

**ICAP 2023 ARCHIVING PROJECT: FOGOLARS FEDERATION OF
CANADA
GABRIELLA COLUSSI ARTHUR & ALEX WALL FINAL REPORT**

INTRODUCTION

ICAP is pleased to announce the completion of Phase 1 of the ICAP FF Canada project completed in July and August 2023. ICAP is a Canadian not-for-profit charitable organization that connects, engages and assists communities or individuals across Canada to search out their local Italian-Canadian story and preserve their heritage for the future. The Fogolârs Federation of Canada joined ICAP as an institutional member in 2018 and, as part of the benefits ICAP provides to its members, ICAP was able to organize an archival standards project in order to secure the existing materials and records located on the second floor of the FFT clubhouse, an office soon to be vacated as a result of the sale of the FFT clubhouse to Primont in order to be redeveloped into a condominium site. The project was made possible by a generous donation to ICAP by Giuseppe Toso, FF Canada's current president. This donation provided the funds to employ Alex Wall, the student archivist, for a 5-week period. Alex was familiar with these types of files since he completed Phase 1 of the ICAP Famee Furlane Toronto project in Summer 2022. Phase 1 of such projects comprises identifying, inventorying, and securing all associational documents into archival standard boxes and creating an online database.

The Federation office was well organized and contained a full collection of materials dating from the creation of the Federation in 1974. The collection comprises an extensive library (with numerous copies of publications), audio materials, and associational activity files in metal filing cabinets. Given the 5-week project deadline, the focus of the work was to secure the textual materials since they were the most at risk. What follows is a complete summary and explanation.

PROJECT SUMMARY

The objective of the ICAP supported Fogolars Federation of Canada's Archives Project Plan—namely, securing the Federation's textual records into an archival system—has been met as of the conclusion of the 2023 summer work term. Steps 1 through 4 of the Archives Project Plan have been completed.

Step 1- Inventory: At the beginning of the project, everything in the Federation Room was inventoried. A link to the complete list of the contents of the room as it was at the beginning of the project can be found here:

<https://docs.google.com/document/d/19IE4T32Y5gwa4EX2tqcOVsxSDd4Sf3UWZ7PE5yLS/Ats/edit>



Figure 1 (Right): Original files containing textual records in original box at the start of the project

Figure 2 (Top left): Two of the original boxes at the start of the project

Figures 3 & 4 (Bottom left): Filing cabinet containing original files at the start of the project

Step 2- Organize: After everything was inventoried, the contents of the Federation room were divided into Non-archival materials and Archival materials. Non-archival materials included most of the financial records, which were set aside in spare boxes. The archival materials included most of the remaining textual records, photographs, and audio-visual

records. It was decided that the focus for this summer's project would be archiving the textual records.



Figure 5: Organization process of the original files

All the textual records were organized into an archival hierarchical system of series and subseries. The series included the following: Events, Records of members, Meeting Minutes, Conferences, Correspondence, Notifications, La Cisilute, Donations, Educational Programs, Cultural Projects, Annual Reports, Constitution, Financial records, Regione Autonoma Friuli-Venezia Giulia records, Friuli Nel Mondo records, & Miscellaneous records. Any loose documents were organized into new files and added to a series. Any document with more than two copies had their duplicates set aside in a box, as they were not necessary for the archives.

Step 3- Transfer & Secure: 500 archival-standard, acid-free file folders were purchased from Uline, along with 10 archival-standard, acid-free boxes (the Famee Furlane of Toronto had one of these boxes left over from last summer's project). The textual records were then transferred from their original non-archival standard file folders into the new acid-free ones, which were then transferred into the new acid-free boxes. Four of the original boxes had to be used because the eleven new boxes did not have enough room. Additionally, any paper clips were removed from the documents, as these cause rust that damages documents; they were replaced with stainless-steel paper clips when necessary.



Figure 6: The textual records transferred to new, archival-standard file folders

Step 4- Finalize: All the files were assigned a reference number. An online database was then created using Google Sheets for the Federation materials: all of the relevant information for each file was entered into this database (file name, reference number, series, category, location). The database can be found using this link:

https://docs.google.com/spreadsheets/d/1EwRndavJOt_dGyCQI2dQ_D1sJrAoLxv8HchCX7WYlgE/edit#gid=0.

