

Juillet 94

**Non Commercial Recordings  
Template Codes**

**SQ** ....sequence number  
**FN** ....fonds number  
**CN** ....collection name  
**IN** ....item accession number  
**OD** ....organization date  
**CP** ....copyright info  
**RD** ....recording date  
**CI** ....circumstance of recording  
**BD** ....broadcast date  
**PF** ....performers  
**TI** ....collective title  
**CO** ....composer  
**CT** ....contents  
**NS** ....number of sides  
**DR** ....duration time  
**NB** ....other information  
**CR** ....carrier  
**MT** ...material  
**SZ** ....size  
**SP** ....playback speed  
**PM** ...playback mode mono/stereo/quad/etc  
**TC** ....track configuration  
**DR** ....reel dub number  
**DD** ....DAT dub number  
**DC** ....cassette dub number  
**NC** ....conservation notes  
**\$**

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**Royal Canadian College of Organists Fonds - MUS 166**  
**Recorded Sound**

FN MUS 166

CN Royal Canadian College of Organists

IN T7-512

OD June, 1994

RD September 17, 1977

PF Various

TI Festival Service

CT Festival Service in Knox Presbyterian Church Ottawa

NS 1

NB Pamphlet intact

CR Tape Reel (7)

\$

**Royal Canadian College of Organists Collection  
1985-13  
Commercial Recordings**

Performer	Robert Fleming
Label & no.	CAPAC QC1268
Title	Ballet Introduction; Almost Waltz; A Two-Piece Suite
Format	45
notes	

ROYAL CANADIAN COLLEGE OF ORGANISTS' COLLECTION

1992-19

Preliminary processing report

Date of accession: March 1992.

Inclusive dates: 1892-1991, no date.

Description:

National Office:

Manuscript and printed annotated scores of organ music (most of the annotations have been made by Ernest MacMillan and James Hopkirk); one harmony treaty.

Dimension: 60 cm.

~~Ottawa Centre: 0~~

~~Correspondence, minutes of meetings, reports, budgets, financial statements, programmes, newsletters, clippings, advertisements, publications, invoices, cheques, receipts, membership applications, recordings (3 tapes, one record), photos (39 prints, 18 negatives).~~

see new list

~~dimension: 1.05 metres~~

Documents/duplicates removed:

3 cm. of exercises for choir,  
9 cm. of programmes, minutes of meetings,  
reports, blank forms, advertisements, newspapers, publications.

Boxing: March 23-27, 1992; 2 upright boxes; 4 flat boxes (small); ~~235~~ 102 folders (1-102: National Office; ~~103-235: Ottawa Centre~~).

*André Williot*

André Williot,  
March 24, 1992.

\* N.B.: preliminary processing has not been done for



MUSIC DIVISION - ARCHIVE'S PRELIMINARY PROCESSING FORM  
DIVISION DE LA MUSIQUE - BORDEREAU DE TRAITEMENT PRÉLIMINAIRE DES DOCUMENTS D'ARCHIVES

Title of Fonds / Titre du fonds

ROYAL CANADIAN COLLEGE OF ORGANISTS - National Office

File Code of the Fonds (Accession Number) / Cote de fonds (Numéro d'acquisition)

~~1985-13~~ 1992-19

Box Number / Numéro de boîte

1

Dimension

20 cm

Restrictions

Medium / Support

Recorded Sound / Enregistrement sonore  Audiovisual / Audiovisuel  Machine Readable / Ordinolingué  Photographic / Photographique  Printed / Imprimé

Paper / Papier PRINTED + MANUSCRIPTS  Other: / Autre: \_\_\_\_\_

FOLDER CHEMISE	DESCRIPTION	CM	DATE(S)
1	SCORES (M)	2 ITEMS	ND
2	SCORE (M+P)	1 ITEM	ND, c. 1920
3	"CANADIAN COMPOSERS; M-C-M" COMPOSITIONS - COMPOSERS LISTS, SCORES (M+P) CORRESPONDENCE	2.5 cm	1911-1973
4	SCORES (M)	2 ITEMS	c. 1954-1966
5	SCORES (M+P)	2 ITEMS	1972-ND
6	"CANADIAN COMPOSERS, A-B"		
7	SCORES (P), CORRESPONDENCE "CANADIAN COMPOSERS, C-D" SCORES (P+M)	1 cm	1973, c. 1948-1971
8	SCORE (M), VOCAL EXERCISES	3 ITEMS	1962, ND
9	SCORES (M)	2 ITEMS	1972-ND
10	"MANUSCRIPTS FLORENCE CLARK" SCORES (M), CORRESPONDENCE	.4 cm	1967-1976, ND
11	SCORES (M) BY FLORENCE CLARK	4 ITEMS	ND
12	SCORES (M+P)	.4 cm	1955-1970, ND
13	SCORE (P) ANNOTATED	1 ITEM	c. 1923
14	SCORES (P) "	2 ITEMS	c. 1939-1910
15	SCORE (P) "	1 ITEM	c. 1939
16	" "	1 ITEM	c. 1910
17	SCORES (P) "	3 ITEMS	c. 1928-1938, ND
18	" " "	2 ITEMS	c. 1928-1940
19	" " "	2 ITEMS	c. 1929-1938
20	SCORE " "	1 ITEM	c. 1909
21	" " "	"	ND
Date of/de description	23/1/12 Signature <i>André Wilkins</i>	Page	1 of/de 2



MUSIC DIVISION - ARCHIVE'S PRELIMINARY PROCESSING FORM
DIVISION DE LA MUSIQUE - BORDEREAU DE TRAITEMENT PRÉLIMINAIRE DES DOCUMENTS D'ARCHIVES

Title of Fonds / Titre du fonds

ROYAL CAN. COLLEGE OF ORGANISTS - National Office

File Code of the Fonds (Accession Number) / Cote de fonds (Numéro d'acquisition)

1985-13 1992-19

Box Number / Numéro de boîte

Dimension

1

20a

Restrictions

Medium / Support

Recorded Sound, Audiovisual, Machine Readable, Photographic, Printed (checked)

Paper (checked), Other: PRINTED MANUSCRIPT

Table with 4 columns: FOLDER CHEMISE, DESCRIPTION, CM, DATE(S). Contains rows 22-37 with descriptions like 'SCORE (CP) ANNOTATED' and dates like 'C. 1929', 'C. 1896-1945'.

Date of/de description 25/3/92

Signature André Wilkins

Page 2 of/de 2



MUSIC DIVISION - ARCHIVE'S PRELIMINARY PROCESSING FORM  
DIVISION DE LA MUSIQUE - BORDEREAU DE TRAITEMENT PRÉLIMINAIRE DES DOCUMENTS D'ARCHIVES

Title of Fonds / Titre du fonds

ROYAL CAN COLLEGE OF ORGANISTS - National Office

File Code of the Fonds (Accession Number) / Cote de fonds (Numéro d'aquisition)

~~1985-13~~ 1992-19

Box Number / Numéro de boîte

2

Dimension

~~20 cm~~ 18 cm

Restrictions

Medium / Support

- Recorded Sound / Enregistrement sonore  
 Audiovisual / Audiovisuel  
 Machine Readable / Ordinolingue  
 Photographic / Photographique  
 Printed / Imprimé  
 Paper / Papier PRINTED  
 Other: / Autre: \_\_\_\_\_

FOLDER CHEMISE	DESCRIPTION	CM	DATE(S)
38	SCORE (P) ANNOTATED	1 ITEM	C. 1922
39	" " "	"	C. 1912
40	" " "	"	N/D
41	" " " (J.S. BACH)	"	N/D
42	" " "	"	N/D
43	" " "	"	C. 1924
44	" " "	"	C. 1933
45	" " "	"	C. 1909
46	" " "	"	C. 1938
47	" " "	"	C. 1940
48	SCORES " "	2 ITEMS	C. 1930-1925
49	SCORE " "	1 ITEM	C. 1938
50	SCORES " "	2 ITEMS	C. 1932
51	" " "	2 ITEMS	C. 1948-49
52	" " "	2 ITEMS	C. 1920-1942
53	" " "	3 ITEMS	C. 1947-1952
54	SCORE " "	1 ITEM	C. 1913
55	" " "	1 ITEM	C. 1930
56	" " "	1 ITEM	C. 1914
57	SCORES " "	3 ITEMS	C. 1929-1952
58	" " "	2 ITEMS	C. 1927-1933
59	SCORE " "	1 ITEM	C. 1925
60	SCORES " "	2 ITEMS	C. 1917-1922
61	SCORE " "	1 ITEM	1899 C. <del>1906</del>
62	SCORES " "	2 ITEMS	C. 1945-1946
63	SCORE " "	1 ITEM	C. 1913
Date of/de description 24/3/92	Signature <i>André Williams</i>	Page 1 of/de 2	







MUSIC DIVISION - ARCHIVE'S PRELIMINARY PROCESSING FORM  
DIVISION DE LA MUSIQUE - BORDEREAU DE TRAITEMENT PRÉLIMINAIRE DES DOCUMENTS D'ARCHIVES

Title of Fonds / Titre du fonds

ROYAL COLLEGE OF ORGANISTS - National Office  
File Code of the Fonds (Accession Number) / Cote de fonds (Numéro d'acquisition)

~~1985-13~~ 1992-19  
Box Number / Numéro de boîte Dimension

3 5 cm (SMALL)

Restrictions

Medium / Support

Recorded Sound Enregistrement sonore  Audiovisual Audiovisuel  Machine Readable Ordinolingue  Photographic Photographique  Printed Imprimé

