs

Description: Records related to the planning, development, implementation and evaluation of on-site and online educational programs, primarily for schools. Programs include tours, talks, lectures, workshops, games and activities, hands-on discovery areas, and educational exhibitions.

Document Types: Correspondence, budgets, reports, program outlines and scenarios, evaluation tools and data, memos, hospitality forms, policies and guidelines, photo and field trip permission forms, emergency contact information forms, sketches of design ideas, on-site architecture, wire frames, script documents, original text for biographies, lesson plans, self-guides, chronologies, audio guides, and

training manuals.

Record Number: CMH 6000

Public Programs

Description: Records related to the planning, development, implementation and evaluation of on-site and online public programs for a variety of target audiences, including families, adults, and people with disabilities. Programs include tours, talks, lectures, panel discussions, symposia, demos, film series, events, workshops, audio guides, and self-directed guides.

Document Types: Correspondence, budgets, reports, contracts, purchase orders and invoices, program outlines and scenarios, evaluation tools and data, memos, service contract requests, hospitality forms, internal requisitions, work orders, expense claims and receipts, business cases, vision documents, policies and guidelines, sketches of design ideas, on-site architecture, wire frames, script documents, original text for biographies, self-directed guides, chronologies, scripts, audio guides, training manuals, drawings, specifications, layouts, colour and material samples, mock-up layouts, contracts, agendas, and meeting minutes.

Record Number: CMH 5500

Publications

In-house and co-publishing programs communicate knowledge and expertise related to the corporation's research disciplines and exhibitions.

Publishing Programs

Description: Records related to the in-house and co-publishing programs of the Canadian Museum of History and the Canadian War Museum. Records related to the production of publications for the purposes of exhibitions and research, in a variety of formats such as books, CD-ROMs, audio cassettes, VHS tapes, and DVDs.

Document Types: Correspondence, manuscripts, translated materials, text and catalogue drafts, pre-press drafts, final versions of publications, design materials, copies of analog and digital images, and copyright clearance correspondence.

Record Number: CMH 3003

Rights and Reproduction Management

Description: Records related to selling or providing images from the corporation's collections to third parties. Records related to the negotiation and licensing of images from the collections.

Document Types: Correspondence, analog and digital files, licences, invoices, memos, inventories, agreements with copyright holders, copyright clearance request forms, payment records, copies of final products, source and credit information related to objects, image reproduction request forms, new photography request forms, and collections management system reports.

Format: Photographs.

Record Number: CMH 1010-9

Collection and Research Related to Canada's History

The Canadian Museum of History acquires and collects objects to preserve, research and document human, social, cultural, military and political history, representing Canada's heritage, history and identity.

Collections

The Museum's national collection reflects Canada and the world, and provides knowledge and the material content to increase understanding of this country's human history and cultural heritage. Objects include three-dimensional artifacts, historical archives (textual, photographic and audiovisual), works of art, and books. Objects are acquired primarily through fieldwork, donation and purchase.

Acquisition of Collections

Description: Records related to the acquisition of objects and archives through purchase, gift, donation, transfers and exchanges. Records related to the approval or rejection of acquisitions. Records related to provenance (history of ownership), creation, historical context, exhibition and publication history, and monetary value. Records related to the deaccessioning of objects from the collection.

Document Types: Policies, procedures, gift and donation forms, acquisition proposals, offers to the corporation for purchase, purchase agreements, plans and reports, tax receipt information for gifts and donations, correspondence with donors, analog and digital images, monetary evaluations and appraisals, conservation reports, descriptions of artifacts, inventories, statistics, notes from donors, drawings, manuals, agendas and minutes of Acquisition Committee meetings, travel reports, bibliographies, press clippings, and photocopies from publications.

Record Number: CMH 7000

Source of Acquisition

Description: Complete information pertaining to the collection of objects by the Museums, such as name, address, correspondence, evaluation reports, income tax and insurance forms, contracts, and all pertinent information involving an individual who is selling or giving an object to the corporation for inclusion in its collections.

Class of Individuals: Individuals with which the corporation deals, in relation to collecting.

Purpose: To maintain complete information on objects collected or collectable by the corporation. The information is classified by object or name, and is collected under the authority of the *Museums Act*.

Consistent Uses: Determination of value of objects for income tax or insurance purposes.

Retention and Disposal Standards: Retained indefinitely.

