

University of Alberta Archives

Accession No. 91-83  
File and Box Inventory

M.G. Hurtig:  
New Canadian Encyclopedia Publishing Ltd.  
1979-1985

<u>Box No. - File No.</u>	<u>Description</u>	<u>Date</u>
<u>Box 1</u>		
✓-1	"Organization and Development." Abbreviations, benefits and working conditions, expenses, position descriptions, organization chart, editorial office procedure, background for New Canadian Encyclopedia Publishing Ltd.	1981-82
✓-2	"Organization and Development." Purpose, A-list guidelines for contributors, contributor payment, manuscript deadlines, editorial schedule, printing production schedule, specifications.	1980-83
✓-3	"Organization and Development." Systems, production schedule, critical path, systems flow chart, goals and objectives.	1981
✓-4	"Organization and Development." Contract with Alberta government, implementation plans, short term investment guidelines, A-list procedures, accounting procedures, faculty club membership, long distance calls.	1980
-5	"Production." Miscellaneous, Schedules.	1984-85
-6	"Production." Typesetting, illustrations, cartography.	1983-85
-7	"Production." Preliminaries, monthly schedule editing.	1983-85
8.	Production - Specifications	1983-85
-8	Finances - First edition deficit. 1984-85 budget: April-June / July-March / TCE trust account.	1984-85

<u>Box No. - File No.</u>	<u>Description</u>	<u>Date</u>
✓ -9	Finances - Banking, supplementary budget - Alberta government, 1983-84 budget, 1984-85 budget, 1985-86 budget.	1982-85
Box ✓ -10	Finances - Profit sharing, financial summary review, budget review - Mel Hurtig March/83, quarterly report.	1980-86
✓ -11	"Hurtig." Electronic on line.	1984-86
✓ -12	"Hurtig." Hurtig - response, M. Hurtig - reports.	1983-85
✓ -13	"Hurtig." Planning minutes August 18, 1983.	1983
✓ -14	"Ronalds - Glen Hyatt." Specification changes in correspondence with Ronalds - Federated Limited.	1985
Box ✓ -15	"Ronalds - Glen Hyatt." Specification changes in correspondence with Ronalds - Federated Limited. re: quantity artwork, etc.	1985
2 ✓ -16	"Ronalds - Glen Hyatt." Specification changes in correspondence with Ronalds - Federated Limited. re: final printing quantities, cash flow, etc.	1984
✓ -17	"24A." Southam - projected prices and information. re: publishing of Canadian Encyclopedia from Southam Murray Printing.	1983
✓ -18	"24A." Old Material - prices and details from T.H. Best Printing Company Limited, Ronalds - Federated Limited, etc.	1983-87

<u>Box No. - File No.</u>	<u>Description</u>	<u>Date</u>
✓ -19	"24A." Old Material - agreement between Hurtig Publishers and printer, correspondence with legal counsel, specifications for production, memos, etc.	1982-84
✓ -20	"24A." Old Material - correspondence with Ronalds Western Printing Limited, memos, etc.	1983-87
✓ -21	"Insurance October '84 - December '85." Correspondence from Imperial Life Company.	1988
Box 2 ✓ -22	"Insurance October '84 - December '85." Correspondence from Diamond Agencies Ltd.	1986
✓ -23	"Insurance October '84 - December '85." Correspondence from Imperial Life Company.	1986
✓ -24	"Insurance October '84 - December '85." Insurance policy forms with Laurentian Pacific Insurance Company.	1984-85
✓ -25	"Insurance October '84 - December '85." Correspondence from Diamond Agencies, Canadian Commercial Bank, Manulife Insurance Company.	1985
✓ -26	"Insurances October '84 - December '85." Correspondence from Diamond Agencies Ltd, memos, policies.	1984
<u>Box 2</u>		
✓ -1	"Insurance October '84 - December '85." Correspondence from Imperial Life Company, Diamond Agencies, etc.	1984

<u>Box No. - File No.</u>	<u>Description</u>	<u>Date</u>
✓ -2	"Insurance October '84 - December '85." Correspondence from Diamond Agencies Ltd., Fireman's Fund Insurance Company, corporation policy.	1983
✓ -3	"Insurance October '84 - December '85." Commercial Union Assurance declarations, correspondence, memos, notes. re: insurance.	1983
✓ -4	"Insurance October '84 - December '85." Correspondence from Diamond Agencies Ltd, policy forms, etc.	1982
✓ -5	"Insurance October '84 - December '85." Correspondence from Diamond Agencies Ltd., commercial property floater form, notes on insurance comparisons.	1980-81
✓ -6	"Insurance October '84 - December '85." Correspondence from Diamond Agencies Ltd., notes, memos.	1980
✓ -7	"Insurance October '84 - December '85." Correspondence from Diamond Agencies Ltd., memos, notes.	1979
✓ -8	"Insurance October '84 - December '85." Correspondence from Diamond Agencies Ltd., Cecil W.R. Blackburn. Insurance Agency Ltd., notes, memos.	1978
✓ -9	"Insurance October '84 - December '85." Correspondence with Diamond Agencies Ltd., notes, memos.	1977

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<u>Box No. - File No.</u>	<u>Description</u>	<u>Date</u>
✓ -10	"Insurance October '84 - December '85." Correspondence with Diamond Agencies Ltd., notes, memos.	1976
✓ -11	"Insurance October '84 - December '85." Correspondence from Diamond Agencies Ltd., notes.	1975-76
✓ -12	"Insurance October '84 - December '85." Correspondence from Diamond Agencies Ltd., notes.	1974
Box 2 ✓ -13	"4 Encyclopedia Contracts McGuire / Marsh." Incorporation and Legal - Correspondence from Bryan Andrekson Barristers and Solicitors. re: amalgamation of Hurtig Publishers Ltd. and New Canadian Encyclopedia Publishing Ltd.	1984
✓ -14	"4 Encyclopedia Contracts McGuire / Marsh." Incorporation and Legal - Correspondence from Bryan Andrekson Barristers and Solicitors. re: continuation, copies of by-laws no.1 and 2, two share certificates.	1983-1979
✓ -15	"4 Encyclopedia Contracts McGuire / Marsh." Incorporation and Legal - Correspondence, minutes from Bryan Andrekson.	1983
Association ✓ -16	"4 Encyclopedia Contracts McGuire / Marsh." Incorporation and Legal - Certificate of incorporation, letter from Bryan Andrekson, <del>list</del> <i>Memorandum of</i> <del>of objects</del> of New Canadian Encyclopedia Publishing Ltd.	1979