Paper Papier MANUSCRIPTS + PRINTED  Other: Autre:

FOLDER CHEMISE	DESCRIPTION	CM	DATE(S)
78	SCORES (M)	3 ITEMS	ND-1916(?)
79	SCORE (M)	1 ITEM	1914
80	"CANADIAN COMPOSERS K-L"		
	SCORES (M + P), CORRESPONDENCE,	1.5 cm	4.1932-1969, ND, 1971
81	SCORES (P) ANNOTATED	2 ITEMS	c.1907-1909
82	" " "	5 ITEMS	ND-1912
83	" " "	3 ITEMS	c.1899-1914
84	" " "	2 ITEMS	1912
Date of/de 29/3/92 description	Signature André Willetts	Page	of/de



MUSIC DIVISION - ARCHIVE'S PRELIMINARY PROCESSING FORM
DIVISION DE LA MUSIQUE - BORDEREAU DE TRAITEMENT PRÉLIMINAIRE DES DOCUMENTS D'ARCHIVES

Title of Fonds / Titre du fonds

ROYAL CANADIAN COLLEGE OF ORGANISTS - National Office

File Code of the Fonds (Accession Number) / Cote de fonds (Numéro d'acquisition)

1985-75 1992-19

Box Number / Numéro de boîte

4

Dimension

Small (Small)

Restrictions

Medium / Support

- Recorded Sound, Audiovisual, Machine Readable, Photographic, Printed (checked)

- Paper (checked) PRINTED, Other:

Table with 4 columns: FOLDER CHEMISE, DESCRIPTION, CM, DATE(S). Contains rows 85-92 with descriptions like 'SCORE (P) ANNOTATED' and dates like 'C. 1914'.





MUSIC DIVISION - ARCHIVE'S PRELIMINARY PROCESSING FORM
DIVISION DE LA MUSIQUE - BORDEREAU DE TRAITEMENT PRÉLIMINAIRE DES DOCUMENTS D'ARCHIVES

Title of Fonds / Titre du fonds

ROYAL CANADIAN COLLEGE OF ORGANISTS - National Office

File Code of the Fonds (Accession Number) / Cote de fonds (Numéro d'acquisition)

1985-13 1992-19

Box Number / Numéro de boîte

Dimension

6

5 cm (SMALL)

Restrictions

Medium / Support

Recorded Sound, Audiovisual, Machine Readable, Photographic, Printed (checked)

Paper (checked), Other: PRINTED + MANUSCRIPT

Table with 4 columns: FOLDER CHEMISE, DESCRIPTION, CM, DATE(S). Rows include folders 98-102 with descriptions like 'SCORES (P) ANNOTATED' and dates like 'c. 1901-1915'.

ROYAL CANADIAN COLLEGE OF ORGANISTS FONDS (MUS 166)

OTTAWA REGION

Preliminary Processing Report

**Date of Accession :** March 1993

**Inclusive Dates :** 1928-1984, n.d.

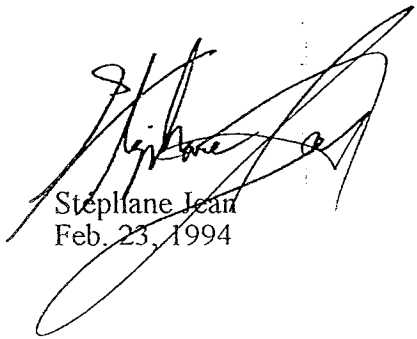
**Description :** Constitution and by-laws; correspondence; newsletters; approved membership applications; membership roster; telephone lists; minutes; reports; notes; concert programmes and publicity; press clippings; registrations; cards; financial documents; International Congress of Organist 1967; periodicals; booklets; posters; photographs; negatives.

**Duplicates Removed :** 15 cm. of newsletters, photocopies of correspondence, press clippings and minutes.

**Documents Transferred :** 1 cm. of concert programmes.

**Dimension :** 54 cm. (textual documents). -- 39 photographs. -- 18 negatives.

**Boxing :** Feb. 21-23, 1994; 42 folders; 3 boxes - upright.



Stéphanie Jean  
Feb. 23, 1994



MUSIC DIVISION - ARCHIVE'S PRELIMINARY PROCESSING FORM

DIVISION DE LA MUSIQUE - BORDEREAU DE TRAITEMENT PRÉLIMINAIRE DES DOCUMENTS D'ARCHIVES

Title of Fonds/Titre du fonds

ROYAL CANADIAN COLLEGE OF ORGANISTS OTTAWA REGION

File Code of the Fonds (Accession Number)/Cote de fonds (Numéro d'acquisition)

MUS 166 (1985-8) 1993-4b Accession : March 1993

Box Number/Numéro de boîte

Dimension

1

20 cm.

Restrictions

Medium/Support

Recorded Sound Audiovisual Machine Readable Photographic Printed
Enregistrement Sonore Audiovisuel Ordinalingue Photographique Imprimé
Paper Other:
✓ Papier Autre:

Table with 3 columns: Date of/de description (Feb. 21, 1994), Signature (Stephane Leane), Page 1 of/de 1

Main table with 4 columns: FOLDER CHEMISE, DESCRIPTION, CM, DATE(S). Contains 11 rows of folder data.



## MUSIC DIVISION - ARCHIVE'S PRELIMINARY PROCESSING FORM

## DIVISION DE LA MUSIQUE - BORDEREAU DE TRAITEMENT PRÉLIMINAIRE DES DOCUMENTS D'ARCHIVES

Title of Fonds/Titre du fonds

ROYAL CANADIAN COLLEGE OF ORGANISTS

OTTAWA REGION

File Code of the Fonds (Accession Number)/Cote de fonds (Numéro d'acquisition)

MUS 166 (1985-13) 1993-46 Accession : March 1993

Box Number/Numéro de boîte

2

Dimension

20 cm.

Restrictions

Medium/Support

Recorded Sound

Audiovisual

Machine Readable

Photographic

Printed

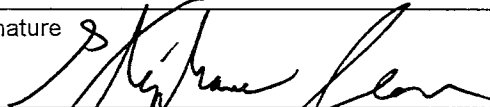
 Enregistrement Sonore Audiovisuel Ordinolingue Photographique Imprimé

Paper

Other:

 Papier

Autre:

Date of/de description Feb. 22, 1994	Signature 	Page 1 of/de 1
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FOLDER CHEMISE	DESCRIPTION	CM	DATE(S)
12	Minutes of Executive Meetings (notebook).	1 item	1975-1976
13	Executive Meetings : correspondance; minutes; reports; notes; etc.	2 cm.	1964-1975
14	Annual General Meetings : correspondance; reports; minutes; financial documents; notes; etc.	2 cm.	1964-1978
15	International Congress of Organists 1967 - correspondance.	1 cm.	1966-1967, n.d.
16	International Congress of Organists 1967 - financial documents.	0.5 cm.	1967
17	Journal of Treasurer.	1 item	1952-1967
18	Convention : correspondance; financial documents; programmes.	2 cm.	1928-1976
19	Non-members lists.	0.5 cm.	1973-1975, n.d.
20	Choral and organ compositions by Canadian Composers.	1 item	1966
21	The Vineer Organ Library.	0.5 cm.	1971-1973
22	Constitution and By-Laws	1 item	1971
23	Registrations.	1 cm.	1965-1967, n.d.
24	Leonard S. Foss - correspondance.	0.5 cm.	1976-1977
25	RCCO church service covers.	1 item	n.d.
26	RCCO members (cards).	2 cm.	1965-1967
27	Cards regardings churches.	2 cm.	n.d.
28	Cards regardings churches.	1 cm.	1965, n.d.
29	International Congress of Organists 1967 - misc.	0.5 cm.	1967, n.d.
30	Receipts; bank booklet.	2 items	1969-1970







MUSIC DIVISION - ARCHIVE'S PRELIMINARY PROCESSING FORM
DIVISION DE LA MUSIQUE - BORDEREAU DE TRAITEMENT PRÉLIMINAIRE DES DOCUMENTS D'ARCHIVES

Title of Fonds/Titre du fonds

ROYAL CANADIAN COLLEGE OF ORGANISTS

OTTAWA REGION

File Code of the Fonds (Accession Number)/Cote de fonds (Numéro d'acquisition)

MUS 166 (1985-83) 1993-46 Accession : March 1993

Box Number/Numéro de boîte

Dimension

(see map cabinet)

2 items

Restrictions

Medium/Support

Recorded Sound Audiovisual Machine Readable Photographic Printed
Enregistrement Sonore Audiovisuel Ordinolingue Photographique Imprimé

Paper Other:
Papier Autre:

Table with 3 columns: Date of/de description (Feb. 23, 1994), Signature (handwritten), Page 1 of/de 1

Main table with 4 columns: FOLDER CHEMISE, DESCRIPTION, CM, DATE(S). Row 1: 42, Posters., 2 items, 1967-1977

**ROYAL CANADIAN COLLEGE OF ORGANISTS FONDS (MUS 166)**

**Preliminary Processing Report**

**Date of Accession :** March 1993

**Inclusive Dates :** 1928-1984, n.d.

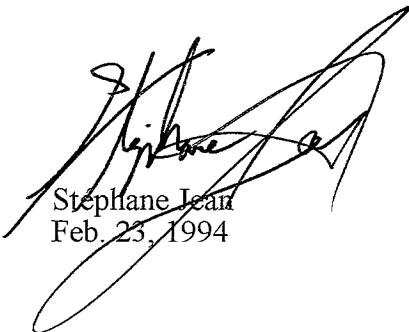
**Description :** Constitution and by-laws; correspondence; newsletters; approved membership applications; membership roster; telephone lists; minutes; reports; notes; concert programmes and publicity; press clippings; registrations; cards; financial documents; International Congress of Organist 1967; periodicals; booklets; posters; photographs; negatives.

