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Records Management and archives

Annual Report
2021-2022

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## 1. EXECUTIVE SUMMARY

The following report contains a summary of 2021-2022 activities and services provided by Records Management and Archives (RMA) to Departments and Units within the University and the wider Montreal community, as well as a layout of annual operational responsibilities and projects.

2021-2022 included the following notable changes:
1. Resumption of most on-campus activities as a result of a new hybrid - in-person and telework- schedule.
2. Increases to all services related to on-campus return and to electronic documents, resulting in the lowest percentage of services related to paper documents ever provided.
3. Implementation of Carrefour and Unity/Ariba and decommission of MyConcordia and Banner/Millennium.

As in 2020-2021, RMA responded to these changes with integrated adjustments and readjustments to workflows that brought optimal results.

### 1.1. Highlights

With some services still reduced in 2021-2022, RMA remained dedicated to providing access to collections and programming wherever possible and in-keeping with last year, **digital preservation, social media activities and historical archives contributions doubled this year.** Highlights of the year include the following:

- Records Management **developed and implemented DocuSign**, the University e-signature platform, and continued implementing CONDOR (Concordia's Document Repository).
- Records Management Advisory services more than doubled from last year, with **19 Departments and units** receiving services, including **43 training sessions** to over **600 users**.
- The RMA Reading Room reopened in October 2021 in response to a backlog of requests for on-site materials due to 2020 closures. Research requests provided by the Historical Archives Team remain steady: a total of **204** (up from 145 in 2020-2021), **27 accessions** (up from 7 in 2020-2021) and **36 archival materials contributions** to external and internal projects and events (up from 23 in 2020-2021), including gallery and virtual exhibitions, media productions, and publications.
- The Digital Preservation program hit milestones in content migration from analog to digital and in system upgrades.
- Again this year, RMA Social Media channels experienced marked growth with **434 new followers and 8,157 engagements** (a 30% increase from 2020-2021).

## 2. RECORDS MANAGEMENT ACTIVITIES

### 2.1. DocuSign

RMA worked closely with IITS to develop and implement DocuSign as Concordia's E-Signature software. DocuSign allows users to electronically approve, send, receive, view, and sign documents (envelopes) such as contracts, forms, and agreements quickly and securely to enhance workflows, reduce waste and decrease turn-around time. The implementation of DocuSign monopolized the majority of RM Team resources from July 2021 - March 2022.

A successful 5-month pilot project was conducted Sep. 2021 to Feb. 2022, followed by the development of an E-Signature Framework outlining the process, use-potential and standards for electronic signature within the University. RMA also created content for the DocuSign IT Service catalog defining the service and offering first-point support.

DocuSign was officially launched to Faculty and Staff in March 2022. A total of **465 users** then adopted the application, 94 of whom sent **1,019 documents** for e-signature. DocuSign was implemented in the following Units:

| Unit | Date |
| --- | --- |
| Campus Wellness and Support Services | 2021-11 (ongoing) |
| Facilities Management – Project Management | 2021-12 |
| Financial Services | 2022-01 |
| Office of the Vice-President Research and Graduate Studies | 2022-02 |
| Perform Centre | 2022-02 |
| Procurement Services | 2021-11 |
| School of Graduate Studies | 2022-02 |
| **Total: 7** | |

### 2.2. Concordia Document Repository (CONDOR) on SharePoint

CONDOR provides secure storage space and automated work processes for electronic documents and -together with the RCRP- standardizes the way Concordia faculty and staff organize, store, and share those documents.

In 2021-2022 the RM Team continued implementing CONDOR, with the following migrations:

| Unit |
| --- |
| Campus Wellness and Support Services |
| Graduate Studies - Office of the Dean, Faculty of Arts and Science |
| Financial Services |
| IITS |
| Institute for Cooperative Education |
| Office of Community Engagement |
| Office of Government Relations |
| Student Accounts |
| University Communications Services |

## 2.3. Service Offer and Statistics

The Records Management (RM) service offer includes the following components:

1. Advisory and filing services
2. File retrieval services
3. Secure Shredding services
4. Records Management Training Program

### 2.3.1. Advisory and Filing Services

Advisory and filing services include records assessment and analysis, reorganization of shared drives, implementation of the Records Classification & Retention Plan (RCRP) and transfer of valuable records to historical archives. Services are provided to Departments and Units using project management techniques (i.e. assessment, partner evaluation, post-mortem reporting).