RDA Number: (N/A)

Related Record Number: CMH 7000

TBS Registration: 003453

Bank Number: CMH PPU 005

Collections Registration

Description: Records related to registration of the artifact collection, which includes assigning each object a unique artifact number; physically numbering the objects; recording measurements, materials and physical description; recording source and donor information; recording the object's general status and condition; and photographing the object.

Document Types: Draft and final catalogue entries, inventories of archival material acquired with the artifacts, artifact tags, lists of artifacts for photography, copies of artifact documentation standards, and analog and digital images.

Formats: KE EMu database and photographs.

Record Number: CMH 7001-5

Collections Documentation

Description: Records related to intellectual control and research of the artifact and archival collections. Digital records reside in the computerized collection management system, which represents the descriptive catalogue of all collections. Includes records related to the specific history of the object, as well as the cultural and historical context of the object's creation.

Document Types: Correspondence, agendas and minutes of meetings, collection database catalogue records, lists, training manuals, draft and final catalogue entries, handwritten and electronic research notes, press clippings, bibliographies, and photocopies from publications and archival documents.

Formats: KE EMu database, videos, films and photographs.

Record Number: CMH 3001-4

Conservation

Description: Records related to the conservation, preservation and restoration of artifacts and library material and archival material, both in the corporation's collections and other institutions, for purposes of preservation and exhibition. Records related to the working relationship of the Canadian Museum of History and the Canadian War Museum with the Canadian Conservation Institute (CCI). This includes documentation related to services provided by the CCI for the two museums, and joint projects entered into by the Canadian Museum of History and the CCI. Records related to the preservation of objects through suitable physical environments for storage, the creation of casts and replicas for exhibition purposes, condition of objects, and research on the deterioration of artifacts due to poor environmental conditions.

Document Types: Policies, procedures, general reports, acquisition reports, reports for loans and exhibitions, environmental control standards, correspondence, treatment proposals and reports, technical photographs, drawings, and agreements.

Record Number: CMH 7002

Insurance

Description: Records related to risk management for artifacts in the Canadian Museum of History's collections.

Document Types: Correspondence, monthly insurance reports, appraisals, annual insurance policy renewals, certificates of insurance, and damage claims.

Record Number: CMH 7001-2-1

Loans In

Description: Records related to incoming loans from other museums, galleries and private collectors (nationally and internationally), for exhibition or research purposes. Records related to requests for loans, forthcoming loans, approvals or rejections of loans, long-term loans, condition, and insurance.

Document Types: Loan agreements, security assessments, insurance evaluations and certificates, work orders, photographs, damage reports, government indemnity documentation, customs brokerage documentation, courier reports, correspondence, memos, policies, and procedures.

Format: Photographs.

Record Number: CMH 7003

Loans Out

Description: Records related to outgoing loans to other museums and galleries (nationally and internationally), for exhibition or research purposes. Records related to requests for loans, forthcoming loans, long-term loans, condition, and insurance.

Document Types: Loan requests, loan agreements, conservation reports for loans, correspondence, borrower facility reports, lists of objects loaned, security assessments, insurance evaluations and certificates, work orders, photographs, damage reports, government indemnity applications and agreements, customs brokerage documentation, itinerary and shipment plans, courier reports, correspondence, memos, policies, and procedures.

Format: Photographs.

Record Number: CMH 7004

Archives

Acquisition, preservation and access to knowledge are critical to understanding the corporation's collections of material artifacts, and intangible evidence of history and identity.

Copyright Management

Description: Records related to copyright clearances, licences and agreements from external organizations to the Canadian Museum of History and the Canadian War Museum. Records related to

negotiations and licensing for the reproduction and exhibition of objects for various projects, including exhibitions, web, publications, posters, banners, etc.

Document Types: Correspondence, licences, invoices, memos, agreements with copyright holders, credit information, source information, copyright clearance request forms, and copies of images.

Formats: Paper and digital documentation, and photographs.

Record Number: CMH 1010-8

Archives Management and Access

Description: Records related to the documentation and management of the corporation's archives. Records related to acquisition, digitization, cataloguing, maintenance, classification and categorization methods, research, loans for exhibitions, online catalogues, and information on employees, artists and various subjects. Archival records are housed in the corporation's collections database system (KE EMu), representing the descriptive cataloguing of all archival collections. Records include information related to cataloguing, classification, name authority, vocabulary control, indexing, database management, preservation, binding, collection storage, reference and research services, document delivery, acquisitions, withdrawals, donations, appraisals, distribution of surplus material, memberships in national and international associations and societies, external exhibition loans, and participation in national and international projects. In addition, records include information related to the history, collections, exhibitions, research, administration and employees of the corporation.