**Duplicates Removed :** 15 cm. of newsletters, photocopies of correspondence, press clippings and minutes.

**Documents Transferred :** 1 cm. of concert programmes.

**Dimension :** 54 cm. (textual documents). -- 39 photographs. -- 18 negatives.

**Boxing :** Feb. 21-23, 1994; 42 folders; 3 boxes - upright.



Stéphane Jean  
Feb. 23, 1994



MUSIC DIVISION - ARCHIVE'S PRELIMINARY PROCESSING FORM

DIVISION DE LA MUSIQUE - BORDEREAU DE TRAITEMENT PRÉLIMINAIRE DES DOCUMENTS D'ARCHIVES

Title of Fonds/Titre du fonds

ROYAL CANADIAN COLLEGE OF ORGANISTS

File Code of the Fonds (Accession Number)/Cote de fonds (Numéro d'acquisition)

MUS 166 (1985-13) / 993-46 Accession : March 1993

Box Number/Numéro de boîte

1

Dimension

20 cm.

Restrictions

Medium/Support

Recorded Sound / Enregistrement Sonore, Audiovisual / Audiovisuel, Machine Readable / Ordinalingue, Photographic / Photographique, Printed / Imprimé, Paper / Papier, Other: / Autre:

Table with 3 columns: Date of/de description (Feb. 21, 1994), Signature (Stephane Jean), Page 1 of/de 1

Main table with 4 columns: FOLDER CHEMISE, DESCRIPTION, CM, DATE(S). Contains 11 rows of folder data including newsletters and membership applications.



## MUSIC DIVISION - ARCHIVE'S PRELIMINARY PROCESSING FORM

## DIVISION DE LA MUSIQUE - BORDEREAU DE TRAITEMENT PRÉLIMINAIRE DES DOCUMENTS D'ARCHIVES

Title of Fonds/Titre du fonds

ROYAL CANADIAN COLLEGE OF ORGANISTS

File Code of the Fonds (Accession Number)/Cote de fonds (Numéro d'acquisition)

MUS 166 (~~1985-13~~) / 993-46 Accession : March 1993

Box Number/Numéro de boîte

2

Dimension

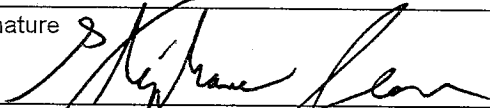
20 cm.

Restrictions

Medium/Support

Recorded Sound       Audiovisual       Machine Readable       Photographic       Printed  
 Enregistrement Sonore       Audiovisuel       Ordinolingue       Photographique       Imprimé

Paper      Other:  
 Papier      Autre:

Date of/de description Feb. 22, 1994	Signature 	Page 1 of/de 1
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FOLDER CHEMISE	DESCRIPTION	CM	DATE(S)
12	Minutes of Executive Meetings (notebook).	1 item	1975-1976
13	Executive Meetings : correspondance; minutes; reports; notes; etc.	2 cm.	1964-1975
14	Annual General Meetings : correspondance; reports; minutes; financial documents; notes; etc.	2 cm.	1964-1978
15	International Congress of Organists 1967 - correspondance.	1 cm.	1966-1967, n.d.
16	International Congress of Organists 1967 - financial documents.	0.5 cm.	1967
17	Journal of Treasurer.	1 item	1952-1967
18	Convention : correspondance; financial documents; programmes.	2 cm.	1928-1976
19	Non-members lists.	0.5 cm.	1973-1975, n.d.
20	Choral and organ compositions by Canadian Composers.	1 item	1966
21	The Vineer Organ Library.	0.5 cm.	1971-1973
22	Constitution and By-Laws	1 item	1971
23	Registrations.	1 cm.	1965-1967, n.d.
24	Leonard S. Foss - correspondance.	0.5 cm.	1976-1977
25	RCCO church service covers.	1 item	n.d.
26	RCCO members (cards).	2 cm.	1965-1967
27	Cards regardings churches.	2 cm.	n.d.
28	Cards regardings churches.	1 cm.	1965, n.d.
29	International Congress of Organists 1967 - misc.	0.5 cm.	1967, n.d.
30	Receipts; bank booklet.	2 items	1969-1970



MUSIC DIVISION - ARCHIVE'S PRELIMINARY PROCESSING FORM
DIVISION DE LA MUSIQUE - BORDEREAU DE TRAITEMENT PRÉLIMINAIRE DES DOCUMENTS D'ARCHIVES

Title of Fonds/Titre du fonds

ROYAL CANADIAN COLLEGE OF ORGANISTS

File Code of the Fonds (Accession Number)/Cote de fonds (Numéro d'acquisition)

MUS 166 (1985-13) 1993-46 Accession : March 1993

Box Number/Numéro de boîte

3

Dimension

14 cm.

Restrictions

Medium/Support

Recorded Sound / Enregistrement Sonore, Audiovisual / Audiovisuel, Machine Readable / Ordinolingue, Photographic / Photographique, Printed / Imprimé, Paper / Papier, Other: / Autre

Table with 3 columns: Date of/de description (Feb. 22, 1994), Signature (handwritten), Page 1 of/de 1

Main table with 4 columns: FOLDER CHEMISE, DESCRIPTION, CM, DATE(S). Contains 41 rows of folder data.



MUSIC DIVISION - ARCHIVE'S PRELIMINARY PROCESSING FORM
DIVISION DE LA MUSIQUE - BORDEREAU DE TRAITEMENT PRÉLIMINAIRE DES DOCUMENTS D'ARCHIVES

Title of Fonds/Titre du fonds

ROYAL CANADIAN COLLEGE OF ORGANISTS

File Code of the Fonds (Accession Number)/Cote de fonds (Numéro d'acquisition)

MUS 166 (1983-13)/99 3-46 Accession : March 1993

Box Number/Numéro de boîte

Dimension

(see map cabinet)

2 items

Restrictions

Medium/Support

Recorded Sound, Audiovisual, Machine Readable, Photographic, Printed, Enregistrement Sonore, Audiovisuel, Ordinolingue, Photographique, Imprimé, Paper, Papier, Other, Autre

Table with 3 columns: Date of/de description (Feb. 23, 1994), Signature (handwritten), Page 1 of/de 1

Main table with 4 columns: FOLDER CHEMISE, DESCRIPTION, CM, DATE(S). Row 1: 42, Posters., 2 items, 1967-1977



PHOTOGRAPHIC ARCHIVES OF THE MUSIC DIVISION - PRELIMINARY PROCESSING  
ICONOTHÈQUE DE LA DIVISION DE LA MUSIQUE - NOTICE DE TRAITEMENT PRÉLIMINAIRE

FILE CODE OF THE FONDS (ACCESSION NO.):  
COTE DE FONDS (N° D'ACQUISITION): MUS 166 -

TITLE OF FONDS:  
TITRE DU FONDS: RCCO - NATIONAL

PHOTOGRAPHIC PROCESSES:  
PROCÉDÉS PHOTOGRAPHIQUES:

PRINTS ÉPREUVES	1
SLIDES DIAPOSITIVES	
NEGATIVES NÉGATIFS	
OTHER AUTRE	

LOCATION BOX NO.:  
LOCALISATION BOÎTE N°:

8"	74
FLAT PLATE	
OVER SIZE DE GRAND FORMAT	
OF NEGATIVES DE NÉGATIFS	
OTHER AUTRE	

OBSERVATIONS:  
COMMENTAIRES:

CONSERVATION:

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OTHER / AUTRE: From MUS 166/19 Acc: June 1998

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**ROYAL CANADIAN COLLEGE OF ORGANISTS - OTTAWA REGION (MUS 166)**

**Preliminary Processing Report**  
(Second accession)

**Date of Accession:** 1992?

**Inclusive Dates:** 1892-1991, n.d.

**Description:**

Correspondence, minutes, financial records, photographs of members of the RCCO and of churches; sound recordings of various concerts.

**Duplicates Removed:** 12 cm.

**Dimension:** 1.05 m of textual records; 39 photographs; 18 negatives; 1 audio disc; 3 audio tape reels.

**Boxing:** March 23-27, 1992; 132 folders (folders 103 to 235); 12 boxes (7 upright; 5 flat-small).

André Williot  
March 24, 1992





**MUSIC DIVISION - ARCHIVE'S PRELIMINARY PROCESSING FORM**  
**DIVISION DE LA MUSIQUE - BORDEREAU DE TRAITEMENT PRÉLIMINAIRE**  
**DES DOCUMENTS D'ARCHIVES**

Title of Fonds/Titre du fonds

ROYAL CANADIAN COLLEGE OF ORGANISTS - OTTAWA REGION

File Code of the Fonds (Accession Number)/Cote de fonds (Numéro d'acquisition)

MUS 1661992-19

Box Number/Numéro de boîte

1

Dimension

20 cm

Restrictions

None

Medium/Support

Recorded Sound                      Audiovisual                      Machine Readable                      Photographic  
 \_\_\_ Enregistrement Sonore        \_\_\_ Audiovisuel                      \_\_\_ Ordinolingue                      \_\_\_ Photographique

Paper  
 Papier

Other:  
 Autre:

Date of/de description <b>March, 24, 1992</b>	Signature	Page 1 of/de 2
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FOLDER CHEMISE	DESCRIPTION	CM	DATE(S)
103	Programmes, clippings.	0.5 cm	1977
104	Programmes (with mass).	0.5 cm	1965-1987
105	Clippings.	1.5 cm	1976-1991
106	Minutes of meetings, reports.	0.5 cm	1986-1987
107	Budget, financial reports, organ specifications, correspondence.	0.5 cm	1987
108	AGO. - RCCO magazine, articles.	0.5 cm	1971
109	Programmes, organ specifications, correspondence.	0.5 cm	1989, n.d.
110	AGO - RCCO magazines.	2 items	1969-1970
111	AGO - RCCO magazine.	1 item	1973
112	Programmes, advertising.	0.5 cm	1977-1991
113	Executive Committee meetings - Correspondence.	0.5 cm	1974-1977
114	William France - St. Matthias Church - Programmes, clippings, catalogues.	0.5 cm	1976-1977
115	Correspondence, list of Executive members, review of meetings, programmes.	0.5 cm	1976-1977

116	Programmes, clippings, Newsletter.	0.5 cm	1975
117	Robert Fleming, RCCO Quarterly, brochure, AGO - RCCO magazine.	1 cm	1977
118	Original file Robert Fleming 1921-1976.	0.5 cm	1976
119	Jonathan Rennert - Programmes, news releases.	0.5 cm	1977
120	Newspapers.	2.5 cm	1977
121	Membership applications, correspondence, programmes.	1 cm	1976-1977
122	Correspondence, programmes, press releases, reports, National Council file, annual meeting minutes.	1.5 cm	1976-1977
123	Correspondence, clippings, Newsletter, programmes.	0.5 cm	?
124	Misc. notes of choral conducting course, clippings, organ advertising.	1 cm	1975, n.d.
125	ORMTA - Correspondence, brochures.	0.5 cm	1975-1977
126	Ottawa choral Society - Correspondence, brochure.	0.5 cm	1975-1976
127	Ottawa Music - Programmes, correspondence.	0.5 cm	1976-1977
128	Office des communications sociales - Concerts, correspondence, clippings.	0.5 cm	1976-1977



**MUSIC DIVISION - ARCHIVE'S PRELIMINARY PROCESSING FORM**  
**DIVISION DE LA MUSIQUE - BORDEREAU DE TRAITEMENT PRÉLIMINAIRE**  
**DES DOCUMENTS D'ARCHIVES**

Title of Fonds/Titre du fonds

ROYAL CANADIAN COLLEGE OF ORGANISTS - OTTAWA REGION

File Code of the Fonds (Accession Number)/Cote de fonds (Numéro d'acquisition)

MUS 1661992-19

Box Number/Numéro de boîte

1

Dimension

20 cm

Restrictions

None

Medium/Support

Recorded Sound                      Audiovisual                      Machine Readable                      Photographic  
 Enregistrement Sonore       Audiovisuel                       Ordinalingue                       Photographique

Paper  
 Papier

Other:  
Autre:

Date of/de description <b>March 25, 1992</b>	Signature	Page 2 of/de 2
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FOLDER CHEMISE	DESCRIPTION	CM	DATE(S)
129	SDML Diocesan Office - Correspondence, programmes	0.5 cm	1975-1977
130	Special assignment for president, correspondence.	0.4 cm	1975-1976
131	Maren Halmer - Résumé.	1 item	?
132	Notes, Newsletters.	0.5 cm	1976
133	Newsletters, advertising, clippings, programmes, correspondence.	1 cm	1977
134	American Guild of Organists - Correspondence.	0.5 cm	1977
135	Sir William McKie - Correspondence, programme.	0.5 cm	1960-1973
136	Bales - Programmes, advertizing.	0.5 cm	1975, n.d.
137	Music Magazine file - Correspondence.	0.5 cm	1977
138	Executive responsibilities - Report	1 item	1977-1978
139	French Embassy - Correspondence, programme.	0.5 cm	1977-1978



**MUSIC DIVISION - ARCHIVE'S PRELIMINARY PROCESSING FORM**  
**DIVISION DE LA MUSIQUE - BORDEREAU DE TRAITEMENT PRÉLIMINAIRE**  
**DES DOCUMENTS D'ARCHIVES**

Title of Fonds/Titre du fonds

**ROYAL CANADIAN COLLEGE OF ORGANISTS - OTTAWA REGION**

File Code of the Fonds (Accession Number)/Cote de fonds (Numéro d'acquisition)

**MUS 166****1992-19**

Box Number/Numéro de boîte

**2**

Dimension

**20 cm**

Restrictions

**None**

Medium/Support

Recorded Sound                      Audiovisual                      Machine Readable                      Photographic  
 \_\_\_ Enregistrement Sonore        \_\_\_ Audiovisuel                      \_\_\_ Ordinalingue                      \_\_\_ Photographique

Paper  
 Papier

Other:  
 Autre:

Date of/de description <b>March 25, 1992</b>	Signature	Page 1 of/de 2
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FOLDER CHEMISE	DESCRIPTION	CM	DATE(S)
140	David H. Davis - Programme, résumé, clippings, correspondence.	0.5 cm	1976-1977
141	AGO Convention - Programme, article.	0.5 cm	1977
142	October 21, 1977 Event. - Organ Festival itinerary.	0.5 cm	1977
143	Election of Bales - Correspondence.	0.5 cm	1977
144	Montreal Centre membership - Correspondence, list.	0.5 cm	1975-1977
145	J. Arnt Loa - Correspondence, clippings.	0.5 cm	1935-1977
146	Markwell J. Perry.	0.5 cm	1977
147	Alan Crabtree - Resignation as secretary, Nov. 1, 1977.	0.5 cm	1977
148	Executive meeting - Minutes, correspondence.	0.5 cm	1967-1978
149	Yearbook.	1 item	1978
150	National Council - Minutes of meetings, reports, correspondence.	1 cm	1977-1978
151	Clippings.	1 cm	1975-1976
152	Diapason article, Newsletters, notes.	0.5 cm	1975

153	Convention - Publicity, programme.	0.5 cm	1983
154	Organist Clergy Dinner '84 - Correspondence, registrations.	0.5 cm	1984.
155	Organist Clergy Dinner '87 - Registrations.	0.5 cm	1987
156	Membership applications, correspondence.	0.5 cm	1985-1986
157	Membership applications.	1 cm	1986-1987
158	Brochure, Newsletter, programmes.	0.5 cm	1982-1983
159	Membership applications, correspondence, Newsletter, clippings.	0.2 cm	1974-1976
160	Organists, churches, choir directors - Lists.	0.5 cm	1974-1975
161	Misc. correspondence, note.	0.5 cm	1974-1982
162	Executive meetings - Minutes, memos.	0.5 cm	1973-1975
163	Correspondence, note.	0.5 cm	1976-1977
164	Executive meetings - Minutes, agendas.	0.5 cm	1979-1981
165	Mailing list.	0.5 cm	n.d.
166	Correspondence, minutes, brochures, AGO programme, Newsletter.	1 cm	1978-1979



**MUSIC DIVISION - ARCHIVE'S PRELIMINARY PROCESSING FORM**  
**DIVISION DE LA MUSIQUE - BORDEREAU DE TRAITEMENT PRÉLIMINAIRE**  
**DES DOCUMENTS D'ARCHIVES**

Title of Fonds/Titre du fonds

ROYAL CANADIAN COLLEGE OF ORGANISTS - OTTAWA REGION

File Code of the Fonds (Accession Number)/Cote de fonds (Numéro d'acquisition)

MUS 1661992-19

Box Number/Numéro de boîte

2

Dimension

20 cm

Restrictions

None

Medium/Support

Recorded Sound                      Audiovisual                      Machine Readable                      Photographic  
 \_\_\_ Enregistrement Sonore        \_\_\_ Audiovisuel                      \_\_\_ Ordinalingue                      \_\_\_ Photographique

Paper  
 Papier

Other:  
 Autre:

Date of/de description <b>March 25, 1992</b>	Signature	Page 2 of/de 2
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FOLDER CHEMISE	DESCRIPTION	CM	DATE(S)
167	Meeting agendas, Council Executive memberlist.	0.5 cm	1978-1979
168	Annual general meetings - Minutes, reports.	0.5 cm	1979-1981
169	Mailing list.	0.5 cm	n.d.
170	Annual meeting - Annual report.	0.5 cm	1986
171	Financial statement, annual report, correspondence.	0.5 cm	1979-1982
172	Digest.	1 item	1982
173	Membership applications.	0.5 cm	1979-1981
174	The American Organist Magazine - Special Canadian Convention issue.	1 item	1983
175	Ottawa Convention - Misc.	0.5 cm	1982-1983
176	Edmonton and London Conventions - Misc.	0.5 cm	1979-1981
177	Minutes.	1.5 cm	1981-1983



**MUSIC DIVISION - ARCHIVE'S PRELIMINARY PROCESSING FORM**  
**DIVISION DE LA MUSIQUE - BORDEREAU DE TRAITEMENT PRÉLIMINAIRE**  
**DES DOCUMENTS D'ARCHIVES**

Title of Fonds/Titre du fonds

ROYAL CANADIAN COLLEGE OF ORGANISTS - OTTAWA REGION

File Code of the Fonds (Accession Number)/Cote de fonds (Numéro d'acquisition)

MUS 1661992-19

Box Number/Numéro de boîte

3

Dimension

20 cm

Restrictions

None

Medium/Support

Recorded Sound                      Audiovisual                      Machine Readable                      Photographic  
 Enregistrement Sonore       Audiovisuel                       Ordinolingue                       Photographique

Paper  
 Papier

Other:  
Autre:

Date of/de description <b>March 26, 1992</b>	Signature	Page 1 of/de 1
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FOLDER CHEMISE	DESCRIPTION	CM	DATE(S)
178	Ottawa Convention - Budgets.	0.5 cm	1981-1983
179	Ottawa RCCO - Documentation Pipelines, programs, clippings.	1 cm	1983
180	Ottawa RCCO - Correspondence.	0.5 cm	1981-1983
181	Ottawa Convention - Memorabilia and photographs.	1 cm	1983
182	RCCO Quarterly and Yearbook.	6 items	1973-1978
183	RCCO Quarterly, Yearbook, and Digest.	7 items	1978-1982
184	Annual Convention programme - Music programme.	0.5 cm	1970-1983
185	Book of receipts.	0.5 cm	1984-1985
186	Financial statements, budgets, minutes.	1 cm	1977-1988
187	Expense accounts, receipts.	0.5 cm	1976-1977
188	Statement of revenue and expenditures.	0.5 cm	1985
189	Annual meeting - budgets.	0.5 cm	1976-1978
190	Bank accounts - Correspondence.	0.5 cm	1977-1978

191	Statements, receipts.	1.5 cm	1977-1978
192	Receipts.	0.5 cm	1980-1981
193	Receipts.	0.5 cm	1979-1980
194	Receipts.	1 cm	1981
195	Receipts, bank accounts.	0.5 cm	1982-1983
196	Receipts, bank accounts.	1 cm	1982-1983
197	Receipts, bank accounts, report.	0.5 cm	1978-1984
198	Receipts.	0.5 cm	1982
199	Receipts.	0.5 cm	1984-1985
200	Receipts.	0.5 cm	1983-1984
201	Receipts book.	1 item	1983
202	Bank accounts.	0.5 cm	1984-1985
203	Bank accounts.	0.5 cm	1979-1980
204	Bank accounts.	0.5 cm	1985





**MUSIC DIVISION - ARCHIVE'S PRELIMINARY PROCESSING FORM**  
**DIVISION DE LA MUSIQUE - BORDEREAU DE TRAITEMENT PRÉLIMINAIRE**  
**DES DOCUMENTS D'ARCHIVES**

Title of Fonds/Titre du fonds

ROYAL CANADIAN COLLEGE OF ORGANISTS - OTTAWA REGION

File Code of the Fonds (Accession Number)/Cote de fonds (Numéro d'acquisition)

MUS 1661992-19

Box Number/Numéro de boîte

4

Dimension

20 cm

Restrictions

None

Medium/Support

Recorded Sound  
 Enregistrement SonoreAudiovisual  
 AudiovisuelMachine Readable  
 OrdinalinguePhotographic  
 PhotographiquePaper  
 PapierOther:  
 Autre:

Date of/de description <b>March 26, 1992</b>	Signature	Page 1 of/de 1
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FOLDER CHEMISE	DESCRIPTION	CM	DATE(S)
205	Revenues and expenditures.	0.5 cm	1984-1985
206	Financial statements.	0.5 cm	1976-1985
207	Financial statements, programmes, receipts.	0.5 cm	1984-1985
208	Yearbooks.	2 items	1970-1973
209	AGO rules, programme, advertising.	3 items	1977-1988
210	Membership (part I).	4 cm	1973-1977
211	Membership (part II),	2 cm	1973-1977
212	Correspondence (section A).	5 cm	1973-1976
213	Correspondence (section B)	5 cm	1973-1976





**MUSIC DIVISION - ARCHIVE'S PRELIMINARY PROCESSING FORM**  
**DIVISION DE LA MUSIQUE - BORDEREAU DE TRAITEMENT PRÉLIMINAIRE**  
**DES DOCUMENTS D'ARCHIVES**

Title of Fonds/Titre du fonds

**ROYAL CANADIAN COLLEGE OF ORGANISTS - OTTAWA REGION**

File Code of the Fonds (Accession Number)/Cote de fonds (Numéro d'acquisition)

**MUS 166****1992-19**

Box Number/Numéro de boîte

**5**

Dimension

**20 cm**

Restrictions

**None**

Medium/Support

Recorded Sound                      Audiovisual                      Machine Readable                      Photographic  
 \_\_\_ Enregistrement Sonore        \_\_\_ Audiovisuel                      \_\_\_ Ordinalingue                      \_\_\_ Photographique

Paper  
 Papier

Other:  
 Autre:

Date of/de description <b>March 26, 1992</b>	Signature	Page 1 of/de 1
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FOLDER CHEMISE	DESCRIPTION	CM	DATE(S)
205a	Correspondence, programme, publicity, Newsletter.	3 cm	1973-1976
206a	RCCO Convention - Budget, financial statements.	1 cm	1983
207a	RCCO Convention - Bills.	2 cm	1983
208a	RCCO Convention - Financial statements.	0.5 cm	1984
209a	RCCO Convention - Receipt books.	2 items	1983
210a	RCCO Convention - Receipt books.	2 items	1983
211a	RCCO Convention - Income tax form.	0.5 cm	1983
212a	Convention week - Programme, minutes.	1 cm	1983
213a	Programmes.	0.5 cm	1990
214	RCCO National Convention - Minutes, correspondence.	5 cm	1980-1983
215	Stephen Willis - Programmes, correspondence, minutes.	0.5 cm	1975-1977
216	Annual general meeting - Minutes, report, RCCO Quarterly.	1 cm	1976-1981
217	RCCO by-laws.	0.5 cm	1975-1977





**MUSIC DIVISION - ARCHIVE'S PRELIMINARY PROCESSING FORM**  
**DIVISION DE LA MUSIQUE - BORDEREAU DE TRAITEMENT PRÉLIMINAIRE**  
**DES DOCUMENTS D'ARCHIVES**

Title of Fonds/Titre du fonds

**ROYAL CANADIAN COLLEGE OF ORGANISTS - OTTAWA REGION**

File Code of the Fonds (Accession Number)/Cote de fonds (Numéro d'acquisition)

**MUS 166****1992-19**

Box Number/Numéro de boîte

**6**

Dimension

**5 cm**

Restrictions

**None**

Medium/Support

Recorded Sound                      Audiovisual                      Machine Readable                      Photographic  
 \_\_\_ Enregistrement Sonore        \_\_\_ Audiovisuel                      \_\_\_ Ordinolingue                      \_\_\_ Photographique

Paper  
 Papier

Other:  
 Autre:

Date of/de description <b>March, 26 1992</b>	Signature	Page 1 of/de 1
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FOLDER CHEMISE	DESCRIPTION	CM	DATE(S)
222	Annual general meeting - Minutes, financial report.	0.5 cm	1990
223	Correspondence, programmes.	0.5 cm	1991
224	Advertising - Casavant.	0.5 cm	n.d.
225	Organ specifications -Casavant.	1 cm	n.d.
226	Buxtehude file - Master class programme, correspondence.	0.5 cm	1987
227	Annual meeting - Minutes.	0.5 cm	1986
228	Annual general meeting - Financial report, minutes.	0.5 cm	1986-1988
229	RCCO advertising, preliminary budget.	0.5 cm	1984-1988
230	Programmes, clippings.	0.5 cm	1985-1988
231	Constitution and by-laws.	0.5 cm	n.d.
232	Conventions.	?	1959-1963
233	Programmes, membership lists.	0.5 cm	1980-1985
234	Correspondence.	0.5 cm	1980-1983





MUSIC DIVISION - ARCHIVE'S PRELIMINARY PROCESSING FORM
DIVISION DE LA MUSIQUE - BORDEREAU DE TRAITEMENT PRÉLIMINAIRE
DES DOCUMENTS D'ARCHIVES

Title of Fonds/Titre du fonds

ROYAL CANADIAN COLLEGE OF ORGANISTS - OTTAWA REGION

File Code of the Fonds (Accession Number)/Cote de fonds (Numéro d'acquisition)

MUS 166 1992-19

Box Number/Numéro de boîte

Dimension

Sound Recording Collection

Restrictions

None

Medium/Support

Recorded Sound Audiovisual Machine Readable Photographic
[checked] Enregistrement Sonore [ ] Audiovisuel [ ] Ordinolingue [ ] Photographique

Paper Other:
[ ] Papier [ ] Autre:

Table with 3 columns: Date of/de description (March 27, 1992), Signature, Page 1 of/de 1

Table with 4 columns: FOLDER CHEMISE, DESCRIPTION, CM, DATE(S). Contains entries for audio tape reels and audio disc.

**ROYAL CANADIAN COLLEGE OF ORGANISTS -  
NATIONAL FONDS (MUS 166)**

**Preliminary Processing Report**

**Date of Accession:** June 2, 1998

**Inclusive Dates:** 1928-1994; predominant 1964-1993

**Description:** Constitution and by-laws; general correspondence; correspondence with regions (including unattached Centres); membership reports and enquiries; budget information; National Placement Service, Publications, Examination, Project Grant, Professional Status and Convention Committees; concert programmes; newsletters; poster for the 5th International Congress of the Organists; photograph of Norman G. Johnson, organist and choir director.

**Restrictions:** None.

**Duplicates Removed:** 4 cm

**Documents Transferred:** 6 cm of clippings; 2 posters; 2 cm of newsletters; 7 cm of RCCO Quarterly; 3 cm of concert programmes; 1 printed score; 1 brochure.