Finding Aid, the tool that allows users to easily access the database. A draft of a finding aid has been created for the textual records so that each file could be easily located. If and when the materials begin to be digitized, the finding aid can be revised.

At the conclusion of the project, all of the archived materials were set aside in the Federation office room. The non-archived materials were either left on the shelves where they were or, in the case of the financial records, placed apart.

FOGOLARS FEDERATION MATERIALS OVERVIEW

The Fogolars Federation materials can be divided into the following categories:

- Non-Archival Materials
 - Library Collection
 - Collection Artifacts
 - Financial Records
- Archival Materials
 - Documentary Records
 - Photographs
 - Audio-Visual Records

NON-ARCHIVAL MATERIALS

Library Collection

This includes all of the various books, reports, publications, magazines, and commemorative booklets currently stored on the shelving units in the Federation office room and in various boxes. These are materials that the Federation acquired or were gifted over the years; they were not created by the Federation as part of their organizational functions, and thus should not be maintained in the archives. It is up to the Federation to deal with these items as it sees fit.

Extent: There are approximately 12 shelves worth of library materials in the Federation Room. There are also several boxes full of copies of books on the floor of the room, as well as a box containing 'Census Files'.





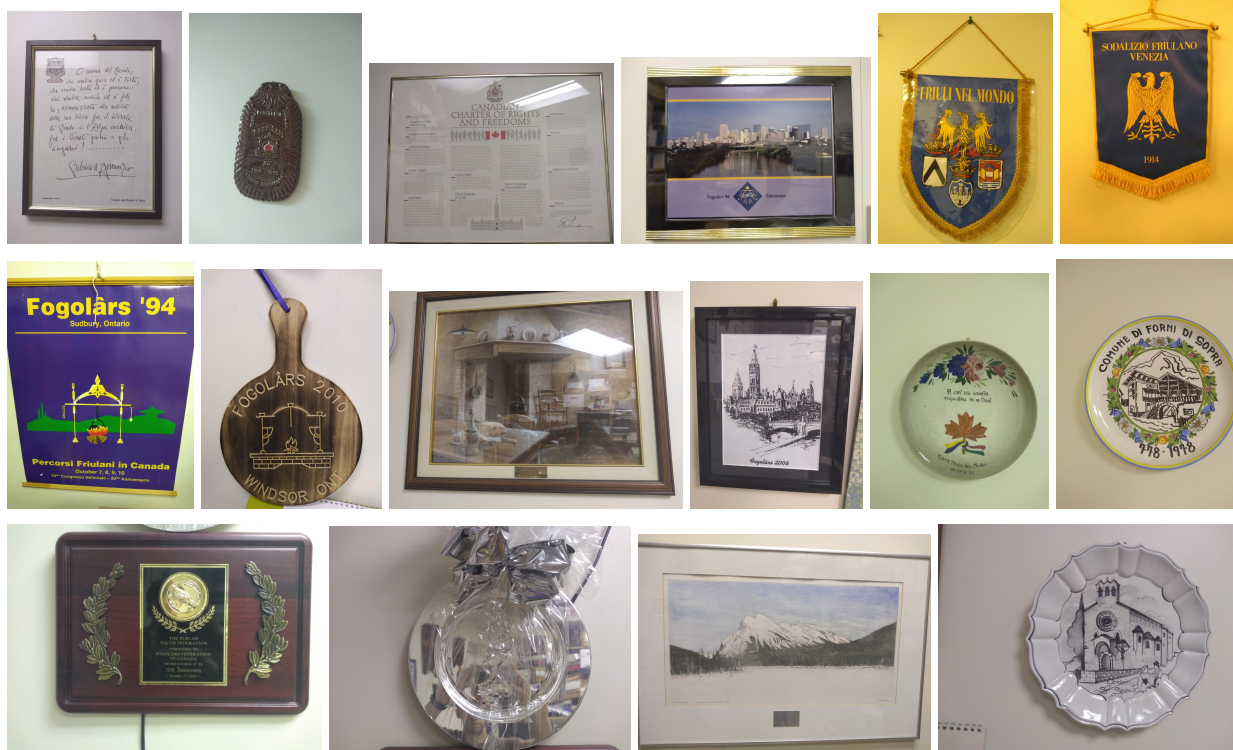
Figures 7-21: Overview of the Federation room's library collection on shelving units

Collection Artifacts

These include the various commemorative plaques, flags, paintings, etc. that were acquired by or gifted to the Federation over the years. They were not created by the Federation as part of their organizational functions, and thus should not be maintained in the archives. It is up to the discretion of the Federation to dispose of them as it sees fit.