<u>Box No. - File No.</u>	<u>Description</u>	<u>Date</u>
✓ -17	"4 Encyclopedia Contracts McGuire / Marsh." Dunwoody - Correspondence from Dunwoody and Company Chartered Accountants, copy of court decision McGraw - Hill Ryerson Ltd. v. The Queen.	1979
✓ -18	"4 Encyclopedia Contracts McGuire / Marsh." Dunwoody - New Canadian Encyclopedia Publishing Ltd. financial statements 29 June 1984, memos.	1984
✓ -19	"4 Encyclopedia Contracts McGuire / Marsh." Dunwoody - New Canadian Encyclopedia Publishing financial statements 31 March 1984 (preliminary and final).	1984
✓ -20	"4 Encyclopedia Contracts McGuire / Marsh." Dunwoody - Correspondence from Dunwoody Accountants, New Canadian Encyclopedia Publishing financial statements 31 March 1983.	1983
✓ -21	"4 Encyclopedia Contracts McGuire / Marsh." Dunwoody - New Canadian Encyclopedia Publishing Ltd. financial statements (preliminary and final) 31 March <del>1992</del> , correspondence. 1982	1982
✓ -22	"4 Encyclopedia Contracts McGuire / Marsh." Bonuses - Notes on employee incentives and bonuses.	[1984-85]
✓ -23	The Canadian Encyclopedia - Advertisement booklet.	[1984]
✓ -24	The Canadian Encyclopedia - Memo, reviews of other encyclopedias, letter re: science.	1975-84
✓ -25	The Canadian Encyclopedia - Quick Index .	1984

Box  
2

<u>Box No. - File No.</u>	<u>Description</u>	<u>Date</u>
✓ -26	The Canadian Encyclopedia - Background information, systems.	1980
✓ -27	The Canadian Encyclopedia - Talk to library science class, background information, talk to cabinet, specific information re: encyclopedia, etc.	[1981-84]
Box 3 ✓ -28	"23 Encyclopedia Britannica." Correspondence with Encyclopedia Britannica Publications Ltd., advertisements.	1985
✓ -29	"23 Encyclopedia Britannica." Old Material - Memos, correspondence with Encyclopedia Britannica Publications Ltd.	1985
✓ -30	"23 Encyclopedia Britannica." Old Material Invoices.	1985
✓ -31	"23 Encyclopedia Britannica." Old Material - Memos, advertisements, correspondence with Encyclopedia Britannica.	1985
✓ -32	"23 Encyclopedia Britannica." Money Received - Records of \$500.00 received from Encyclopedia Britannica.	1983
✓ -33	"23 Encyclopedia Britannica." Cost to Encyclopedia Britannica - Correspondence with Encyclopedia Britannica, New Canadian Encyclopedia Publishing Ltd., notes, memos.	1983-85
✓ -34	"23 Encyclopedia Britannica." Sale of Hurtig Books - Correspondence.	1984

<u>Box No. - File No.</u>	<u>Description</u>	<u>Date</u>
✓ -35	"23 Encyclopedia Britannica." Production - Memos, telegrams.	1983
✓ -36	"23 Encyclopedia Britannica." Contract - Correspondence with Encyclopedia Britannica, drafts of agreement between Encyclopedia Britannica and Hurtig Publishers relating to the sale of sets of the Canadian Encyclopedia.	1983-84
✓ -37	"23 Encyclopedia Britannica." Current - Memo.	1983
✓ -38	"23 Encyclopedia Britannica." World Sales - Correspondence.	1984
✓ -39	"23 Encyclopedia Britannica." Old Material - Correspondence with Encyclopedia Britannica, memos.	1984-85
✓ -40	"23 Encyclopedia Britannica." Old Material - Correspondence with Encyclopedia Britannica, Bryan Andrekson, press releases.	1983-84
✓ -41	"23 Encyclopedia Britannica." Old Material - Correspondence, drafts of agreement between Encyclopedia Britannica and Hurtig Publishers, notes, memos.	1983
✓ -42	"23 Encyclopedia Britannica." Old Material - Notes Correspondence with Encyclopedia Britannica.	1982
-43	"Canadian Encyclopedia." Correspondence re: potential funding and interest in encyclopedia with Canada Council, Alberta Culture, etc.	1976-79

Box  
3



<u>Box No. - File No.</u>	<u>Description</u>	<u>Date</u>
✓-44	"Canadian Encyclopedia." Notes, correspondence re: <u>Towards A Canadian Encyclopedia</u> document and requests for funding from premiers, etc.	1976
✓ -45	"Canadian Encyclopedia." Correspondence with John Evans (University of Toronto president), Ivon Owen, Morris Wolfe (editors), etc.	1976
✓ -46	"Canadian Encyclopedia." Notes, correspondence with T.H Best Printing Co. Ltd., etc. re: projected cost for printing.	1976
Box 3 ✓ -47	"Canadian Encyclopedia." Correspondence with Tim Porteous, etc. re: Canada Council funding.	1975
✓ -48	"Canadian Encyclopedia." Correspondence with Morris Wolfe. re: organization and budget of encyclopedia.	1975
✓ -49	"Canadian Encyclopedia." Correspondence re: support and endorsement for encyclopedia from various sources, Canada Council Negotiated Grants Section Budget Guide.	1976
✓ -50	"Canadian Encyclopedia." Correspondence, briefs re: Canada Council support, Learning, Materials Development Plan.	1975
✓ -51	"Canadian Encyclopedia." Correspondence re: Canada Council consideration, publication of French language edition, ad for New Columbia Encyclopedia.	1976
✓ -52	Canadian Encyclopedia Production. Administration Agenda for staff meeting, objectives.	1980

<u>Box No. - File No.</u>	<u>Description</u>	<u>Date</u>
✓-53	Canadian Encyclopedia Production. Benefits and Working Conditions - Conditions of employment.	[1980]
✓ -54	Canadian Encyclopedia Production. Expenses - Policies.	1980
✓ -55	Canadian Encyclopedia Production. Position Descriptions - Senior editors, assistants to editors, accounting clerk.	[1980]
✓-56	Canadian Encyclopedia Production. Organization Charts, Executive Committee.	1980-81
✓-57	Canadian Encyclopedia Production. Editorial Office Procedures, Editorial Planning.	[1980]
✓ -58	Canadian Encyclopedia Production. Background - Preamble, principles and form, notes on single - volume encyclopedia, compiling an article list, research.	[1980]
✓-59	Canadian Encyclopedia Production. Purpose.	[1980]
✓-60	Canadian Encyclopedia Production. Guidelines for Preparation of A-List.	[1980]
✓-61	Canadian Encyclopedia Production. Guidelines for Consultants.	[1980]
✓-62	Canadian Encyclopedia Production. National Advisors, Guidelines for Contributors.	1980

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3

Box No. - File No.