Document Types: Policies, procedures, correspondence, catalogues, inventories, artist files, employee files, subject files, orders, requisitions, gift and donation agreements, texts for displays of archival material, invoices, contracts, loan forms, acquisition forms, cartographic material, audiovisual material, photographic material, copies of archival standards, and copies of legislation and regulations.

Formats: Paper and digital documentation, videos, KE EMu databases, microforms, photographs, and sound recordings.

Record Number: CMH 3001

Research

Scholarship and research create knowledge and public information that increase understanding of Canada's human, social, cultural, military and political heritage, while also informing policy. Research enriches the knowledge base of the Museums, and is disseminated in exhibitions, publications, conference presentations, scholarly and popular books for the general public, and other programming.

General Research

Description: Records related to general historical research in the fields of Archaeology, Ethnology, Cultural Studies, History, and Military History. Records include various databases created by multiple divisions, including image and fieldwork databases. Research categories in Archaeology include regional areas (Western, Central, Eastern and Northern), and Physical Anthropology. Research categories in Ethnology include regional areas (Western, Central and Eastern), Indigenous Art, and Indigenous Histories. Research categories in Cultural Studies include Social History, Cultural Expression, Craft, Design, Popular Culture, and Sports and Leisure. Research categories in History include French North America, British North America, Post-Confederation, Political History, and Media and Communications. Research categories in Military History include the First World War, Second World War, Post-1945 History, War and Society, Arts and Military History, the Veteran's Experience, and Indigenous Military History.

Document Types: Correspondence, handwritten and electronic research notes, image reproductions (paper and electronic), press clippings, bibliographies, research reports, field trip reports, maps, recorded interviews, manuscripts, project proposals, agendas, notes and minutes of meetings, lectures, and presentations.

Formats: Videos, films, photographs, maps and databases.

Record Number: CMH 6500

Library

Description: Records related to the documentation and management of the corporation's libraries. Records related to acquisition, cataloguing, maintenance, classification and categorization methods, research, loans (interlibrary loans), and online catalogues. Library records are housed in the computerized library system (WMS/OCLC) representing the descriptive cataloguing of all library collections. Records include information related to undertaking and disseminating bibliographic and scholarly research, developing and disseminating tools (digital and electronic resources, finding aids, bibliographies, and indices), sharing resources with other institutions around the world, and providing user services — including reference and research — internally, nationally and internationally.

Document Types: Bibliographies, research requests, periodicals, publications (including annual reports, bulletins, exhibition catalogues, and the Mercury Series), texts for displays of library material, and copies of library standards.

Formats: Paper and digital documentation, videos, WMS/OCLC, microforms, and sound recordings.

Record Number: CMH 3001

Repatriation and Indigenous Relations

The Repatriation and Indigenous Relations division prepares for and implements proactive repatriation, requests for information, and the return of cultural material. This unit collaborates with Indigenous communities on the traditional care of sensitive collections, participates in the federal treaty process to discuss collections held by the Museum, and engages with Indigenous communities on projects of mutual interest. The Indigenous Internship Program provides on-site technical training and skills building for Indigenous participants.

Repatriation and Indigenous Relations

Description: Records related to repatriation inquiries for Archaeology, Ethnology and Physical Anthropology collections, the Sacred Materials project, and treaty negotiations. Records include several database modules related to treaty negotiation, the Sacred Materials project, and visits to Ethnology and Archaeology collections.

Document Types: Correspondence, handwritten and electronic research notes, inventories, image reproductions (paper and electronic), bibliographies, research reports, fieldwork reports, maps, procedural documents, transfer documents, project proposals, notes and minutes of meetings, draft treaty chapters, presentations, and databases.

Record Numbers: 6502-6, 6503-6

Indigenous Internship Program

Description: Records related to calls for application to the Indigenous Internship Program, as well as advertising, processing of applications, administration of the Program, and the appointment of interns. Records created by interns are maintained by the various divisions with which they work.

Document Types: Correspondence, applications, assessments of applicants, written evaluations related to each intern's progress, and status reports.

Record Number: CMH 6501-4

Canadian Museum of History Facilities

The Canadian Museum of History manages and maintains its facilities, along with related security and hosting services, in order to protect its visitors and staff, and to showcase, preserve and safeguard artifacts of historical significance to Canadians.