Upon request, Records Management Clerks assist Departments and Units with filing paper and digital documents in physical cabinets and shared drives, as well as:

- Sorting and organizing current records based on RCRP structure
- Applying retention rules to unsorted, loose and unprocessed documents
- Submitting destruction lists and transferring documents to Archives
- Inventorying semi-active documents

Advisory and filing services were provided to **19 Departments and Units** in 2021-2022 (up from 15 in 2020-2021 due to telework). The majority of services were related to electronic documents.

| Academic Departments | Administrative Units |
|---|---|
| Department of Biology | Career and Planning Services |
| Department of Chemistry and Biochemistry | Concordia Libraries, including Vanier Library |
| Department of Contemporary Dance | Études Françaises |
| Faculty of Fine Arts (FoFA) Gallery | Facilities Management |
| Office of the Dean, Faculty of Arts and Science | Institute for Cooperative Education |
| School of Community and Public Affairs | President's Task Force on Anti-Black Racism |
| Department of Theological Studies | Office of the Provost and VP Academics |
| | Office of Research |
| | Office of the Vice-President, Services |
| | Recreation and Athletics |
| | Student Success Centre |
| | University Advancement |
| | University Secretariat |
| **Subtotal: 7** | **Subtotal: 12** |
| **Total: 19** | |

### 2.3.2. File Retrieval Services

File requests -also called semi-active requests- are requests from Departments and units for the retrieval of boxes of documents previously sent to RMA for retention services.

| Total requests | 33 (25 in 2020-2021) |
|---|---|
| Number of Departments and Units that submitted requests | 7 (3 in 2020-2021 |
| Total boxes requested | 253 (266 in 2020-2021) |
| Total time | 43 hours |

2021-2022 requests increased by approximately 25% from 2020-2021 due to hybrid work. Of 253 boxes requested this year, Human Resources retrieved the highest number, as in 2020-2021.

Note: Semi-Active Requests are tracked through Ultima, online document management system.

### 2.3.3. Secure Shredding

In year three of Access's (formerly Docu-Dépôt) 5-year contract with RMA for secure shredding services across the University, the number of shredding consoles in Departments and Units **nearly quadrupled to 256** (from 67 in both 2020-2021 and 2019-2020) with several utilizing multiple containers.

Secure shredding containers are provided in two sizes, as follows:

| Size | Number |
|---|---|
| 32-gallon (capacity 4 boxes) | 116 (95 in 2020-2021) |
| 65-gallon (capacity 8 boxes) | 140 (39 in 2020-2021) |
| Total | 256 |

In addition to the above containers, **947 boxes of materials** were securely destroyed.

Pick-up/emptying of full containers was done on a **regular basis for 49** and **on-call basis for 90** Departments and Units in 2020-2021.

### 2.3.4. Records Management Training Program

Ongoing RM skills training modules were offered online in MS Teams to the internal University community throughout 2021-2022. Trainings in Moodle were discontinued.

Training presentations are regularly updated and redeveloped according to new technology and best practices. Several new trainings in digital environments were developed and highly attended in 2021-2022. A total of **43 live online sessions were offered -more than triple the 13 offered in 2020-2021- and participation nearly doubled from 324 participants in 2020-2021 to 613 participants in 2021-2022.**

Note: Records Management Fundamentals and Email Management sessions were not offered in 2021-2022 but will continue in 2022-2023.

| Training Session | Number of sessions offered | Number of participants |
|---|---|---|
| Digital Document Management | 1 | 15 |
| DocuSign Introduction | 27 | 291 |
| DocuSign Q&A | 1 | 10 |
| Manage Records in Microsoft Teams | 1 | 29 |
| MS 365 for Beginners | 2 | 58 |
| SharePoint Introduction | 5 | 100 |
| SharePoint Q&A | 3 | 54 |
| Introduction to MS Teams | 3 | 56 |
| **Total** | **43** | **613** |

As in 2020-2021, RMA presented a workshop at the [Office 365 Digital Skill-share Unconference](#). Held October 1, 2021, *Storing Files in MS 365* was attended by **125 participants**.