Description

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- Box  
3
- ✓ -63 Canadian Encyclopedia Production. Manuscript Deadlines, Editorial Schedule - relevant documents, information to be carried on VISI card. [1980]
  - ✓ -64 Canadian Encyclopedia Production. Specifications - Format recommendations, illustrations, projections. 1980
  - ✓ -65 Canadian Encyclopedia Production. Systems. [1980]
  - ✓ -66 Canadian Encyclopedia Production. Production Schedule, Critical Path - Implementation plan: A-list, systems, preliminary specifications, printing production schedule. 1980-81  
1984-85
  - ✓ -67 Canadian Encyclopedia Production. Systems Flow Chart - Editorial procedures, preparation of the article list. [1980]
  - ✓ -68 Canadian Encyclopedia Production. Goals and Objectives, Long Distance Calls - Purpose, major objectives; University of Alberta long distance policy. 1980-81
  - ✓ -69 Canada's Resources: Independence and Responsibility. Publication prepared by Mel Hurtig for Department of the Environment. (2 copies) 1974

Box 3

- Box  
4
- ✓ -1 "Encyclopedia Monthly Reports 1980 -." New Canadian Encyclopedia Publishing Ltd. 5 Year Budget. 1980-85

<u>Box No. - File No.</u>	<u>Description</u>	<u>Date</u>
✓ -2	"Encyclopedia Monthly Reports 1980 -." May 1980 - Letter to John Patrick Gillese, director Film and Literary Arts Branch Alberta Culture, monthly report, press release, outline of conceptual approach to development.	1980
/ -3	"Encyclopedia Monthly Reports 1980 -." June 1980 - Letter to John Patrick Gillese, monthly report, organization chart, implementation plans, position descriptions, guidelines for consultants.	1980
/ -4	"Encyclopedia Monthly Reports 1980 -." July 1980 - Letter to John Patrick Gillese, monthly report.	1980
✓ -5	"Encyclopedia Monthly Reports 1980 -." August 1980 - Letter, report.	1980
✓ -6	"Encyclopedia Monthly Reports 1980 -." September 1980.	1980
✓ -7	"Encyclopedia Monthly Reports 1980 -." October 1980.	1980
✓ -8	"Encyclopedia Monthly Reports 1980 -." November 1980. - Letter, report, news article.	1980
✓ -9	"Encyclopedia Monthly Reports 1980 -." December 1980, January, February, March 1981 - March letter, report, subject list and divisions, memorandum of agreement with contributor, directives to consultants.	1980-81
✓ -10	"Encyclopedia Monthly Reports 1980 -." Letter, report for July 1981.	1981

Box  
4

<u>Box No. - File No.</u>	<u>Description</u>	<u>Date</u>
✓ -11	"Encyclopedia #22 Nova." Correspondence with Nova Corporation, memos, notes.	1985
✓ -12	"Encyclopedia #22 Nova." Correspondence with Nova Corporation, memos, notes, orders, acknowledgement of gifts.	1984
✓ -13	"Encyclopedia #22 Nova." Press release, memos, correspondence with Nova Corporation.	1983-84
✓ -14	"Encyclopedia #22 Nova." Correspondence with Nova Corporation.	1982
✓ -15	"Encyclopedia Entries 20." Quick index, word distribution charts, correspondence, galleys, entries re: book publishing, interest, organized crime, Canadian elite.	1984
✓ -16	"Encyclopedia Entries 20." Article List - Biography index.	1984
✓ -17	"Encyclopedia Entries 20." Illustrations - Preliminary list.	[1984]
✓ -18	"Encyclopedia Entries 20." Biographies - Index.	1984
✓ -19	"Encyclopedia Entries 20." Maps, memos, list.	1983
✓ -20	"Encyclopedia Entries 20." Old - List of health topics.	1983
✓ -21	"Encyclopedia Production 24." Correspondence, memos re: orders, insurance, supplies, copyright, editing, etc.	1984-85

Box  
4

<u>Box No. - File No.</u>	<u>Description</u>	<u>Date</u>
✓-22	"Encyclopedia Production 24" Old - Correspondence, memos, re: binding, packaging, printing, etc.	1984-85
✓-23	"Encyclopedia Production 24." Costs - Correspondence, memos, re: prices for paper, printing, etc.	1983-87
✓-24	"Encyclopedia Production 24." Correspondence with Ronald - Federated Ltd.	1984
✓-25	"Encyclopedia Production 24." Insurance - memos, correspondence with Diamond Agencies, Reliable Life, Guthrie - Keilty - Bickerstaff Ltd, etc.	1984-85
✓-26	"Encyclopedia Production 24." Slip Case - Memo re: size.	1984
✓-27	"Encyclopedia Production 24." Fielder - Correspondence with Fielder - Ontario Paper Box Company.	1983
✓-28	"Encyclopedia Production 24." Ronald <sup>S</sup> Miscellaneous - Correspondence re: diversion of printing.	1984
-29	"Encyclopedia Production 24." Production Schedule - Billing, typesetting and assembly schedules.	1984
-30	"Encyclopedia Production 24." Print / Bind Contracts - Contract with Ronald <sup>S</sup> - Federated Western Limited, <del>production specifications, revised quotations, production schedule, process payment schedule, process payment schedule, purchase order,</del> contract between City of Edmonton and Bulletin Commercial Printers Ltd. for five years... 1978-1982	1978-84

BOX

4

<u>Box No. - File No.</u>	<u>Description</u>	<u>Date</u>
✓ -31	Editorial Procedures and Style Manual. Section I - Parts of encyclopedia, article formats, manuscript and directives to contributors, manuscript movement, editing, proofreading.	1981
✓-32	Editorial Procedures and Style Manual. Section II- General style and usage, spelling and distinctive treatment of words, punctuation, alphabetical arrangement, index, illustrations / captions / legends, bibliographies and further readings, abbreviations, tables.	1981
✓ -33	"Encyclopedia Government of Canada 18." Memos, correspondence re: repurchase of encyclopedias by Hurtig from Secretary of State, storage, issue over <u>Horizon Canada</u> masthead, etc.	1985
✓-34	"Encyclopedia Government of Canada 18." July 1st - Correspondence with Esmond Butler, Edmond Joly de Lotbinière, secretaries to Governor General Jeanne Sauvé, re: presentation of encyclopedia by Peter Loughheed, Mary LeMessurier on July 1st.	1985
✓-35	"Encyclopedia Government of Canada 18." Horizon Canada - Memo re: Minster's involvement with encyclopedia.	1985
✓ -36	"Encyclopedia Government of Canada." Contract - Invoices for shipment of encyclopedia to Department of Secretary of State, contract between Hurtig Publishers and Secretary of State, correspondence, memos, orders for encyclopedia from Secretary of State.	1982-84
✓ -37	"Encyclopedia Government of Canada." DOC - Memos re: eligibility for DOC grant.	1983

Box  
5

<u>Box No. - File No.</u>	<u>Description</u>	<u>Date</u>
✓ -38	" <u>Encyclopedia</u> Government of Canada." Proposal - Memos, correspondence with Canadian Studies, Department of Secretary of State, various senators, MPs, etc., proposal for government to purchase 20 000 sets, list of consultants.	1982-83
✓ -39	" <u>Encyclopedia</u> Government of Canada." French - Correspondence re: purchase of French copies of encyclopedia.	1983
✓ -40	" <u>Encyclopedia</u> Government of Canada." Dispersal - Correspondence re: selling and distribution of encyclopedias to government, etc.	1982-85
✓ -41	" <u>Encyclopedia</u> Government of Canada." Secretary of State Contract - National Program of Support for Canadian Studies Guide 1981-84, news release, correspondence.	1981-82
✓ -42	" <u>Encyclopedia</u> Government of Canada." Canada Council - Correspondence with Tim Porteous, - Acting Director Canada Council. re: proposed encyclopedia.	1975-79
✓ -43	" <u>Encyclopedia</u> Government of Canada." Miscellaneous / Old - Memos, Correspondence.	1981-83
✓ -44	"Electronics 26." Memos, correspondence, etc. re: marketing of encyclopedia in on-line form, development of game based on encyclopedia, etc.; proposal for Canadian flora and fauna videodisc / microcomputer database.	1985