**Dimension:** 2.45 m of textual records. – 1 photograph.

**Boxing:** June 16 - July 15, 1998; 235 folders; 13 boxes (upright); cabinet.

Jeannine Barriault  
July 16, 1998





**MUSIC DIVISION - ARCHIVE'S PRELIMINARY PROCESSING FORM**  
**DIVISION DE LA MUSIQUE - BORDEREAU DE TRAITEMENT PRÉLIMINAIRE**  
**DES DOCUMENTS D'ARCHIVES**

Title of Fonds/Titre du fonds

**ROYAL CANADIAN COLLEGE OF ORGANISTS - TORONTO**

File Code of the Fonds (Accession Number)/Cote de fonds (Numéro d'acquisition)

**MUS 166****1998-11**

Box Number/Numéro de boîte

**1**

Dimension

**20 cm**

Restrictions

**None**

Medium/Support

Recorded Sound

 Enregistrement Sonore

Audiovisual

 Audiovisuel

Machine Readable

 Ordinalingue

Photographic

 Photographique

Paper

 Papier

Other:

Autre:

Date of/de description <b>July 16, 1998</b>	Signature	Page 1 of/de 1
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FOLDER CHEMISE	DESCRIPTION	CM	DATE(S)
1	Music Magazine.	1 cm	1975-1977
2	Concert programmes.	1.5 cm	1928-1983
3	St. Andrew's United Church - <i>Contact</i> , programme.	2 items	1976
4	Dr. Walter Kemp - correspondence.	0.5 cm	1972-1977
5	<b>RCCO - Constitution and by-laws.</b>	1 item	1971
6	Brochures - The Casavant Organ, Les Tableaux historiques de la Cathédrale de Montréal (Delfosse), The Organ in Christ Church Cathedral Montreal.	3 items	n.d.
7	Farmer Memorial Baptist Church - order of services.	2 cm	1980-1988
8	Farmer Memorial Baptist Church - order of services.	2 cm	1971-1988
9	Farmer Memorial Baptist Church - order of services.	2 cm	1974-1987
10	Clippings.	0.5 cm	1961-1988
11	General correspondence.	0.5 cm	1961-1963
12	General correspondence.	0.5 cm	1964
13	General correspondence.	0.5 cm	1965

14	General correspondence.	1 cm	1966
15	General correspondence.	1 cm	1967
16	General correspondence.	0.5 cm	1968
17	General correspondence.	0.5 cm	1969
18	General correspondence.	0.5 cm	1970
19	General correspondence.	0.5 cm	1971
20	Examinations - correspondence.	1 cm	1971-1974
21	Examination Committee.	0.5 cm	1963-1964
22	RCCO Quarterly - correspondence.	2 items	1973
23	Tape rentals.	0.5 cm	1967-1972
24	Canadian Music Council.	0.5 cm	1973-1974
25	Canadian Conference of the Arts.	0.5 cm	1980-1984
26	RCCO Centre Reports.	1 cm	1972



**MUSIC DIVISION - ARCHIVE'S PRELIMINARY PROCESSING FORM**  
**DIVISION DE LA MUSIQUE - BORDEREAU DE TRAITEMENT PRÉLIMINAIRE**  
**DES DOCUMENTS D'ARCHIVES**

Title of Fonds/Titre du fonds

**ROYAL CANADIAN COLLEGE OF ORGANISTS - TORONTO**

File Code of the Fonds (Accession Number)/Cote de fonds (Numéro d'acquisition)

**MUS 166****1998-11**

Box Number/Numéro de boîte

**2**

Dimension

**20 cm**

Restrictions

**File 27**

Medium/Support

Recorded Sound                      Audiovisual                      Machine Readable                      Photographic  
 \_\_\_ Enregistrement Sonore        \_\_\_ Audiovisuel                      \_\_\_ Ordinolingue                      \_\_\_ Photographique

Paper  
 Papier

Other:  
 Autre:

Date of/de description <b>June 17, 1998</b>	Signature	Page 1 of/de 1
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FOLDER CHEMISE	DESCRIPTION	CM	DATE(S)
27	Organists Placement Bureau.	1 cm	1973-1974
28	Special Newsletter Committee.	3 items	1973
29	National Placement Service - committee reports.	4 items	1972, n.d.
30	Monthly membership reports.	1 cm	1970-1974
31	1978-1979 Membership.	2 cm	1978-1979
32	General correspondence.	1 cm	1977-1978
33	Correspondence - Atlantic.	6 items	1977
34	Correspondence - Montreal, Ottawa, Pembroke.	0.5 cm	1977
35	Correspondence - Huronia, North Bay, Oshawa, Kingston, Toronto, Central Ontario.	0.5 cm	1977
36	Correspondence - Prairies, Western Ontario, B.C.	0.5 cm	1977
37	Quarterly - advertisements, souscriptions..	0.5 cm	1977
38	Membership Enquiries.	0.5 cm	1977
39	Music Magazine.	0.5 cm	1977

40	Unattached Centres outside Canada.	1 cm	1976-1977
41	Unattached Centres in Canada.	1 cm	1976-1977
42	Pictou City, Halifax Centres.	0.5 cm	1976-1977
43	Fredericton, Moncton, St. John Centres.	0.5 cm	1976-1977
44	Montreal Centre.	1 cm	1976-1977
45	Ottawa Centre.	2.5 cm	1976-1977
46	Pembroke, Kingston, Bay of Quinte, Peterborough, Oshawa, Huronia, North Bay Centres.	1 cm	1976-1977
47	Owen Sound, Toronto Centres.	1 cm	1976-1977
48	Kitchener, Niagara Peninsula, Hamilton, Brantford Centres.	1 cm	1976-1977
49	Sarnia, Stratford, London, St. Thomas, Chatham Centres.	0.5 cm	1976-1977
50	Winnipeg, Regina, Saskatoon Centres.	0.5 cm	1976-1977
51	Edmonton, Calgary, Vancouver, Vancouver Island Centres.	1 cm	1976-1977
52	National Placement Service.	2 cm	1976



**MUSIC DIVISION - ARCHIVE'S PRELIMINARY PROCESSING FORM**  
**DIVISION DE LA MUSIQUE - BORDEREAU DE TRAITEMENT PRÉLIMINAIRE**  
**DES DOCUMENTS D'ARCHIVES**

Title of Fonds/Titre du fonds

ROYAL CANADIAN COLLEGE OF ORGANISTS - TORONTO

File Code of the Fonds (Accession Number)/Cote de fonds (Numéro d'acquisition)

MUS 1661998-11

Box Number/Numéro de boîte

3

Dimension

20 cm

Restrictions

None

Medium/Support

Recorded Sound                      Audiovisual                      Machine Readable                      Photographic  
 Enregistrement Sonore       Audiovisuel                       Ordinolingue                       Photographique

Paper

 Papier

Other:

Autre:

Date of/de description <b>June 23, 1998</b>	Signature	Page 1 of/de 1
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FOLDER CHEMISE	DESCRIPTION	CM	DATE(S)
53	Student activities.	5 items	1976-1977
54	Project grants.	1 cm	1976-1977
55	Quarterly Ad.	1 cm	1976-1977
56	Bulletins.	14 items	1976-1977
57	Competitions - correspondence.	1 cm	1972
58	Anthem Competition Information.	5 items	1973
59	Competition - mailing list.	1 item	n.d.
60	Musical Resources Committee - Est.	2 items	1973
61	Executives received - Regions.	0.5 cm	1976
62	General correspondence.	2 cm	1976-1977
63	General correspondence.	1.5 cm	1975-1976
64	General correspondence.	1.5 cm	1974-1975
65	General correspondence.	1.5 cm	1974-1975





**MUSIC DIVISION - ARCHIVE'S PRELIMINARY PROCESSING FORM**  
**DIVISION DE LA MUSIQUE - BORDEREAU DE TRAITEMENT PRÉLIMINAIRE**  
**DES DOCUMENTS D'ARCHIVES**

Title of Fonds/Titre du fonds

ROYAL CANADIAN COLLEGE OF ORGANISTS - TORONTO

File Code of the Fonds (Accession Number)/Cote de fonds (Numéro d'acquisition)

MUS 1661998-11

Box Number/Numéro de boîte

4

Dimension

20 cm

Restrictions

None

Medium/Support

Recorded Sound

Enregistrement Sonore

Audiovisual

Audiovisuel

Machine Readable

Ordinolingue

Photographic

Photographique

Paper

 Papier

Other:

Autre:

Date of/de description <b>June 24, 1998</b>	Signature	Page 1 of/de 1
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FOLDER CHEMISE	DESCRIPTION	CM	DATE(S)
73	University of Western Ontario, Waterloo Lutheran University.	8 items	1968-1971
74	Vancouver Island Centre.	1 cm	1985-1988
75	Winnipeg Centre.	2 cm	1985-1988
76	Vancouver Island Centre.	2 cm	1968-1974
77	North Bay Centre.	7 items	1980
78	Oshawa Centre.	2.5 cm	1968-1988
79	Ottawa Centre.	2 cm	1971-1974
80	Ottawa Centre.	2 cm	1968-1980
81	Ottawa Centre.	2.5 cm	1980-1984
82	Ottawa Centre.	2.5 cm	1984-1988
83	Owen Sound Centre.	0.5 cm	1969-1973
84	Pembroke Centre.	2 cm	1968-1988
85	Peterborough Centre.	2 cm	1968-1988







**MUSIC DIVISION - ARCHIVE'S PRELIMINARY PROCESSING FORM**  
**DIVISION DE LA MUSIQUE - BORDEREAU DE TRAITEMENT PRÉLIMINAIRE**  
**DES DOCUMENTS D'ARCHIVES**

Title of Fonds/Titre du fonds

ROYAL CANADIAN COLLEGE OF ORGANISTS - TORONTO

File Code of the Fonds (Accession Number)/Cote de fonds (Numéro d'acquisition)