## 2.4. Records Management Month

In alignment with annual traditions of spring-cleaning, RMA has celebrated Records Management Month (established by ARMA International) each April since 2018 (with the exception of 2020 due to the Covid-19 Pandemic).

Several events were offered throughout the month to create awareness among CU Faculty and Staff of RM services that assist Departments and Units with organizing information and divesting obsolete paper and digital materials, including email. RM Day has occurred in full and half-day formats.

As in 2020-2021, RM Month 2021-2022 included the following:
- RM Trainings, including Digital Documents Management and Manage Records in MS Teams and SharePoint, attended by **77 participants**
- Online Quiz / Scavenger Hunt with **19 participants**
- Scavenger Hunt article in NOW
- Daily RM memes posted on RMA social media channels (Instagram, Twitter, Facebook) over one week
- RMA Team internal filing cleanup

The RM Team also promoted RM Month with the NOW story *RMA shares useful tips for the return to work on campus.*

### 3. HISTORICAL ARCHIVES ACTIVITIES

RMA is the sole repository mandated to collect and provide access to extensive holdings of Concordia University institutional documentation and its two founding institutions: Loyola College and Sir George Williams University. RMA is open to faculty, students, and staff of Concordia and to external researchers, including the public.

RMA also collects and provides access to private archival fonds and collections related to the history of the University including but not limited to the documents of faculty, staff, and research centres.

### 3.1. Archives Reading Room Reopening

The RMA Reading Room reopened in October 2021 after 18 months of closure. The Historical Archives Team responded to a significant number of backlogged requests for on-site research materials and reproductions, indicating that the Reading Room and services provided therein remain integral to RMA activities.

### 3.2. Archives Research Services

In 2021-2022 Historical Archives received **204 requests** (up from 145 in 2020-2021) with an **average of 17 requests per month** (up from 12 in 2020-2021). A total of **123 hours** were spent responding to requests, which is slightly down from 231 hours in 2020-2021) - a beneficial decrease attributed to the availability of online digitized materials.

While October is the month HA historically receives the highest number of research requests, December and March had higher numbers this year, and numbers were up considerably with the reopening of the RMA Reading Room. See Appendix A for monthly research request statistics.

| Category | Total |
|---|---|
| Historical Archives - Internal Researchers | 79 |
| Historical Archives – External Researchers | 125 |
| **Total Requests** | 204 |
| **Total Hours** | 123 |

### 3.3. Research Contributions

HA research services contributes to both internal and external research projects being conducted for various purposes. This year RMA contributed to 24 external projects and 14 internal projects; See Appendix B for a detailed list of contributions.

## 3.4. Accessions

**3 new archival fonds accessions and 26 additions to fonds** were ingested in 2021-2022, as a result of closure backlog. These numbers were up from 7 new and 7 additions in 2020-21 (in 2019-2020, 51 new and 41 additions were ingested).

| Activity | Number |
|---|---|
| **Total number of accessions** | **26** (7 in 2020-2021) |
| Total new fonds | **3** (0 in 2020-2021) |
| Total additions to fonds | **23** (7 in 2020-2021) |
| Total digital files preserved | **28,386** (41,910 in 2020-2021) |
| Total Archival Information Packages (AIP) created | **247** (251 in 2020-2021) |
| Largest accession | University Communications Services: 3,000+ digital images |

New fonds were accepted from Susan J. Briscoe, François-Marc Gagnon and Pnina Gagnon.

## 3.5. Processing

Archival processing is the preparation, organization, and description of archival materials for use. Processing is the core of archival work.