Box  
5



Box No. - File No.DescriptionDate

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5
- ✓ -45 "Electronics 26." Meridian - Correspondence with Meridian Technologies Inc. re: packaging of encyclopedia database, license agreement between Hurtig Publishing and ESP Educational Software Products Inc., Meridian Annual Report 1985, ICON Educational Software Catalogue. 1985
- ✓ -46 "Electronics 26." IDON - Memos, correspondence with IDON Corporation, news clippings, Formative Evaluation Plan for Exemplary Software. 1984
- ✓ -47 "Electronics 26." CEM - Memos, news clippings, correspondence with CEM Corporation. 1984
- ✓ -48 "Electronics 26." Government - Memos, correspondence with government departments, Ontario Ministry of Education call for computer-based learning materials, proposal to Task Force on Service to the Public and New Canadian Encyclopedia Publishing Ltd., news clippings, correspondence with IDON, proposal, etc. 1982-84
- ~~Box 4~~
- ✓ -1 "Electronics 26." Infoglobe / Infomart - Memos, correspondence, news clippings with and re: Infomart. 1981-84
- ✓ -2 "Electronics 26." Q.L. Systems - Correspondence, agreement with Q.L. Systems and Hurtig Publishers for database. 1984-85
- ✓ -3 "Electronics 26." Sony - Memos, correspondence with Sony of Canada Ltd. 1984

<u>Box No. - File No.</u>	<u>Description</u>	<u>Date</u>
✓ -4	"Electronics 26." Other - Infomart overview, news clipping, ads, correspondence from and re: various electronics corporations.	1981-84
✓ -5	" <u>Encyclopedia</u> Financial 17." Memos, correspondence re: expenses, sales of first edition.	1984-85
✓ -6	" <u>Encyclopedia</u> Financial 17." Frank McGuire - Correspondence, memos to Frank McGuire re: expenses, highlights of McGuire contract.	1982-83
✓ -7	" <u>Encyclopedia</u> Financial 17." Assets - Fixed asset schedule New Canadian Encyclopedia Publishing Ltd.	1980-83
✓ -8	" <u>Encyclopedia</u> Financial 17." Publishing Revenue - Notes, charts re: revenue from Encyclopedia sales.	1984
✓ -9	" <u>Encyclopedia</u> Financial 17." Publishing Costs - Memos, correspondence with Ronald - Federated, etc. re: costs, budgets, cash flow, etc.	1984
✓ -10	" <u>Encyclopedia</u> Financial 17." Illustrations - Memos, correspondence re: artwork, cartography, etc.	1982-83
✓ -11	" <u>Encyclopedia</u> Financial 17." Banks / Investments - Financial statements April 1983 - June 1985, correspondence.	1982-85
✓ -12	" <u>Encyclopedia</u> Financial 17." McGuire Budgets - Correspondence with Frank McGuire, financial projections, financial statements, budget adjustments, etc.	1982-85

Box  
5

<u>Box No. - File No.</u>	<u>Description</u>	<u>Date</u>
✓-13	" <u>Encyclopedia</u> Financial 17." Monthly Statements - Financial statements, summaries, correspondence.	1983-85
✓-14	" <u>Encyclopedia</u> Government of Alberta 21." Memos, correspondence with Alberta Culture, invoices for Government of Alberta, etc.	1985
✓-15	" <u>Encyclopedia</u> Government of Alberta 21." Acknowledgement - Recognition for Alberta government support.	1984
✓-16	" <u>Encyclopedia</u> Government of Alberta 21." Additional Funds - Correspondence, memos re: corporate funding, interest on Alberta government grant.	1980-83
✓-17	" <u>Encyclopedia</u> Government of Alberta 21." Miscellaneous Correspondence / Old Material - Memos correspondence with Alberta Culture, etc., drafts of letters, acknowledgements.	1983-85
✓-18	" <u>Encyclopedia</u> Government of Alberta 21." Government Guarantee - Application for Alberta guaranteed loan, information and correspondence re: loan, news clippings.	1983
✓-19	" <u>Encyclopedia</u> After 1985 2." Second Edition - memo, correspondence re: potential revised edition of encyclopedia.	1983-84
✓-20	" <u>Encyclopedia</u> After 1985 2." Information Centre - Correspondence re: information centre proposal.	1981-82
✓-21	" <u>Encyclopedia</u> After 1985 2." Old Material - Correspondence, proposal for second edition of encyclopedia.	1984

Box  
5

Box  
6

<u>Box No. - File No.</u>	<u>Description</u>	<u>Date</u>
✓-22	" <u>Encyclopedia</u> Correspondence 5." Letters of congratulation for completion of encyclopedia, letters asking for information, responses, etc.	1985
✓-23	" <u>Encyclopedia</u> Correspondence 5." Orders for encyclopedia, letters requesting information, responses, etc.	1984
✓-24	" <u>Encyclopedia</u> Correspondence 5." Correspondence re: permission to use quotations of various people in publicity campaign for encyclopedia.	1983-84
✓-25	" <u>Encyclopedia</u> Correspondence 5." Letters requesting information re: encyclopedia, responses, etc.	1983-84
✓-26	" <u>Encyclopedia</u> Correspondence 5." Correspondence re: expenses, requests for information, responses, etc.	1982
✓-27	" <u>Encyclopedia</u> Correspondence 5." Memos, correspondence re: establishment and announcement of New Canadian Encyclopedia.	1979
✓-28	" <u>Encyclopedia</u> Correspondence 5." Memos, correspondence re: financial statements, Reader's Digest, etc.	1982
✓-29	" <u>Encyclopedia</u> Correspondence 5." Correspondence re: encyclopedia articles, employee evaluations, agendas, etc.	1981
✓-30	" <u>Encyclopedia</u> Correspondence 5." Correspondence re: progress of encyclopedia.	1980

Box  
6

<u>Box No. - File No.</u>	<u>Description</u>	<u>Date</u>
✓ -31	" <u>Encyclopedia</u> Correspondence 5." Correspondence re: initial organization of encyclopedia.	1979
✓ -32	" <u>Encyclopedia</u> Correspondence 5." Correspondence re: proposals for encyclopedia.	1978
✓ -33	"Encyclopedia Design and Specifications 6." Memos, correspondence re: orders, shipping for printing supplies, etc.	1984-85
✓ -44	"Encyclopedia Design and Specifications 6." End papers - Memos, correspondence re: design, costs for endpapers.	1984
✓ -45	"Encyclopedia Design and Specifications 6." Separations - Memo, correspondence re: colour houses.	1983
✓ -46	"Encyclopedia Design and Specifications 6." Spine Design - Memos, foil pull chart.	1984
✓ -47	"Encyclopedia Design and Specifications 6." Design - Memos, correspondence re: office rental, schedules, design details, etc.	1982-85
✓ -48	"Encyclopedia Design and Specifications 6." Slip Case - Correspondence with Fielder - Ontario Paper Box Company, etc., memos.	1983-84
✓ -49	"Encyclopedia Design and Specifications 6." Cardboard Carton - Memos, correspondence re: artwork, cost, etc. for cartons.	1983-85