Facility Rentals

Facility Rentals involve activities related to the rental of spaces at the Museums, and the provision of services related to these rentals.

Rentals

Description: Records related to the rental of facilities at the Canadian Museum of History and the Canadian War Museum for third-party events.

Document Types: Correspondence, invoices, menus, seating plans, event logistics and scenarios, estimates, contracts, floor plans, security protocols, event notes, event budgets, action plans, purchase orders, activity schedules, promotional documents, biographical texts, press releases, clippings and communiqués, event programs, statistical reports on revenues, attendance reports, and speaking notes.

Record Numbers: CMH 2502-2-1-2, CWM 2502-7-1-2

Corporate Management

Corporate Management provides for sound governance, as well as the effective and efficient management of the Museums' human and financial resources, and generates external revenues to help support the corporation in meeting its mandate. In addition, the corporation ensures that resources are effectively developed, directed, administered and controlled. Sound governance also means establishing strategic planning and partnerships to fulfill the mandate of the Museums both nationally and internationally, creating mutually beneficial opportunities and projects.

Policy and Government Relations, Indigenous Portfolio

The Policy and Government Relations, Indigenous Portfolio ensures the Museums' policies, planning and engagement related to Indigenous cultural heritage (including tangible, intangible and language resources) reflect best practices in Indigenous law, ethics and museology.

Policy and Government Relations, Indigenous Portfolio

Description: Records related to intangible cultural heritage, Indigenous intellectual property rights, and Indigenous languages. Records include policy consultation with Indigenous communities.

Document Types: Correspondence, handwritten and electronic research notes, inventories, image reproductions (paper and electronic), bibliographies, research reports, fieldwork reports, maps, procedural documents, transfer documents, shared authority agreements, collaborative agreements, project proposals, notes and minutes of meetings, presentations, databases, and contact information for Indigenous Internship Program alumni and collaborators.

Record Number: CMH 1002-01-06

Partnerships

Partnerships allow the Canadian Museum of History and the Canadian War Museum to bring Canadian history to the country and to the world. Connections are forged by multiple means, including the dissemination of travelling exhibitions and the development of mutually beneficial projects in areas including research and collections. Furthermore, the Museums develop partnerships with outside organizations for events and outreach initiatives to support its mandate, strategic objectives, and priorities, which help to build and strengthen relationships with key audiences, and to increase knowledge of and visibility for the Museums and its exhibitions, programs, collections and activities. The Museum also develops commercial partnerships to generate revenue and tourism opportunities.

Partnerships

Description: Documentation supporting partnership activities, and official documents related to partnerships established by the Canadian Museum of History.

Document Types: Meeting minutes, correspondence, contracts, letters of agreement, and working and planning documents.

Record Number: CMH 1010-6

Revenue-Generating Activities

Revenue-Generating Activities, such as retail operations, enhance and complement the museum experience, enabling continued promotion of the Museums' collections and brands, while making them available throughout Canada and abroad. These activities improve visitors' value-for-money experience while maximizing revenues.

Philanthropy and sponsorship promote exhibitions and events, and build and manage professional relationships with individual corporations, foundations and associations. This support helps raise public awareness of the Museums and the social causes they represent, including education, cultural awareness, and heritage preservation.

Memberships

Description: Records related to the sale, renewal, promotion and maintenance of memberships to the Canadian Museum of History and the Canadian War Museum, and records related to the planning of events and activities for members.

Document Types: Correspondence, membership forms, renewal forms, financial transaction records, campaign planning material (such as brochures, envelopes, design concepts, and mailing lists), contracts, invoices and purchase orders, activity planning reports, and surveys.

Record Number: CMH 1013

Annual Giving

Description: Records related to members and donors who provide funding to the Canadian Museum of History and the Canadian War Museum, with regard to campaigns and/or programs. Monetary donations may be on an annual or monthly basis, or as a one-time gift. Records may also include information with regard to donor stewardship events and activities.

Document Types: Correspondence, proposals to donors, agreements with donors, tax receipts, press releases, media correspondence, lists of invited guests, event scenario planning records, and campaign planning material such as brochures, envelopes, design concepts, mailing lists, contracts, invoices, and purchase orders.

Format: Databases.