In 2021-2022 the following **additions to fonds** were ingested into Archivematica, RMA's digital archive repository, and AtoM, RMA's archives catalog:

| Fonds |
|---|
| Gina Cody School of Engineering and Computer Science Fonds |
| Senate and Board of Governors Fonds |
| Department of Political Science Fonds |
| Records Management and Archives Fonds |
| University Secretariat Fonds |
| Susan J. Briscoe Fonds |

## 3.6. Digital Preservation Activities

Significant growth in Digital Preservation activities took place in 2021-2022 related to a general increase in digital processes due to tele and hybrid work. The following Digital Preservation projects took place throughout the period:

Migration

> Particularly significant was the migration of historical digitized Concordia publications into preservation storage, Archivematica and Internet Archive. The NOW story *Concordia archivists move digital publications collection to a new location* published January 10, 2022 highlights the migration. (Note that accession numbers are not associated to these digital publication files).

| Digital object uploads to Internet Archive | Total |
|---|---|
| Number of publications | **2,680** |

### 3.6.1. System Upgrades

The following system and infrastructure upgrades took place in 2021-2022 to ensure the maintenance and improvement of system performance and allow RMA to take advantage of newly released features that support the preservation and ongoing access to digital records.

| Date | Preservation system upgrade |
|---|---|
| Aug. 2021 | Archivematica version 1.13 |
| Sept. 2021 | Archive-It version 7.1 |
| Oct. 2021 | Archivematica version 1.13.1 |
| Oct. 2021 | Second Archivematica pipeline deployed for AV archive |
| Dec. 2021 | Log4J vulnerability patched for Archivematica and AtoM |
| Mar. 2022 | Archivematica storage service version 0.19.0 |
| Apr. 2022 | Dedicated Static IP est. by IITS connecting RMA Lab to Archivematica sftp server for digital file uploads |
| - | AtoM version 2.6.4 remains until version 2.7 is released in 2022 |

### 3.6.2. Web Archiving

RMA captures Concordia and Concordia-related websites to track their historic evolution, and to archive sites that could potentially disappear from the web. The preservation of these historic records makes them accessible as valuable research pathways.

No new web collections were established in 2021-2022. Focus was placed on adding to and maintaining existing collections.

A total of 139.7 GB of new data (down from 142.3GB in 2020-2021) and 926,678 documents (down from 1,139,074 documents in 2020-2021) were added to existing web collections available on Archive-It.

### 3.6.3. Hardware and Software Upgrades

The following hardware and software were purchased in 2020-2021 to continue to increase capacity of digital preservation projects in the RMA Lab:

- Mac Mini (M1) for the Audio-Visual Capture Workstation in the Lab (April 2022)

### 3.6.4. Additional Activities

The following additional digital preservation activities took place in 2020-2021:

| Project | Date |
|---|---|
| 1. **CU news article**:<br>• *Concordia archivists move digital publications to a new location,* Jan. 10, 2022 | 2022-01 |
| 2. **Conference attendance and presentations**:<br>• Virtual 2021 BitCurator Users Forum, Co-presenter: *BitCurator from Scratch: Internship to Production Environment at Concordia University*, Oct. 13-16 | 2021-10 |

| Project | Date |
|---|---|
| • Virtual [Concordia University Library Research Forum,](#) presenter: Refreshing Concordia's Archival Publication Collection: Making Digital Preservation and Access Work Together, Apr. 26 | 2022-04 |
| • Virtual *[Archivematica Bootcamp Montreal](#)*, planning, hosting, participation (49 participants in total). Presentation: *Getting Archivematica off the Ground at Concordia Records Management and Archives*, May 19 | 2021-05 |
| **3. Events:** | |
| • Co-presentation - RMA Training session: *Introduction to Digital Record Keeping*, Sept. 14 | 2021-09 |
| • Guest Lecture - [McGill School of Information Studies, MA](#) GLIS-609 Metadata and Access: *Digital Preservation at Concordia University: Unpacking an AIP*, Nov. 02 | 2021-11 |
| • Guest Lecture and Archivematica demo - [McGill School of Information Studies, MA](#) GLIS-642 – Preservation Management: *Digital Preservation at Concordia*, Nov. 11 | 2021-11 |
| • [World Digital Preservation Day 2021: *Breaking Down Barriers*](#), [RMA WDPD webpage](#) update, Nov. 4 | 2021-11 |
| • Presentation: Association of Canadian Archivists (University Colleges Special Interest Section), *BitCurator from Scratch: Internship to Production Environment at Concordia University*, Feb. 10 | 2022-02 |
| **4. Representation:** | |
| • BCI Digital Preservation Working Group – throughout 2021-2022. (Resigned Sep. 01, 2022, due to new portfolio responsibilities on the BOD of the Association of Canadian Archivists) | 2021-2022 |

### 4. RMA ONLINE

RMA maintains two dynamic online platforms that facilitate outreach, ongoing communication, and dialogue with the internal University community and the community at-large:

- RMA Website and Carrefour – Concordia internal information source for employees, replaced C Space in spring>summer 2022
- Social Media: Facebook, Instagram, Twitter, YouTube

## 4.1. Website

The RMA website is the primary channel for publicizing RMA's activities and procedures. The RMA homepage was redesigned in 2021 to align with current design revamps throughout the University.