Box  
6

<u>Box No. - File No.</u>	<u>Description</u>	<u>Date</u>
✓-50	"Encyclopedia Design and Specifications 6." Specifications - Memos, correspondence re: specification changes for preparation and printing, binding, slip case, finished sets, packaging and shipping cartons, production schedule.	1984 <sup>3</sup> -84
✓-51	"Encyclopedia Design and Specifications 6." Cloth - Memos, correspondence, Columbia Finishing Mills price list re: linen for encyclopedias.	1983-85
✓-52	"Encyclopedia Design and Specifications 6." Type - Price quotations, samples of print.	May 1, 1984 <del>n.d.</del>
✓-53	"Encyclopedia Correspondence Continued 5A." Correspondence re: encyclopedia price, orders, information, etc.	1985
Box 6 ✓-54	"Encyclopedia Correspondence Continued 5a." Correspondence re: encyclopedia price, orders, information, etc.	1984
✓-55	"Encyclopedia Correspondence Continued 5A." Correspondence re: encyclopedia orders, congratulations, etc., responses.	1985
✓-56	"Encyclopedia Correspondence Continued 5A." Correspondence re encyclopedia orders, complaints, etc.	1984
✓-57	"Encyclopedia Correspondence Continued 5A." Correspondence re: early orders, information for encyclopedia content, etc.	1984

Box No. - File No.DescriptionDate

Box 6

- ✓ -58 "Encyclopedia Correspondence Continued 5A."  
Correspondence re: information on encyclopedia,  
etc. 1980-84

Box 5

- ✓ -1 "Old Design 6A." Old Material - Diagrams for  
encyclopedia design, correspondence re: packaging,  
other details. 1982-84
- ✓ -2 "Old Design 6A." Old Material - Memos,  
correspondence re: slip cases, endpapers, etc. 1982-84
- ✓ -3 "Old Design 6A." Old Material - Memos,  
correspondence re: linen. 1983
- ✓ -4 "Old Design 6A." Old Material - Memos,  
correspondence re: binding, packaging, etc. 1981-83
- ✓ -5 "Old Design 6A.: Old Material - Memos,  
correspondence re: design specifications,  
quantities, etc. 1982-83
- ✓ -6 "Old Design 6A." Old Material - Memos,  
correspondence re: exterior design of  
encyclopedias: colour, slip cases, cloth, etc,  
linen samples. 1982-83
- ✓ -7 "Old Design 6A." Old Material - Memos,  
correspondence re: cloth, slipcases, cardboard  
cartons, artwork, etc. 1982
- ✓ -8 "Old Design 6A." Old Material - Memos,  
correspondence re: slipcases, artwork, etc. 1982-83

Box  
7

<u>Box No. - File No.</u>	<u>Description</u>	<u>Date</u>
✓-9	"Old Design 6A." Old Material - Memos, meetings etc. re: design specifications.	1980-82
✓-10	"Old Design 6A." Old Material - Memos, correspondence re: price quotations, type samples, format, etc.	1975-79
✓-11	" <u>Encyclopedia</u> Editorial 7." Memos, correspondence re: alterations, complaints about exclusion of contributions, memorandum of agreement, etc.	1983-85
✓-12	<u>Encyclopedia</u> Editorial 7." Copies of forward / preface for encyclopedia.	[1984]
✓-13	" <u>Encyclopedia</u> Editorial 7." Memos, correspondence, reports re: length of material, proofreading, etc.	1983-84
✓-14	" <u>Encyclopedia</u> Editorial 7." Illustrations - Memos, correspondence re: illustrations, graphs, photographs, maps, captions; list of artwork.	1983-84
✓-15	" <u>Encyclopedia</u> Editorial 7." The Front of the Book - Memos, correspondence re: credit text, colophon, copyright page, acknowledgements, etc.	1984
✓-16	" <u>Encyclopedia</u> Editorial 7." Index - Memos, correspondence, samples re: index.	1983
✓-17	" <u>Encyclopedia</u> Editorial 7." Carlotta - Correspondence from Carlotta Lemieux re: freelance editing work for encyclopedia.	1983-84
✓-18	" <u>Encyclopedia</u> Editorial 7." Proofreading - Memos.	1983

Box  
7



<u>Box No. - File No.</u>	<u>Description</u>	<u>Date</u>
✓-19	" <u>Encyclopedia</u> Editorial 7." Schedule - Schedules for editing, proofreading, typesetting, etc; memos, correspondence, progress reports, word distribution chart.	1983-84
✓-20	" <u>Encyclopedia</u> Southam Inc. 15." Torstar - Correspondence with Torstar Corporation.	1983-84
✓-21	" <u>Encyclopedia</u> Southam Inc. 15." Globe and Mail - Correspondence: relationship between <u>Globe</u> and <u>Canadian Encyclopedia</u> .	1983-84
✓-22	" <u>Encyclopedia</u> Southam Inc. 15." Old Material / Contract - Correspondence, memos re: agreement between Southam Murray and Hurtig Publishers for printing.	1983
Box 7 ✓-23	" <u>Encyclopedia</u> Southam Inc. 15." Newspapers - Memos, correspondence with Southam Newspapers re: advertising rates.	1983
✓-24	" <u>Encyclopedia</u> Southam Inc. 15." Printer - Memos, correspondence re: Southam / Hurtig agreement, etc.	1981-82
✓-25	" <u>Encyclopedia</u> Editorial 7A." Editorial Reports - Monthly reports, manuscript status reports, minutes, correspondence, memos.	1983
✓-26	" <u>Encyclopedia</u> Editorial 7A." Editorial Reports - Memos, correspondence, minutes, monthly reports, editorial progress report, report on state of commissioning, etc.	1982
✓-27	" <u>Encyclopedia</u> Editorial 7A." Editorial Reports - memos, correspondence re: editor's reports, goals, etc.	1980-81

<u>Box No. - File No.</u>	<u>Description</u>	<u>Date</u>
✓-28	" <u>Encyclopedia</u> Editorial 7A." Freelance - Memos, correspondence re: freelance editing.	1982-83
✓-29	" <u>Encyclopedia</u> Editorial 7A." Samples - Encyclopedia articles re: the National Film Board, Canadian Expeditionary Force, League of Nations, Irish Mass, Lend-lease, with editing comments.	[1982]
✓-30	" <u>Encyclopedia</u> Editorial 7A." Illustrations - Memos, correspondence re: artwork, photographs, captions, credits, format, etc.	1983-84
✓-31	" <u>Encyclopedia</u> Editorial 7A." Maps - Lists of maps, descriptions of different types.	1983
✓-32	" <u>Encyclopedia</u> Editorial 7A." Style - Guides to general style and usage, abbreviations.	1983
✓-33	" <u>Encyclopedia</u> Editorial 7A." Miscellaneous - Memos, correspondence re: length, samples, acknowledgement page, etc.	1983
✓-34	" <u>Encyclopedia</u> Editorial 7A." Old - Memos, correspondence.	1983
✓-35	" <u>Encyclopedia</u> Sales and Distribution 14." Memos, correspondence re: orders.	1985
✓-36	" <u>Encyclopedia</u> Sales and Distribution 14." Contributors / Consultants - Memos, correspondence re: trust account.	1982-84