Record Number: CMH 1501

Planned Giving

Description: Records related to planned gifts, campaigns and programs that provide monetary funding to the Museums towards the acquisition of artifacts for their national collections. Donations are also provided for endowments that support the organization in perpetuity. Financial donations may describe the campaigns and/or programs that will be supported by the donation (for example, acquisitions of objects, education and exhibition programs, curatorial research, etc.), or may be provided as non-restricted funds. Artifacts are added to the corporation's national collections, if accepted, and provide the institution with acquisitions that may otherwise not be attainable. Records may also include information related to events organized by the Friends of the Canadian War Museum and/or receptions in honour of major patrons or donors.

Document Types: Correspondence, proposals to donors, agreements with donors, copies of donors' wills and bequests, copies of donors' life insurance policies, tax receipts, appraisals, press releases, media correspondence, lists of invited guests, and event scenario planning records.

Record Number: CMH 1509

Boutiques

Description: Records related to financial transactions, purchases, and the sale of inventory at the Museums' gift shops, both on site and online. Includes records related to the sale of catalogues and

books, posters, stationery, personal accessories, home accents, media, games, and exhibition-related material.

Document Types: Correspondence, receipts, inventory lists, daily accounting records, daily deposit records, and online order forms.

Record Number: CMH 8500

Sponsorship

Description: Records related to outside sponsors providing support (monetary, in-kind sponsorships, and/or corporate donations) to various Canadian Museum of History and Canadian War Museum initiatives, including exhibitions, programs and projects. Also includes records related to recognition and promotional benefits received by sponsors in relation to partnerships, such as advertising and marketing opportunities.

Document Types: Correspondence, proposals to sponsors, sponsor agreements, invoices, tax receipts, and promotional and marketing material.

Record Number: CMH 1501-6

Digital Museums Canada

Description: Records contain information on the management of investments in the development of online museum content, the presentation of online exhibitions and other digital museum content, and training and online resources for heritage professionals on creating, presenting and managing digital content online. Includes information on the development of standards and guidelines for museum documentation and information exchange, electronic delivery of museum products and services, information management, digitization, preservation, documentation, national inventories of Canadian collections, research and reference resources, information technology assessment, internet presence, intellectual property management, policy, procedures, and public inquiry.

Document Types: Correspondence, reports, inventories, procedures, program guidelines, application files, financial reports, evaluations, contracts, agreements, newsletters, marketing materials (digital and print), and exhibitions.

Formats: Websites and databases.

Record Number: CMH 7501-9

Internal Services

Internal Services are groups of related activities and resources that are administered to support the needs of programs and other corporate obligations of an organization. These groups are: [Acquisition Services](#), [Communications Services](#), [Financial Management Services](#), [Human Resources Management Services](#), [Information Management Services](#), [Information Technology Services](#), [Legal Services](#), [Management and Oversight Services](#), [Material Services](#), [Real Property Services](#), and [Travel and Other Administrative Services](#). Internal Services include only those activities and resources that apply across an organization, and not to those provided specifically to a program.

Acquisition Services

Acquisition Services involve activities undertaken to acquire a good or service to fulfill a properly completed request (including a complete and accurate definition of requirements and certification that funds are available) until entering into or amending a contract.

- [Procurement and Contracting Class of Record](#)
 - [Professional Services Contracts Personal Information Bank](#)

Communications Services

Communications Services involve activities undertaken to ensure that Government of Canada communications are effectively managed, well-coordinated and responsive to the diverse information needs of the public. The communications management function ensures that the public — internal or external — receives government information, and that the views and concerns of the public are taken into account in the planning, management and evaluation of policies, programs, services and initiatives.

- [Communications Class of Record](#)
 - [Internal Communications Personal Information Bank](#)
 - [Public Communications Personal Information Bank](#)

Financial Management Services

Financial Management Services involve activities undertaken to ensure the prudent use of public resources, including planning, budgeting, accounting, reporting, control and oversight, analysis, decision support and advice, and financial systems.

- [Financial Management Class of Record](#)
 - [Accounts Payable Personal Information Bank](#)
 - [Accounts Receivable Personal Information Bank](#)
 - [Acquisition Cards Personal Information Bank](#)

Human Resources Management Services

Human Resources Management Services involve activities undertaken for determining strategic direction, allocating resources among services and processes, as well as activities relating to analyzing exposure to risk and determining appropriate countermeasures. They ensure that the service operations and programs of the federal government comply with applicable laws, regulations, policies, and/or plans.