Extent: There are 27 framed artifacts hanging on the walls of the Federation room. In addition, there are 5 boxes on the shelving units containing commemorative artifacts and the like. There are also gifts & flags in the filing cabinets, and on top of them there is a collection of artwork- sketches of scenes of Friuli.





Figures 22- 49: Artefacts hanging on walls of Federation room



Figures 50-52: Collection artifacts in boxes on the shelving units

Financial Records:

These include all of the financial records produced as a result of the Federation’s activities over the years. These records, which were previously unorganized and scattered throughout the textual records, have now been sorted by type (invoices, bank statements, etc) and set aside in boxes.

These records will not be maintained in the archives as they are not of historical interest; thus, they should be disposed of as the Federation sees fit. Only a select few financial records were selected to be maintained in the archives (i.e. a copy of each year's financial



statements, and record books of historical interest)- these have already been removed and added to the textual records.

Extent: There are 8 boxes of non-archival financial records now in the Federation room. They contain the following: 'Invoices', 'Invoices & Charges, Taxes & Insurance Records', 'Accounts Paid & Accounts Receivable', 'Financial Statements & Ed Favot Records', 'Bank Statements', 'Miscellaneous Financial Records', 'Miscellaneous Financial Records in binders' & 'Miscellaneous Financial Records in binders'.

Figure 53: The Federation's non-archival financial records

ARCHIVAL MATERIALS

Textual Records:

These include all the textual records created as a function of the Fogolars Federation of Canada's activities; the textual records date from 1971 to 2016. They were previously stored in the filing cabinets and in various boxes on the shelving units.

These records have now been properly archived- they have been organized into series & sub-series and given file names & reference numbers. These files were entered into a Google Sheets database. They have also been properly stored & secured: they have been transferred from their old file folders and boxes into new, archival-standard acid-free file folders and boxes (with the exception of five boxes).

Extent: These records make up the majority of the archival material. They consist of approximately 173" (14.4 feet) of textual records in 505 files.



Figure 54: The Federation's textual records, stored in their new archival-standard boxes



Figure 55: The Federation's textual records, stored in their new archival-standard boxes (now labeled)

Photograph Records:

There are several collections of photographs in the Federation's records that should be maintained in the archives. These photographs have, as of now, not been properly archived and are still in their original non-archival-standard containers.

Extent: The Fogolars Federation's photograph records include the following items.

- 4 boxes of photographs
 - Box labeled 'FOTO'
 - Box labeled 'FOTO'
 - Box labeled 'FOTOS'
 - Box labeled 'FOTO FEDERAZIONE'
- 4 envelopes containing photographs
 - Envelope labeled 'Pre Ermano foto'
 - Envelope labeled 'Congresso 98'
 - Envelope labeled 'Mayor of cordenon-Congresso 98'
 - Envelope labeled 'Photos from sea to sea'
- 2 binders containing photographs
 - Binder labeled 'Fogolars 2006 photos'
 - Binder labeled 'Fogolars 94'



Figure 56: The Federation's collection of photographs, stored in their original boxes

Audio-Visual Records:

There is one audio-visual record in the Federation's records that should be maintained in the archives. This record has, as of now, not been properly archived and is still in its original case. As an audio-visual record, ideally it should be digitized.

Extent: The audio-visual records consist of 1 case of film recording. The audio tapes within are labeled 'Federazione dei Fogolârs Furlans del Canada, IV Congresso- Friuli A Ciri Lis Lidris' & 'Ente Friuli Nel Mondo/ Ud "Fogolârs 81" Documentario'

GOING FORWARD & NEXT STEPS

Archiving the Photographs & Audio-Visual Records

As of the conclusion of the 2023 summer project, only the textual records have been properly archived. Going forward, the photographs and the audio-visual records need to be properly archived.