MUS 1661998-11

Box Number/Numéro de boîte

5

Dimension

20 cm

Restrictions

None

Medium/Support

Recorded Sound  
Enregistrement SonoreAudiovisual  
AudiovisuelMachine Readable  
OrdinolinguePhotographic  
PhotographiquePaper  
 PapierOther:  
Autre:

Date of/de description <b>Junw 25, 1998</b>	Signature	Page 1 of/de 1
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FOLDER CHEMISE	DESCRIPTION	CM	DATE(S)
87	Sarnia Centre.	2 cm	1968-1988
88	Stratford Centre.	2 cm	1968-198[8]
89	Thunder Bay Centre.	1 cm	1983-1988
90	Toronto Centre.	2.5 cm	1968-1971
91	Toronto Centre.	2.cm	1971-1974
92	Toronto Centre.	1.5 cm	1975-1976
93	Toronto Centre.	2 cm	1980-1985
94	Toronto Centre.	2 cm	1985-1986
95	Toronto Centre.	2 cm	1986-1988
96	Toronto Centre.	2 cm	1990-1991
97	Toronto Centre.	2 cm	1988-1990
98	Kingston Centre.	1 cm	1988-1991





**MUSIC DIVISION - ARCHIVE'S PRELIMINARY PROCESSING FORM**  
**DIVISION DE LA MUSIQUE - BORDEREAU DE TRAITEMENT PRÉLIMINAIRE**  
**DES DOCUMENTS D'ARCHIVES**

Title of Fonds/Titre du fonds

**ROYAL CANADIAN COLLEGE OF ORGANISTS - TORONTO**

File Code of the Fonds (Accession Number)/Cote de fonds (Numéro d'acquisition)

**MUS 166****1998-11**

Box Number/Numéro de boîte

**6**

Dimension

**20 cm**

Restrictions

**None**

Medium/Support

Recorded Sound

 Enregistrement Sonore

Audiovisual

 Audiovisuel

Machine Readable

 Ordinalingue

Photographic

 Photographique

Paper

 Papier

Other:

 Autre:

Date of/de description <b>June 26, 1998</b>	Signature	Page 1 of/de 1
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FOLDER CHEMISE	DESCRIPTION	CM	DATE(S)
99	Moncton Centre.	6 items	1988-1991
100	Kitchener Centre.	1 cm	1988-1991
101	London Centre.	2 cm	1988-1991
102	Montreal Centre.	1.5 cm	1988-1991
103	Niagara Peninsula.	1 cm	1988-1991
104	Oshawa Centre.	1 cm	1988-1991
105	Ottawa Centre.	2 cm	1988-1991
106	Pembroke Centre.	0.5 cm	1988-1991
107	Peterborough Centre.	0.5 cm	1988-1991
108	Prince Edward Island Centre.	1 cm	1988-1991
109	Regina Centre.	1 cm	1988-1991
110	Saint John Centre.	0.5 cm	1988-1991
111	Sarnia Centre.	0.5 cm	1988-1991

112	Saskatoon Centre.	1 cm	1988-1991
113	Simcoe-Muskoka Centre.	1 cm	1988-1991
114	Stratford Centre.	0.5 cm	1988-1991
115	Thunder Bay Centre.	1 cm	1988-1991
116	Vancouver Centre.	2 cm	1988-1991
117	Vancouver Island Centre.	1.5 cm	1988-1991
118	Windsor Centre.	1 cm	1988-1991
119	Winnipeg Centre.	1.5 cm	1988-1991
120	Unattached Centres (foreign).	11 items	1988-1990
121	Unattached Centres (Canadian).	1.5 cm	1988-1991



**MUSIC DIVISION - ARCHIVE'S PRELIMINARY PROCESSING FORM**  
**DIVISION DE LA MUSIQUE - BORDEREAU DE TRAITEMENT PRÉLIMINAIRE**  
**DES DOCUMENTS D'ARCHIVES**

Title of Fonds/Titre du fonds

**ROYAL CANADIAN COLLEGE OF ORGANISTS - TORONTO**

File Code of the Fonds (Accession Number)/Cote de fonds (Numéro d'acquisition)

**MUS 166****1998-11**

Box Number/Numéro de boîte

**7**

Dimension

**20 cm**

Restrictions

**None**

Medium/Support

Recorded Sound                      Audiovisual                      Machine Readable                      Photographic  
 \_\_\_ Enregistrement Sonore        \_\_\_ Audiovisuel                      \_\_\_ Ordinolingue                      \_\_\_ Photographique

Paper  
 Papier

Other:  
 Autre:

Date of/de description <b>June 29, 1998</b>	Signature	Page 1 of/de 1
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FOLDER CHEMISE	DESCRIPTION	CM	DATE(S)
122	Trustees' Reports.	1.5 cm	1986-1991
123	Windsor Centre.	1.5 cm	1983-1988
124	Montreal Centre.	2 cm	1968-1976
125	Montreal Centre.	2 cm	1975-1988
126	Annapolis/Valley Centre.	0.5 cm	1980-1983
127	Fredericton Centre.	1 cm	1968-1983
128	Halifax Centre.	2 cm	1967-1974
129	Halifax Centre.	2 cm	1964-1985
130	Halifax Centre.	1 cm	1985-1988
131	Moncton Centre.	1 cm	1959-1980
132	Saint John Centre.	1.5 cm	1968-1987
133	Members unattached - Canadian	2 cm	1981-1985
134	Members unattached - Non-Canadian.	1 cm	1981-1985





**MUSIC DIVISION - ARCHIVE'S PRELIMINARY PROCESSING FORM**  
**DIVISION DE LA MUSIQUE - BORDEREAU DE TRAITEMENT PRÉLIMINAIRE**  
**DES DOCUMENTS D'ARCHIVES**

Title of Fonds/Titre du fonds

**ROYAL CANADIAN COLLEGE OF ORGANISTS - TORONTO**

File Code of the Fonds (Accession Number)/Cote de fonds (Numéro d'acquisition)

**MUS 166****1998-11**

Box Number/Numéro de boîte

**8**

Dimension

**20 cm**

Restrictions

**None**

Medium/Support

Recorded Sound                      Audiovisual                      Machine Readable                      Photographic  
 \_\_\_ Enregistrement Sonore        \_\_\_ Audiovisuel                      \_\_\_ Ordinolingue                      \_\_\_ Photographique

Paper  
 Papier

Other:  
 Autre:

Date of/de description <b>July 3, 1998</b>	Signature	Page 1 of/de 1
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FOLDER CHEMISE	DESCRIPTION	CM	DATE(S)
138	Western Ontario, Toronto, Prairie, Atlantic, Laurentian Regions.	0.5 cm	1971-1973
139	Rocky Mountains Region.	1 cm	1970-1973
140	Central Ontario.	0.5 cm	1971-1975
141	Defunct Centres: North Central Ontario Region, Lake Huron, Charlottetown, Port Arthur, Orillia, Windsor,	1 cm	1965-1972
142	Student - Wilfrid Laurier University, Wilfrid Laurier Student Group, University of Windsor, Mount Allison University,	0.5 cm	1980-1984
143	Pictou County Centre.	0.5 cm	1969-1982
144	Prince Edward Island Centre.	0.5 cm	1987-1988
145	St. John's Newfoundland Centre.	4 items	1972
146	Unattached to any Centre.	2 cm	1972-1975
147	Unattached to any Centre.	2 cm	1970-1972
148	Unattached to any Centre.	2 cm	1968-1970







**MUSIC DIVISION - ARCHIVE'S PRELIMINARY PROCESSING FORM**  
**DIVISION DE LA MUSIQUE - BORDEREAU DE TRAITEMENT PRÉLIMINAIRE**  
**DES DOCUMENTS D'ARCHIVES**

Title of Fonds/Titre du fonds

ROYAL CANADIAN COLLEGE OF ORGANISTS - TORONTO

File Code of the Fonds (Accession Number)/Cote de fonds (Numéro d'acquisition)

MUS 1661998-11

Box Number/Numéro de boîte

9

Dimension

20 cm

Restrictions

None

Medium/Support

 Recorded Sound Audiovisual Machine Readable Photographic Enregistrement Sonore Audiovisuel Ordinolingue Photographique Paper

Other:

 Papier

Autre:

Date of/de description <b>July 6, 1998</b>	Signature	Page 1 of/de 1
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FOLDER CHEMISE	DESCRIPTION	CM	DATE(S)
158	Avalon (Nfld) Centre.	0.5 cm	1988-1991
159	Brantford Centre.	1 cm	1988-1991
160	Calgary Centre.	0.5 cm	1988-1991
161	Chatham Centre.	0.5 cm	1988-1991
162	Edmonton Centre.	1.5 cm	1988-1991
163	Grey / Bruce Centre.	0.5 cm	1988-1991
164	Halifax Centre.	2 cm	1988-1991
165	Hamilton Centre.	2 cm	1988-1991
166	General correspondence.	0.5 cm	1972
167	Toronto Centre Bulletins.	2.5 cm	1972-1984
168	The Digest.	1 cm	1981
169	Meetings of the Executive Committee.	2 cm	1973-1974
170	Aims and objectives.	1 item	n.d.