Box  
7

Box No. - File No.DescriptionDate

- ✓-37 "Encyclopedia Sales and Distribution 14." Correspondence re: Advance Sales Entered Already - Memos, correspondence with congratulations, orders, etc. 1984
- ✓-38 "Encyclopedia Sales and Distribution 14." Special Offers - Memos, ads. 1984
- ✓-39 "Encyclopedia Sales and Distribution 14." University of Toronto - Memos, correspondence with University of Toronto Bookstore, Alumni Affairs. 1983-84
- ✓-40 "Encyclopedia Sales and Distribution." University of Alberta - Memos, correspondence with U of A Alumni Affairs. 1983-84
- Box  
7  
✓-41 "Encyclopedia Sales and Distribution." University of British Columbia - Memos, correspondence with UBC Alumni Association. 1984
- ✓-42 "Encyclopedia Sales and Distribution." Alberta Teachers' Association - Memos, correspondence with A.T.A. re: offer. 1983-84
- ✓-43 "Encyclopedia Sales and Distribution." Contributions and Consultants - Memos, correspondence re: trust account, payment for contributors, consultants, etc. 1984-85
- ✓-44 "Encyclopedia Sales and Distribution." Canadian Commercial Bank - Memos, correspondence re: offer to employees. 1984
- ✓-45 "Encyclopedia Sales and Distribution." University of Calgary - Memos, correspondence with U of C Alumni Affairs. 1982-84

<u>Box No. - File No.</u>	<u>Description</u>	<u>Date</u>
✓ -46	" <u>Encyclopedia</u> Sales and Distribution." Others - Memos, correspondence with other institutions, government departments, etc.	1982-84
✓ -47	" <u>Encyclopedia</u> Sales and Distribution." Terms - Memos re: sales, discounts.	1984
Box 7 ✓ -48	" <u>Encyclopedia</u> Sales and Distribution." Salesmen - Memos, correspondence re: marketing of encyclopedia.	1984-85
-49	" <u>Encyclopedia</u> Sales and Distribution." Chargex, Etc. - Agreements, applications for affiliation, correspondence with American Express, Master Card, Chargex.	1983
-50	" <u>Encyclopedia</u> Sales and Distribution." Miscellaneous - Article re: Academic American Encyclopedia.	1980
-51	" <u>Encyclopedia</u> Sales and Distribution." Old - Memos, correspondence.	1984
Box 8 -52	" <u>Encyclopedia</u> Sales and Distribution." Term - Memos, receipts, correspondence re: term deposit, sales, etc.	1983-84
-53	"3A." Draft letter for progress report, correspondence re: appreciation for work.	1983
-54	"3A." Draft of letter for National Advisers' honorariums, position description, memos, correspondence, staff directory.	1982
-55	"3A." List of consultants, position descriptions,	

<u>Box No. - File No.</u>	<u>Description</u>	<u>Date</u>
	political article list, lists of contributors.	1981
-56	"3A." Letter from Bryan Andrekson Barristers and Solicitors re: Sandra Monteath wrongful dismissal lawsuit.	1982
-57	"3A." Folio article re: encyclopedia, correspondence with consultants, report of Harald Bohne.	1981
-58	"3A." Memos, correspondence re: National Advisory Board.	1979-80
-59	"3A." Curriculum vitae, memos, correspondence with and re: Frank McGuire.	1980
-60	"3A." Correspondence re: offers of contributions, "Report of the Commission on Canadian Studies - To Know Ourselves." by Dr. T.H.B Symons.	1976-80
-61	"3A." Ads for editor-in-chief position, correspondence with resumé of Diana Palting.	1980
-62	"3A." Memos, correspondence re: proposed changes complaints of Sandra Monteath towards Frank McGuire, welcoming participants in project, addresses of advisors.	1981
-63	"Non-Deposit Advances Retail and Wholesale Sales 14E." Old - List of shipments from Ottawa, memos, correspondence re: orders, shipping.	1985
-64	"Non-Deposit Advances Retail and Wholesale Sales 14E." Woodward - Memos, correspondence re: orders.	1985

Box  
8

<u>Box No. - File No.</u>	<u>Description</u>	<u>Date</u>
-65	"Non-Deposit Advances Retail and Wholesale Sales 14E." Mainland Magazine - Memos, correspondence re: orders.	1985
-66	"Non-Deposit Advances Retail and Wholesale Sales 14E." Wholesalers - Memos, correspondence re: wholesale accounts.	1984-85
-67	"Non-Deposit Advances Retail and Wholesale Sales 14E." Book Stores - Memos, correspondence re: orders.	1984-85
-68	"Non-Deposit Advances Retail and Wholesale Sales 14E." The Bay - Memos, correspondence re: orders.	1982-85
-69	"Non-Deposit Advances Retail and Wholesale Sales 14E." Canadian Booksellers Association - Memos, correspondence re: orders.	1983-85
-70	"Non-Deposit Advances Retail and Wholesale Sales 14E." Classic - Memos, correspondence re: orders.	1983-85
-71	"Non-Deposit Advances Retail and Wholesale Sales 14E." Coles - Memos, correspondence re: orders.	1984-85
-72	"Non-Deposit Advances Retail and Wholesale Sales 14E." Eatons - Memos, correspondence re: orders.	1982-86
-73	"Non-Deposit Advances Retail and Wholesale Sales 14E." W.H. Smith - Memos, correspondence re: orders.	1983-85

Box  
8

<u>Box No. - File No.</u>	<u>Description</u>	<u>Date</u>	
-74	"Non-Deposit Advances Retail and Wholesale Sales 14E." Old - Memo, correspondence re: bookstore orders, distribution of encyclopedia.	1984	
<del>Box 6</del>			
-1	"Encyclopedia Financial (Old Material) 17A." Memos, correspondence, cash flow charts, revenue projection charts, etc.	1983	
Box 8	-2	"Encyclopedia Financial (Old Material) 17A." Revenue projections, memos, correspondence re: budget, prices, etc.	1982-83
	-3	"Encyclopedia Financial (Old Material) 17A." Production and printing quotations, cash flow projection.	1981-85
	-4	"Encyclopedia Financial (Old Material) 17A." Memos, correspondence with Dunwoody Accountants, financial statements, budget projections, etc.	1980-86
	-5	"Encyclopedia Financial (Old Material) 17A." Memos, correspondence re: budget projections, etc	1979-80
	-6	"Encyclopedia Financial (Old Material) 17A." Memos, correspondence re: budget projections, etc.	1976-79
	-7	"Encyclopedia Financial (Old Material) 17A." Memos, correspondence re: expenditures.	1980-81