The number of website visits decreased by 1% from last year, from 45,669 to 45,176. Detailed monthly visits is detailed in Appendix C.

Below are the top 5 pages visited in 2021-22:

| Rank | Page | Views 2021-2022 | Views 2020-2021 |
|---|---|---|---|
| 1 | /offices/archives.html | 4,413 | 4,472 |
| 2 | /offices/archives/buildings/sgw/faubourg-building.html | 3,297 | 1,226 |
| 3 | /offices/archives/buildings/sgw/hall-building.html | 1,715 | Not un top 5 |
| 4 | /offices/archives/buildings.html | 1,637 | 1,109 |
| 5 | /offices/archives/stories/sgw.html | 1,472 | 1,227 |

## 4.2. Social Media

Social Media has been central to the RMA outreach strategy since 2017. RMA Social Media accounts are maintained by the Social Media Working Group, composed of five RMA staff.

This year the number of social media posts increased by 34%, followers increased by 30% and engagements increased by 44%. The RMA Youtube channel was revamped this year as well, toward more effective dissemination of digitized videos in the RMA audio-visual collection.

The following statistics are related to the four channels regularly maintained by the Social Media Working group. 2021-2022 engagement statistics are detailed in Appendix D.

| Channel | 2021-2022 | | | 2020-2021 | | |
|---|---|---|---|---|---|---|
| | Posts | Followers | Engagements* | Posts | Followers | Engagements |
| Facebook | 228 | 262 | 1,628 | 183 | 233 | 783 |
| Twitter | 255 | 454 | 1,753 | 236 | 351 | 1,368 |
| Instagram | 216 | 1,042 | 4,333 | 164 | 844 | 3,501 |
| YouTube | 82 | 104 | 443 | - | - | - |
| **Total** | **781** | **1,862** | **8,157** | **583** | **1,428** | **5,652** |

4.2.1.  Social Media Events
RMA participated in four Social Media events in 2021-2022:

- October 13, 2021: #AskAnArchivistDay on Twitter
- November 4, 2021: World Digital Preservation Day (WDPD) on Twitter
- Monthly: #ArchivesHashtagParty on Twitter
- March 2022: #ArchivesAtoZ on Twitter, Instagram and Facebook:
  A month-long social media campaign started in 2021 by the Archives of Ontario. Over 26 days (one day for each letter of the alphabet), Archives are encouraged to increase the public's awareness of archives and their collections by sharing daily posts that showcase items from holdings and demystify archival concepts.

## 5.  STAFFING

As a result of the retirement of two long-time employees, RMA revised its structure in 2021-22. Specifically, the positions of Lead, Historical Archives and Lead, Records Management have been merged to create a new position of Lead, Records Management and Archives.

Several RMA's employees moved to different positions because of these departures and restructuring. Consequently, RMA has completed five recruitments in 2021-22.

As of April 30, 2022, the RMA team included 10 positions and 9 employees, as follows:

- 1 Director - Marie-Pierre Aubé
- 1 Lead, Records Management and Archives – Julie Daoust
- 1 Digital Archivist – John Richan
- 1 Archivist – Eric Côté
- 1 Archives Technician – Caroline Sigouin
- 1 Records Management Officer – Emmanuelle Hoarau
- 2 Records Management analysts – Esther Ste-Croix and Jasmin Cormier-Labrecque
- 1 Records Management Assistant – Olivier Bissailon-Lemay
- 1 Administrative Assistant – Candice Tarnowski
- 1 Records Management Clerk - Vacant.

New Team member Esther Ste-Croix joined RMA from the Faculty of Arts and Science as of Spring, 2021 and existing Team members moved positions as of Fall, 2021.