- [Awards \(Pride and Recognition\) Class of Record](#)
 - [Recognition Program Personal Information Bank](#)
- [Classification of Positions Class of Record](#)
 - [Staffing Personal Information Bank](#)
- [Compensation and Benefits Class of Record](#)
 - [Attendance and Leave Personal Information Bank](#)
 - [Pay and Benefits Personal Information Bank](#)
- [Employment Equity and Diversity Class of Record](#)
 - [Employment Equity and Diversity Personal Information Bank](#)
- [Hospitality Class of Record](#)
 - [Hospitality Personal Information Bank](#)
- [Human Resources Planning Class of Record](#)
 - [Human Resources Planning Personal Information Bank](#)
- [Labour Relations Class of Record](#)
 - [Canadian Human Rights Act — Complaints Personal Information Bank](#)
 - [Discipline Personal Information Bank](#)
 - [Grievances Personal Information Bank](#)
 - [Harassment Personal Information Bank](#)
 - [Disclosure of Wrongdoing in the Workplace Personal Information Bank](#)
 - [Values and Ethics Codes for the Public Sector and Organizational Code\(s\) of Conduct Personal Information Bank](#)
- [Occupational Health and Safety Class of Record](#)
 - [Employee Assistance Personal Information Bank](#)
 - [Harassment Personal Information Bank](#)

- [Occupational Health and Safety Personal Information Bank](#)
 - [Vehicle, Ship, Boat and Aircraft Accidents Personal Information Bank](#)
- [Official Languages Class of Record](#)
 - [Official Languages Personal Information Bank](#)
- [Performance Management Reviews Class of Record](#)
 - [Discipline Personal Information Bank](#)
 - [Employee Performance Management Program Personal Information Bank](#)
- [Recruitment and Staffing Class of Record](#)
 - [Applications for Employment Personal Information Bank](#)
 - [Employee Personnel Record Personal Information Bank](#)
 - [Personnel Security Screening Personal Information Bank](#)
 - [Staffing Personal Information Bank](#)
 - [Values and Ethics Codes for the Public Sector and Organizational Code\(s\) of Conduct Personal Information Bank](#)
- [Relocation Class of Record](#)
 - [Relocation Personal Information Bank](#)
- [Training and Development Class of Record](#)
 - [Training and Development Personal Information Bank](#)

Information Management Services

Information Management Services involve activities undertaken to achieve efficient and effective information management to support program and service delivery; foster informed decision making; facilitate accountability, transparency and collaboration; and preserve and ensure access to information and records for the benefit of present and future generations.

- [Access to Information and Privacy Class of Record](#)
 - [Access to Information Act and Privacy Act Requests Personal Information Bank](#)
- [Information Management Class of Record](#)
 - [Library Services Personal Information Bank](#)

Information Technology Services

Information Technology Services involve activities undertaken to achieve efficient and effective use of information technology to support government priorities and program delivery, to increase productivity, and to enhance services to the public.

- [Information Technology Class of Record](#)

Legal Services

Legal Services involve activities undertaken to enable government departments and agencies to pursue policy, program and service delivery priorities and objectives within a legally sound framework.

- [Legal Services Class of Record](#)

Management and Oversight Services

Management and Oversight Services involve activities undertaken for determining strategic direction, and allocating resources among services and processes, as well as those activities related to analyzing exposure to risk and determining appropriate countermeasures. They ensure that the service operations and programs of the federal government comply with applicable laws, regulations, policies and/or plans.

- [Cooperation and Liaison Class of Record](#)
 - [Lobbying Act Requirements Personal Information Bank](#)
 - [Outreach Activities Personal Information Bank](#)
- [Executive Services Class of Record](#)
 - [Executive Correspondence Personal Information Bank](#)
- [Internal Audit and Evaluation Class of Record](#)
 - [Evaluation Personal Information Bank](#)
 - [Internal Audit Personal Information Bank](#)
- [Planning and Reporting Class of Record](#)

Material Services

Material Services involve activities undertaken to ensure that material can be managed by departments in a sustainable and financially responsible manner that supports the cost-effective and efficient delivery of government programs.

- [Material Management Class of Record](#)
 - [Vehicle, Ship, Boat and Aircraft Accidents Personal Information Bank](#)

Real Property Services

Real Property Services involve activities undertaken to ensure that real property is managed in a sustainable and financially responsible manner, throughout its life cycle, to support the cost-effective and efficient delivery of government programs.