Archiving the Photographs: The photographs need to be removed from their current storage containers (boxes, envelopes, binders) and transferred to archival-standard files, boxes, & photo albums. Additionally, a decision would need to be made on how to maintain the photographs in the archives. There are two options:

- Option 1: maintain the entirety of the photograph collection in the archives.
- Option 2: Remove the majority of the photographs in the collection and only maintain key photographs that represent each event. This would require fewer materials and would take up less space- it would likely require only 1 box. The rest of the photographs would be handed over to the Federation to dispose of how it sees fit.

Archiving the Audio Visual Records: The film reels need to be properly archived. Ideally, according to archival best practices, films should be wound onto chemically inert, polypropylene film cores and then placed in chemically inert, polypropylene film containers. Archival film containers promote air circulation and protect against dust, water, and sunlight. Metal reels and containers should be avoided, as the possibility of rust may damage the film, and the lack of airflow will encourage further degradation. Film containers should be stacked horizontally, to provide even pressure on both films and cores. Vertical storage may break the cores and cause the films to warp over time. (Source- National Archives: Motion Picture Film Guidance: Storing Motion Picture Film)

Completion of a Finding Aid: Archives typically have a Finding Aid in place- a guide to accessing the contents of the archive. As of the conclusion of the 2023 summer project, a draft of a Finding Aid for the textual records has been created. Once the photographs and the audio-visual records have been properly archived, they will need to be added to the Finding Aid. Also, additional information will need to be added to the current Finding Aid draft- use policy, restriction of access for certain materials, etc.

Final Recommendations on the Textual Records

As of the conclusion of the 2023 summer project, all but four of the boxes holding the textual records are acid-free. Ideally, four new acid-free storage boxes would be purchased to ensure that all of the textual records are stored in archival-standard containers.

Additionally, three copies of every edition of La Cisilute have been maintained in the archives. However, there were four editions that were not found in the Federation office room and thus are absent from the archives at present. These editions are #90 (Viarte 2015), #91 (Sierade 2015), #92 (Viarte 2016), and #98 (Viarte 2019). Ideally, three copies of these editions should be located and added to the archives.

Interim Storage Space

As of the conclusion of the 2023 summer project, all of the records- both archival and non-archival- are being stored in the Federation office room. Given that the current storage room that holds the records will no longer be available after June 2024, the most important step going forward would be the acquisition of a permanent storage space for the archival materials. This decision should be made by the Fogolars Federation. The move to secure a storage space for the Famee Furlane of Toronto's records could potentially be made with the Federation's records in mind so that both fonds are held in the same storage facility. See the FFT's 'August 18, 2023 INTERIM STORAGE SPACE RECOMMENDATIONS' document for details on archival storage recommendations.

Storage Space Requirements for the Federation's Archival Materials: As noted above, the textual records consist of 16 boxes. In addition, the audio-visual records would require no more than one additional box. Depending on which option the Federation chooses when it comes to archiving the photograph records, approximately 1 to 3 additional boxes would be required for them. This would bring the total number of boxes required for the Federation's archival materials to approximately 18 to 21 boxes.

The dimensions of the boxes used are the following: 12.75" wide, 16.5" long, 10.5" tall. Given that standard archival shelving units are 86-90" tall, 40" wide, & have 12" between them, three of these boxes would fit side by side on such a shelf (3 boxes= 38.25" wide). Thus, the Federation's archival materials would require approximately 6 to 7 shelves worth of space in any potential storage facility.

Disposing of Non-Archival Materials

The Fogolars Federation needs to decide what to do with the non-archival collection materials in the Federation room. Options could potentially include donating them to members, donating them to libraries, etc.

The Federation also needs to have a plan to deal with its financial records. Most organizations have a Retention Policy in place, which ensures that financial records are kept only as long as required and that the records the organization no longer needs are destroyed at the appropriate point in time.

Digitization Project

Archives typically digitize some or all of their materials to either provide accessibility or ensure some form of the records are permanently preserved. As part of a future project, the Fogolans Federation may want to consider scanning either all of or part of the textual records in its archives and uploading a copy to the online database. This is what the Famee Furlane of Toronto did with some of its older records last summer. Additionally, the FFT is currently in the process of digitizing its collection of audio records. The Federation may want to consider following a similar process for its film reels.