## 6.  CONCLUSION

This has been a great year for the RMA team!

Telework and hybrid work allow RMA to continue our digital transformation of archival documents, DocuSign, CONDOR and adding more and more digital archives to Archivematica.

The reorganization of the unit is now complete, and optimally positions RMA for continued growth in 2022-23.

In closing, the Director and University Archivist would like to thank all members of the team for their hard work and dedication to the team's projects.

## Appendix A – Monthly Research Requests Statistics

| Category | May | Jun | July | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Historical Archives - Internal Researchers | 9 | 12 | 5 | 4 | 3 | 8 | 3 | 9 | 9 | 9 | 4 | 4 | **79** |
| Historical Archives – External Researchers | 7 | 9 | 4 | 9 | 6 | 9 | 16 | 14 | 7 | 12 | 20 | 12 | **125** |
| **Total Requests** | 16 | 21 | 9 | 13 | 9 | 17 | 19 | 23 | 16 | 21 | 24 | 16 | **204** |
| **Total Hours** | 14 | 15 | 4 | 12 | 5 | 12 | 8 | 14 | 6 | 12 | 11 | 10 | **123** |

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**RECORDS MANAGEMENT AND ARCHIVES**

## Appendix B – RMA Contributions to Project

| Project | RMA Contribution |
|---|---|
| **1. External Projects** | |
| 1.1. | |
| 1.2. Picbois Productions Télé-Québec documentary: How The SGW protests changed the conversation about racism in Canada. 2021-05 | Image |
| 1.3. Slideshow for Black Alumni Network and Black Perspectives Office (BPO) event celebrating Black CU grads. 2021-05 | Images |
| 1.4. Research project for Alexander Reford (Director, Jardins de Metis, Grand-Metis, QC): *Artists in the Lower St. Lawrence* catalogue and inventory of works and expériences of painters who travelled the Lower St. Lawrence region 1800-present to paint landscapes. 2021-06 | Images: Anne Savage fonds |
| 1.5. Filigrane Archives TV documentary series: *Black History in Canada*. 2021-06. 2021-07 | Images: Computer Centre Incident |
| 1.6. Hannes Bajohr, scholarly publication on political theorist Judith N. Shklar, student of Frederick M. Watkins. 2021-08 | Image: Frederick M. Watkins |
| 1.7. Ray March scholarly publication on Donald L. Mordell, former President of Ryerson University. 2021-09 | Image: Donald L. Mordell |
| 1.8. Tribute to electronic musician Richard Peterson (deceased 2014), son of Oscar Peterson. 2021-09 | Images (35mm negatives): Oscar Peterson Hall Inauguration Oct. 16, 1999. Christian Fleury fonds. |
| 1.9. DK (Dorling Kindersley) Books (LUPED Media, London, UK publication: *Migrations: A History of Where We All Came From*. 2021-10 | Image: Multifaith and Spirituality Centre: Annonce tes couleurs gathering. Image P0004-02-073 |
| 1.10. Publication celebrating École d'art, Université Laval 50th anniversary: institutional development and context of graduate studies in visual arts in Québec highlighting Concordia MFA Studio Arts and MA Art Education programs creation. 2021-12 | UC Meeting Minutes, Nov. 20, 1964, Appendix 1a, The Georgian Jan. 26, 1965, pg. 2, MFA Studio Arts and MA ArtHist first proposal Apr. 1970, Graduate Studies Calendar 1972-1973 |
| 1.11. Pointe-à-Callière Museum Black History Month lecture image for lecture presentation, website and SM channels: *Little Burgundy: From Black Colony to Vibrant 21st Century Neighborhood* by Dorothy Williams, Historian specializing in Black Canadian History. Feb. 18, 2021. 2022-01 | Image: Special Collections |
| 1.12. Montreal Review of Books feature on *The Fire That Time* by Nalini Mohabir (Black Rose Books). 2022-01 | Image: I074-02-049 Computer Centre Protest (credit: Birmingham Associates) |
| 1.13. vai Vorarlberger Architektur Institut, Dornbirn, Austria image for exhibition *Education Shock*. 2022-01 | Image (unspecified) |