- [Real Property Management Class of Record](#)
 - [Real Property Management Personal Information Bank](#)

Travel and Other Administrative Services

Travel and Other Administrative Services include Government of Canada travel services, as well as those other internal services that do not smoothly fit with any of the internal services categories.

- [Administrative Services Class of Record](#)
 - [Parking Personal Information Bank](#)
- [Boards, Committees and Council Class of Record](#)
 - [Governor in Council Appointments Personal Information Bank](#)
 - [Members of Boards, Committees and Councils Personal Information Bank](#)
- [Business Continuity Planning Class of Record](#)
- [Disclosure to Investigative Bodies Class of Record](#)
- [Proactive Disclosure Class of Record](#)
 - [Hospitality Personal Information Bank](#)
 - [Travel Personal Information Bank](#)
- [Security Class of Record](#)
 - [Identification Cards and Access Badges Personal Information Bank](#)
 - [Disclosure of Wrongdoing in the Workplace Personal Information Bank](#)
 - [Personnel Security Screening Personal Information Bank](#)
 - [Security Incidents and Privacy Breaches Personal Information Bank](#)
 - [Security Video Surveillance and Temporary Visitor Access Control Logs and Access Passes Personal Information Bank](#)
- [Travel Class of Record](#)
 - [Travel Personal Information Bank](#)

CONTRACTS, INFORMATION SHARING AGREEMENTS, AND ARRANGEMENTS

The Canadian Museum of History has not entered into or substantially modified any contracts, information sharing agreements, or information sharing arrangements involving the disclosure of personal information during the period specified.

CLASSES OF PERSONAL INFORMATION

Some Canadian Museum of History and Canadian War Museum files summarized in the classes of records contain personal information which is not used in a decision-making process directly affecting the individual to whom it relates. Examples are inquiries about Canadian Museum of History and Canadian War Museum collections, programs and services; information and advice given to individuals by Canadian Museum of History and Canadian War Museum employees about the Museums and their objects; and information about individuals in documents relating to grants or proposed grants to institutions.

These classes of personal information are kept on the relevant subject files, and are not identifiable by name of the individual or other personal identifier. To retrieve these classes of personal information, the corporation would need as much detail as possible about the subject matter, the geographical location, and the time the information would have come to the Canadian Museum of History or the Canadian War Museum.

The retention periods for these classes of personal information are subject to *Privacy Act* retention schedules.

MANUALS

Access to Information Policy
Emergency Evacuation Plan
Emergency Response Plan
Repatriation Policy
Emergency Planning Standard
Electronic Data Processing Security
External Communications Policy
Fire Protection Standard
First Aid Training
Information Security
Physical Security Procedure
Risk Management Policy

ADDITIONAL INFORMATION

The Government of Canada encourages the informal release of information. In this regard, you may wish to consult the [summaries](#) of the Canadian Museum of History's completed *Access to Information Act* requests. To submit an informal request for information that has been previously released, please [contact](#) our Access to Information and Privacy (ATIP) Office. Corporate information is also available through [proactive disclosure and the posting of corporate reports](#).

To submit a formal request for access to records pursuant to either the [Access to Information Act](#) or the [Privacy Act](#), please contact the ATIP Office. Further information on formal access procedures at the corporation may be found [here](#).

The corporation conducts Privacy Impact Assessments (PIAs) to ensure that privacy implications will be appropriately identified, assessed and resolved for new or substantially modified programs, initiatives or activities involving personal information. Summaries of completed PIAs will be posted [here](#).

For information about our programs and activities in general, please contact us:

By Email

historymuseum.ca/about/contact-us

By Telephone

Local: 819-776-7000

Toll Free: 1-800-555-5621

TTY for people with hearing disabilities: 819-776-7003

By Mail

Canadian Museum of History

100 Laurier Street

Gatineau QC K1A 0M8

Canada

For information about access to information and privacy, please contact us:

By Email

AIPRP-ATIP@museedelhistoire.ca

By Telephone

613-769-8211

By Mail

Attn Access to Information and Privacy Office

Canadian Museum of History

100 Laurier Street

Gatineau QC K1A 0M8

Canada

READING ROOMS

In accordance with the *Access to Information Act* and the *Privacy Act*, areas at each Museum will be made available should the applicant wish to review materials on site. The addresses are:

Canadian Museum of History

100 Laurier Street

Gatineau QC K1A 0M8

Canada

Canadian War Museum

1 Vimy Place

Ottawa ON K1A 0M8

Canada