<u>Box No. - File No.</u>	<u>Description</u>	<u>Date</u>
-8	"Encyclopedia Financial (Old Material) 17A." Budget projections, price quotations, memos, correspondence, etc.	1982-83
-9	"Encyclopedia Financial (Old Material) 17A." Memos, correspondence re: lease agreement, budget, investment, advance sales, etc.	1982-83
-10	"Encyclopedia Financial (Old Material) 17A." Memos, correspondence re lease agreement, budget projections, etc.	1981-85
-11	"Encyclopedia Financial (Old Material) 17A." Financial statements, projections, expenditures, etc.	1980-82
-12	"Encyclopedia Financial (Old Material) 17A." Memos, correspondence re: trust account, financial statements, costs, etc.	1984-85
-13	"Export 14G." Memos, correspondence with Maruzen Book Purchasing, pamphlets, etc. re: foreign sales of Canadian Encyclopedia.	1984-85
-14	"Export 14G." Correspondence re: chargeback sheets; customer account statements, invoices.	1984-85
-15	"Export 14G." Memos, correspondence re: unacknowledged invoices of W.H. Smith.	1983-85
-16	"Export 14G." Invoices, etc for W.H. Smith.	1984-85
-17	"Export 14G." Correspondence, customer account statements, invoices, etc. from W.H. Smith.	1983-84

Box  
8



Box No. - File No.DescriptionDate

-18 "Export 14G." Correspondence, customer account statements, invoices, etc. from W.H. Smith. 1984

-19 "Export 14G." Customer account statements, invoices, etc. from W.H. Smith. 1982-83

-20 "Export 14G." Remittance advice notices, invoices, etc. from W.H. Smith. 1984-85

-21 "Export 14G." Remittance advice notices, invoices, correspondence, etc. from W.H. Smith. 1983-84

-22 "Export 14G." Invoices, etc. from W.H. Smith. 1984-85

-23 "Encyclopedia Deposits 14I." Deposits - Memos, re: receipts for deposits. 1984-85

-24 "Encyclopedia Deposits 14I." Deposits - Memos re: receipts for deposits, September to December. 1984

-25 "Encyclopedia Deposits 14I." Deposits - Memos re: receipts for deposits, May to August. 1984

-26 "Encyclopedia Deposits 14I." Deposits - Memos, notes re: receipts, deposit reconciliation, etc. April to May. 1984

-27 "Encyclopedia Clippings 4A." News clippings re: encyclopedia. 1985

-28 "Encyclopedia Clippings 4A." News clippings re: encyclopedia, Innovation and the Universities by Harry E. Gunning. 1984

Box  
8

Box  
9

<u>Box No. - File No.</u>	<u>Description</u>	<u>Date</u>
-29	" <u>Encyclopedia</u> Clippings 4A." News clippings re: encyclopedia.	1983
-30	" <u>Encyclopedia</u> Clippings 4A." News clippings re: encyclopedia.	1982
-31	" <u>Encyclopedia</u> Clippings 4A." News clippings re: encyclopedia.	1976-80
-32	" <u>Encyclopedia</u> Clippings 4A." Articles re: New Columbia Encyclopedia, list of one-volume encyclopedias, directory of U.S. publishers, article re: Encyclopedia Canadian, excerpts from Encyclopedia Britannica, article re: making of encyclopedias, news clippings.	1957-67 1975-81
-33	"Sales / Old Material 4H." Old Material - "Foreign Government Representatives in Canada 1982."	1982
-34	"Sales / Old Material 14H." Old Material - Sales chart, correspondence re: sales, commissions, article.	1982-83
-35	"Sales / Old Material 14H." Old Material - Memos, correspondence re: sales, funds, etc.	1982-83
-36	"Sales / Old Material." Old Material - Memos re: funds, term deposit chart, receipts, etc.	1983-84
-37	"Sales / Old Material." Old Material - Article re: Board of Commerce Act, correspondence re: trust account, etc.	1981-84

Box  
9

<u>Box No. - File No.</u>	<u>Description</u>	<u>Date</u>
Box 9	-38 "Sales / Old Material." Old Material - Advance sales chart, correspondence re: meetings, sales, information about encyclopedia, article re: Academic American Encyclopedia.	1982-83
	-39 "14I." Deposits - Memos re: encyclopedia deposits, June to July.	1985
	-40 "14I." Deposits - Memos re: encyclopedia deposits, September to December.	1985
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Box 10	-41 "14I." Deposits - Memos re: encyclopedia deposits, August.	1985
	-42 " <u>Encyclopedia</u> University of Alberta 16." Excerpts from Folio, correspondence with various members of the University Community, memos.	1985
	-43 " <u>Encyclopedia</u> University of Alberta 16." Memos, correspondence re: evaluation and donation of encyclopedia archival material, resumé for Stanley D. Hanson, etc.	1984
	-44 " <u>Encyclopedia</u> University of Alberta 16." Memos, correspondence re: donation, etc. of cultural property, agreements with University, Revenue Canada pamphlet, etc.	1983
	-45 " <u>Encyclopedia</u> University of Alberta 16." Memos, correspondence re: advance sales to University Staff.	1982-83
	-46 " <u>Encyclopedia</u> University of Alberta 16." Memos, correspondence re: Encyclopedia Canadian, agreement with University.	1980

<u>Box No. - File No.</u>	<u>Description</u>	<u>Date</u>
-47	" <u>Encyclopedia</u> University of Alberta 16." Correspondence with President Myer Horowitz re: agreement with University.	1979
-48	" <u>Encyclopedia</u> University of Alberta 16." Memos, correspondence re: agreement with University, drafts of agreement for space.	1980-81
<del>Box 7</del>		
-1	" <u>Encyclopedia</u> Mail Order 11." Memo, correspondence re: mail order sales of encyclopedia.	1982-84
-2	" <u>Encyclopedia</u> Mail Order 11." World Book - Memos.	1982
-3	" <u>Encyclopedia</u> Mail Order 11." Reader's Digest - Memos, correspondence with Reader's Digest Association re: marketing, promotion, etc.	1981-82
-4	" <u>Encyclopedia</u> Mail Order 11." Grolier - Correspondence re: Encyclopedia Canadian.	1980-81
-5	" <u>Encyclopedia</u> Mail Order 11." Other - Memos, correspondence re: mail rights.	1981-82
-6	" <u>Encyclopedia</u> Miscellaneous 12." Memos, notes.	1984
-7	" <u>Encyclopedia</u> Miscellaneous 12." Letter re: signing authority, list of encyclopedias.	1984-81
-8	" <u>Encyclopedia</u> Miscellaneous 12." Memos, correspondence re: Canada Council, application to Canada Council.	1976

Box  
10

<u>Box No. - File No.</u>	<u>Description</u>	<u>Date</u>
-9	" <u>Encyclopedia</u> Miscellaneous 12." Memos, correspondence re: name of encyclopedia, appointment of positions; notes.	1980
-10	" <u>Encyclopedia</u> Miscellaneous 12." Memos re: keyboarding, dismissal of Sandra Monteath, statement of claim in court case - Monteath vs. New Canadian Encyclopedia Publishing.	1981
-11	" <u>Encyclopedia</u> Miscellaneous 12." Organization charts for computing / printing services, New Canadian Encyclopedia Publishing; insurance proposal; memos, correspondence re: support, systems requirements.	1980
-12	" <u>Encyclopedia</u> Miscellaneous 12." Correspondence re: advice, etc. from Random House, Columbia, McGraw-Hill; position descriptions, employment conditions, etc.	1980
-13	" <u>Encyclopedia</u> Miscellaneous 12." Memos, correspondence re: automation, historical editor position, etc.	1980
-14	" <u>Encyclopedia</u> Miscellaneous 12." Correspondence re: encyclopedia, report re: public access information system.	1979-80
-15	" <u>Encyclopedia</u> Fund Raising 10." News clippings re: fund raising.	1983
-16	" <u>Encyclopedia</u> Fund Raising 10." Ottawa / Enterprise Development - Correspondence, application re: Enterprise Development Program.	1982