| Project | RMA Contribution |
|---|---|
| 1.14. BLK Productions episode on Little Burgundy for documentary series *BLK: AN ORIGIN STORY* on Black history in Canada. 2022-02 | Images: John Gilmore fonds P004-02-206 and P004-02-235 |
| 1.15. Fabrikant massacre publication *One Blooming Lotus in the midst of Poison: Surviving Poisonous Environments and Bullying*. 2022-03 | Referred to website: Stories from the Archives |
| 1.16. Maniwata Films 4-episode documentary series *Afro-Canada* by filmmaker and actor Henri Pardo on the history of Afro-descendants in Canada. Produced by Daniela Mujica, Eric Idriss-Kanaga and Henri Pardo (Black Wealth Media) to air 2023-09 on Radio-Canada, RDI, Tou.tv. 2022-03 | Images: 1969 Computer Centre Protest I074-02-150, I074-02-150, I074-02-121 I074-02-121, I074-02-117, I074-02-117 |
| 1.17. Canada's National Observer article on Jean Charet's bid for PM. 2022-03 | Image: Elizabeth May and Jean Charet from Concordia's Thursday Report Mar. 15, 2001, pg. 10 |
| 1.18. McGill University Libraries article for DCB on Margaret Charlton, YMCA Librarian. 2022-04 | CU Annual Reports in HA02294, Harold C. Cross's *One Hundred Years of Service with Youth: The Story of the Montreal YMCA*, Southam Press, Montreal, 1951 |
| 1.19. Queen's University post-doctoral project on Concordia's connection to Oscar Peterson. 2022-04 | Public Relations fonds, Loyola Medal file on Oscar Peterson, late 1950's articles on SGW Jazz Society |
| 1.20. Attraction 1-hour 1988 ice storm documentary. 2022-04 | Images: Stories from the Archives, CU newspapers, yearbook |
| 1.21. Groupe Fidès (pour les Éditions de la Presse) publication *Derrière le coach. Une histoire des entraîneurs-chefs du Canadien de Montréal* by André Duchesne. 2022-04 | Images: Bob Berry from Concordia University Magazine, Jan-Feb 1981, *Profiles* Publicity brochure, SGW hockey program |
| 1.22. Carlton University and World University Services Canada project on 1956 resettlement of Hungarian refugee students. 2022-04 | Images: NCCU Hungarian Refugee Student Committee fonds |
| **2.  Internal Projects** | |
| 2.1.  University Advancement social media campaign: CU Buildings. 2021-05 | Images |
| 2.2.  Alumni Relations event honouring Dr. Jose Garrido (Department of Actuarial Mathematics). 2021-05 | Images |
| 2.3.  Video message - CU President, Graham Carr: inaugural Black Students Graduation event. 2021-06 | Images: previous Black graduates, CU Yearbooks |
| 2.4.  Dept. of Anthropology: Youth Black History Program Round Table with John Gilmore. 2021-07 | Images: AtoM |
| 2.5.  University Advancement 2021 Homecoming video project celebrating LGBTQ alumni. 2021-08 | LGBTQ Ref. files, SDBI poster, The Link - Queer issue covers, Lesbian Studies Coalition |

| Project | RMA Contribution |
|---|---|
| | posters, Concordia Queer Collective fonds, Tom Waugh fonds - HIV/AIDS lecture series posters, images: HIV/AIDS course. |
| 2.6. MA History Thesis: SGW Computer Centre Protest. 2021-12 | Images, reference files |
| 2.7. Studio Arts Prof. research project on Black art production prior to 1990. 2021-12 | Images: Leon Llewellyn fonds |
| 2.8. University Advancement project on historical creation of Gina Cody School of Engineering and Faculty of Fine Arts. 2021-12 | Engineering chronology |
| 2.9. University Advancement – CU anniversary dates. 2023-01 | Pending |
| 2.10. Leonard and Bina Ellen Gallery (for unspecified NYC gallery exhibition) image of Robert Bordo solo exhibition May 9 to June 9, 1984. 2022-02 | Image: HA02746 |
| 2.11. Concordia Libraries book project for CU 50th Anniversary. 2022-02 | Copy of *Concordia Libraries History* by Charlotte MacLaurin, 1992. Pamphlet of McConnell building statistical information. Referred to Internet Archive. |
| 2.12. Leonard and Bina Ellen Gallery image from former exhibition *Collecting: Declination of Practices*. 2022-02 | Leonard and Bina Ellen Art Gallery fonds RM19381, HA02972, HA02973. Caribbean Students' Union fonds HA01001, Office of the Principal fonds HA01591 |
| 2.13. Continuing Education and Lifelong Learning project on history of Con't Ed for CU 50th Anniversary | Annual Reports HA02892 and PUB-062 (HA32564) |
| 2.14. UQAM *Alternate Visions* project on feminist politics of Black, Aboriginal, racialized and low-income Women in Canada in 1960s and 1990s. 2022-04 | Images: Department of Physical Education fonds |