Box  
10

<u>Box No. - File No.</u>	<u>Description</u>	<u>Date</u>
-17	" <u>Encyclopedia</u> Fund Raising 10." Banks - News clippings, correspondence with Sister Catherine Wallace, Chairman Atlantic Provinces Higher Education Commission.	1981
-18	" <u>Encyclopedia</u> Fund Raising 10." Foundations - Pamphlets from Canadian Centre for Philanthropy, Correspondence re: support for encyclopedia.	1982-83
-19	" <u>Encyclopedia</u> Fund Raising 10." Corporations - Correspondence re: corporation presentations of encyclopedia, corporate sponsorship, column by Allan Fotheringham, etc.	1981-83
-20	" <u>Encyclopedia</u> Fund Raising 10." Gunning - Correspondence with Harry Gunning, memos re: his position as fund raiser.	1981-83
-21	" <u>Encyclopedia</u> Fund Raising 10." Miscellaneous - Draft of fund raising letter, correspondence, Canadian Encyclopedia pamphlet.	1981
-22	" <u>Encyclopedia</u> Consultants, Contributors, and Staff 3." Correspondence re: complementary encyclopedias, draft letters to editors, advisory board, list of national advisors, staff; pamphlet.	1985
-23	" <u>Encyclopedia</u> Consultants, Contributors, and Staff 3." Consultants - Lists of consultants by province and alphabetically.	1983
-24	" <u>Encyclopedia</u> Consultants, Contributors, and Staff 3." Contributors - Correspondence, lists re: late contributors, index of contributors and titles.	1983-84

Box  
10

Box No. - File No.DescriptionDate

- 25 "Encyclopedia Consultants, Contributors, and Staff 3." National Advisory Board - Memos, correspondence with and re: national advisors, summaries of Advisory Board concept, minutes of National Advisory Board meeting. 1980-82
- 26 "Encyclopedia French Edition 9." Memos, correspondence; news clippings re: Stanké. 1984-85
- 27 "Encyclopedia French Edition 9." Orders - Memo. 1984
- 28 "Encyclopedia French Edition 9." Contracts - Memos, correspondence with Bruno Bulota, Vice - President Stanké, contracts, agreement, correspondence with Bryan Andrekson Barristers and Solicitors, minutes. 1983-84
- 29 "Encyclopedia French Edition 9." Memos, correspondence with Bruno Bulota, Michel de la Cheneliere, etc. re: French edition, bankruptcy. 1981-83
- 30 "Encyclopedia French Edition 9." Old Material - Memos, correspondence re: contract. 1983-84
- 31 Encyclopedia Subjects. List of subjects, summary of word distribution. 1981
- 32 Encyclopedia Subjects. Topic Breakdowns A-B. 1980
- 33 Encyclopedia Subjects. Topic Breakdowns C-E. 1980
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- 34 Encyclopedia Subjects. Topic Breakdowns F-H. 1980

Box

10

Box  
11

<u>Box No. - File No.</u>	<u>Description</u>	<u>Date</u>
-35	Encyclopedia Subjects. Topic Breakdown I-K.	1980
-36	Encyclopedia Subjects. Topic Breakdown L-M.	1980
-37	Encyclopedia Subjects. Topic Breakdown N-Q.	1980
-38	Encyclopedia Subjects. Topic Breakdown R-S.	1980
-39	Encyclopedia Subjects. Topic Breakdown T-Z.	1980
-40	"Encyclopedia Free and Complimentary Copies." Memos, correspondence re: copies of encyclopedia.	1984-85
-41	"Encyclopedia Free and Complimentary Copies." Review / Presentation Letters - Memo re: review sets, letter from Peter Loughheed for insertion in encyclopedia.	[1985]
-42	"Encyclopedia Free and Complimentary Copies." Complimentary - Memos, correspondence, lists, etc.	1984-85
-43	"Encyclopedia Free and Complimentary Copies 8." Schools - Memos, correspondence re: copies for schools, shipping instructions, etc.	1985
-44	"Encyclopedia Free and Complimentary Copies 8." Schools - Memos, correspondence re: copies for schools and libraries, statistics for numbers of schools in each province, etc.	1980-84

Box  
11



<u>Box No. - File No.</u>	<u>Description</u>	<u>Date</u>
-45	"Encyclopedia Free and Complimentary Copies 8." Independent Schools - Memos, correspondence re: statistics for independent schools in each province.	1983-84
-46	"Encyclopedia Free and Complimentary Copies 8." Libraries - Memos, correspondence re: statistics for libraries in each province.	1983-84
-47	"Encyclopedia Free and Complimentary Copies 8." Contract - Correspondence, contract sections relating to free copies for schools, libraries, etc.	1982
-48	"Encyclopedia Free and Complimentary Copies 8." Diplomatic Posts Abroad - Business Directory of Canadian Trade Representation Abroad.	1984
-49	"Encyclopedia Free and Complimentary Copies 8." Old Material - Memos, correspondence extending thanks from Mel Hurtig, etc.	1983-85
-50	" <u>Encyclopedia</u> Reports 13." Schedules - Administration / technical schedule, summary of goals.	1982-83
-51	" <u>Encyclopedia</u> Reports 13." Annual Reports - Correspondence, annual reports, summaries of goals.	1981-85
-52	" <u>Encyclopedia</u> Reports 13." Monthly Reports - Memos, correspondence, monthly reports to John Patrick Gillese, director Film and Literary Arts Branch Alberta Culture.	1983-84

Box

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<u>Box No. - File No.</u>	<u>Description</u>	<u>Date</u>
-53	" <u>Encyclopedia</u> Reports 13." Monthly Reports - Reports to John Patrick Gillese, director Film and Literary Arts Branch Alberta Culture.	1981-82
-54	" <u>Encyclopedia</u> Reports 13." Minutes - Executive committee meeting, October 8.	1980
-55	"Editorial 7B." Old Material - Memos, correspondence re: encyclopedia articles.	1984
-56	"Editorial 7B." Old Material - Memos, correspondence re: corrections, format, prelims.	1983
-57	"Editorial 7B." Old Material - Memos, correspondence re: acknowledgements, prelims, etc.	1983
-58	"Editorial 7B." Old Material - Memos, correspondence re: illustrations, photographs, slides, maps, etc.	1983
-59	"Editorial 7B." Old Material - Memos, correspondence re: galleys, editing, etc.	1983
-60	"Editorial 7B." Old Material - Memos, correspondence re: commissioning of articles, payment, etc.	1984
-61	"Editorial 7B." Old Material - Memos, correspondence re: editing: part of index.	1983
-62	"Editorial 7B." Old Material - Correspondence re: reports, schedules, etc.	1983

Box  
18

Box No. - File No.DescriptionDate

Box

11

-63	"Editorial 7B." Old Material - Memos, correspondence re: reports, editing, goals.	1982
-64	"Editorial 7B." Old Material - Ad for reference books, letter re: editorial in Alberta Report.	1983