# Appendix C – Monthly Website Visits

## Monthly website visits

| Month | Visits |
|-------|--------|
| May-2021 | 2953 |
| Jun-2021 | 2871 |
| Jul-2021 | 3048 |
| Aug-2021 | 3569 |
| Sep-2021 | 5965 |
| Oct-2021 | 3714 |
| Nov-2021 | 4153 |
| Dec-2021 | 2898 |
| Jan-2022 | 3575 |
| Feb-2022 | 4455 |
| Mar-2022 | 3656 |
| Apr-2022 | 4319 |
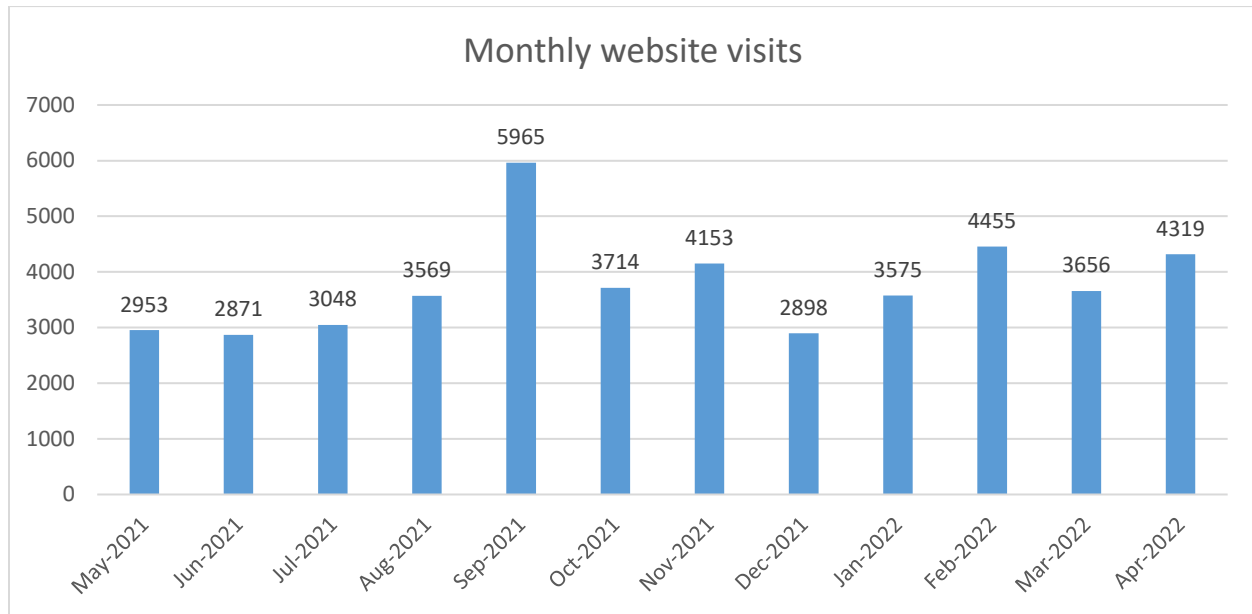
## Appendix D - Social Media Engagements

| Social Media | 2021-22 |
|---|---|
| Facebook | 1,628 total:<br>• 1,464 reactions<br>• 119 comments<br>• 45 shares |
| Twitter | 1,753 total:<br>• 1,497 likes<br>• 233 retweets<br>• 23 replies |
| Instagram | 4,333 likes and comments |
| YouTube | 443 views |
| **Total** | **8,157** |