171	Reports: Registrar, Standing committees, Membership, Fund-Raising,	1 cm	1975, 1982
172	Council - minutes and reports.	1.5 cm	1990-1993
173	Project Grant Committee.	1 cm	1981-1985
174	Convention Committee.	9 items	1981-1984
175	By-laws Committee.	13 items	1981-1984
176	Competitions Committee.	0.5 cm	1981-1983
177	Correspondence with Centres.	0.5 cm	1981-1984
178	Trustees.	1 cm	1981-1984
179	Budget information.	1 cm	1981-1984
180	Publications Committee.	1 cm	1981-1984
181	Examination Committee.	1 cm	1981-1984



**MUSIC DIVISION - ARCHIVE'S PRELIMINARY PROCESSING FORM**  
**DIVISION DE LA MUSIQUE - BORDEREAU DE TRAITEMENT PRÉLIMINAIRE**  
**DES DOCUMENTS D'ARCHIVES**

Title of Fonds/Titre du fonds

ROYAL CANADIAN COLLEGE OF ORGANISTS - TORONTO

File Code of the Fonds (Accession Number)/Cote de fonds (Numéro d'acquisition)

MUS 1661998-11

Box Number/Numéro de boîte

10

Dimension

20 cm

Restrictions

None

Medium/Support

Recorded Sound                      Audiovisual                      Machine Readable                      Photographic  
 \_\_\_ Enregistrement Sonore        \_\_\_ Audiovisuel                      \_\_\_ Ordinolingue                      \_\_\_ Photographique

Paper  
 Papier

Other:  
 Autre:

Date of/de description <b>July 9, 1998</b>	Signature	Page 1 of/de 1
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FOLDER CHEMISE	DESCRIPTION	CM	DATE(S)
182	Professional Status Committee.	2.5 cm	1981-1985
183	Musical Resources Committee.	1 cm	1981-1984
184	Newsletters and invoices to print.	1.5 cm	1964-1967
185	"The Royal Canadian College of Organists".	1 item	n.d.
186	Concert programme (Kitchener Centre) and clippings.	6 items	1973, n.d.
187	Toronto Centre - Student recitals (programmes and clippings), bulletins, minutes.	2 cm	1969-1970
188	Toronto Centre - bulletins, programme, letter.	5 items	1957-1971
189	Regional councils - Oshawa, Vancouver, Central Ontario.	4 items	1972, 1975
190	Student Groups. - Waterloo Lutheran Student Centre.	3 items	1970-1972
191	Organist employment.	1 cm	1975-1978
192	Newsletters.	1 cm	1988-1990
193	Summary of Minutes of Meetings 1926-1990 (James B. Hartman).	3 items	1994, 1997
194	Kitchener Centre - Newsletters.	2 cm	1982-1993

195	Kitchener Centre - minutes, correspondence.	2 cm	1989-1992
196	Kitchener Centre - minutes, correspondence.	1 cm	1991-1994
197	Kitchener Centre - minutes, Newsletters, correspondence, programmes.	1 cm	1988-1989
198	Kitchener Centre - minutes, mailing lists.	1 cm	1984-1987
199	Kitchener Centre - correspondence.	1 cm	1983-1987
200	Kitchener Centre - recital and service programs, miscellaneous.	2 cm	1982-1994
201	Kitchener Centre: wedding music - programmes, membership lists, Newsletters, minutes, correspondence.	1 cm	1987-1993
202	Kitchener Centre - correspondence, programme suggestions, miscellaneous.	1 cm	1967-1992
203	Northern Lights Centre.	1 cm	1981-1984



**MUSIC DIVISION - ARCHIVE'S PRELIMINARY PROCESSING FORM**  
**DIVISION DE LA MUSIQUE - BORDEREAU DE TRAITEMENT PRÉLIMINAIRE**  
**DES DOCUMENTS D'ARCHIVES**

Title of Fonds/Titre du fonds

ROYAL CANADIAN COLLEGE OF ORGANISTS - TORONTO

File Code of the Fonds (Accession Number)/Cote de fonds (Numéro d'acquisition)

MUS 1661998-11

Box Number/Numéro de boîte

11

Dimension

20 cm

Restrictions

None

Medium/Support

Recorded Sound                      Audiovisual                      Machine Readable                      Photographic  
 \_\_\_ Enregistrement Sonore        \_\_\_ Audiovisuel                      \_\_\_ Ordinolingue                      \_\_\_ Photographique

Paper  
 Papier

Other:  
 Autre:

Date of/de description <b>July 10, 1998</b>	Signature	Page 1 of/de 1
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FOLDER CHEMISE	DESCRIPTION	CM	DATE(S)
204	Vancouver Island Centre.	2 cm	1975-1985
205	Vancouver Centre.	2 cm	1971-1973
206	Vancouver Centre.	2 cm	1968-1971
207	Vancouver Centre.	2 cm	1975-1983
208	Vancouver Centre.	2 cm	1983-1985
209	Vancouver Centre.	1.5 cm	1985-1988
210	Calgary Centre.	2 cm	1968-1974
211	Calgary Centre.	2 cm	1968-1988
212	Edmonton Centre.	2 cm	1968-1985
213	Edmonton Centre.	2 cm	1985-1988
214	Edmonton Centre.	2 cm	1981-1983
215	Edmonton Centre.	1 cm	1983-1984
216	Regina Centre.	2 cm	1968-1988



**MUSIC DIVISION - ARCHIVE'S PRELIMINARY PROCESSING FORM**  
**DIVISION DE LA MUSIQUE - BORDEREAU DE TRAITEMENT PRÉLIMINAIRE**  
**DES DOCUMENTS D'ARCHIVES**

Title of Fonds/Titre du fonds

ROYAL CANADIAN COLLEGE OF ORGANISTS - TORONTO

File Code of the Fonds (Accession Number)/Cote de fonds (Numéro d'acquisition)

MUS 1661998-11

Box Number/Numéro de boîte

12

Dimension

20 cm

Restrictions

None

Medium/Support

Recorded Sound                      Audiovisual                      Machine Readable                      Photographic  
 Enregistrement Sonore       Audiovisuel                       Ordinolingue                       Photographique

Paper  
 Papier

Other:  
Autre:

Date of/de description <b>July 14, 1998</b>	Signature	Page 1 of/de 1
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FOLDER CHEMISE	DESCRIPTION	CM	DATE(S)
217	Saskatoon Centre.	1.5 cm	1968-1988
218	Winnipeg Centre.	2 cm	1964-1974
219	Winnipeg Centre.	2 cm	1975-1983
220	Winnipeg Centre.	1 cm	1983-1984
221	Bay of Quinte Centre.	1.5 cm	1968-1983
222	Brantford Centre.	2 cm	1968-1988
223	Chatam Centre.	2 cm	1964-1988
224	Kitchener Centre.	2 cm	1968-1981
225	Kitchener Centre.	2 cm	1981-1988
226	Huronion Centre.	1.5 cm	1968-1984
227	Huronion Centre - special "Barrie" file.	3 items	1972
228	Hamilton Centre.	2 cm	1968-1974
229	Hamilton Centre.	1.5 cm	1976-1986





MUSIC DIVISION - ARCHIVE'S PRELIMINARY PROCESSING FORM
DIVISION DE LA MUSIQUE - BORDEREAU DE TRAITEMENT PRÉLIMINAIRE
DES DOCUMENTS D'ARCHIVES

Title of Fonds/Titre du fonds

ROYAL CANADIAN COLLEGE OF ORGANISTS - TORONTO

File Code of the Fonds (Accession Number)/Cote de fonds (Numéro d'acquisition)

MUS 166 1998-11

Box Number/Numéro de boîte

13

Dimension

5 cm (Upright box)

Restrictions

None

Medium/Support

Recorded Sound Audiovisual Machine Readable Photographic
Enregistrement Sonore Audiovisuel Ordinolingue Photographique

Paper Other:
[Paper checked] Autre:

Table with 3 columns: Date of/de description (July 15, 1998), Signature, Page 1 of/de 1

Table with 4 columns: FOLDER CHEMISE, DESCRIPTION, CM, DATE(S). Contains rows for folders 231-234 with descriptions like Hamilton Centre, Kingston Centre, and Correspondence.





**RCCO - TORONTO (MUS 166)**

**Preliminary Processing Report**

**Date of Accession:** December 17, 1998.

**Inclusive Dates:** 1952-1996, n.d.

**Description:** By-laws; correspondence; minutes; bulletins; newsletters; financial documents; publicity; pamphlets; reports; concert programmes; schedules; Year Books.

**Duplicates Removed:** 48 cm.

**Dimension:** 91 cm of textual documents.

**Boxing:** March 31; April 1, 6, 8 and 9, 1999; 50 folders; 5 boxes - upright.

Stéphane Jean  
April 13, 1999







MUSIC DIVISION - ARCHIVE'S PRELIMINARY PROCESSING FORM
DIVISION DE LA MUSIQUE - BORDEREAU DE TRAITEMENT PRÉLIMINAIRE DES DOCUMENTS D'ARCHIVES

Title of Fonds/Titre du fonds
RCCO - TORONTO

File Code of the Fonds (Accession Number)/Cote de fonds (Numéro d'acquisition)
MUS 166 (1998-29)

Box Number/Numéro de boîte 3
Dimension 20 cm

Restrictions

Medium/Support

Recorded Sound Audiovisual Machine Readable Photographic Printed
Enregistrement Sonore Audiovisuel Ordinolingue Photographique Imprimé
Paper Other:
Papier Autre:

Table with 3 columns: Date of/de description (April 6, 1999), Signature, Page 1 of/de 1

Main table with 4 columns: FOLDER CHEMISE, DESCRIPTION, CM, DATE(S). Contains rows 24-34 with descriptions like Newsletters, Minutes, Bulletins.



MUSIC DIVISION - ARCHIVE'S PRELIMINARY PROCESSING FORM
DIVISION DE LA MUSIQUE - BORDEREAU DE TRAITEMENT PRÉLIMINAIRE DES DOCUMENTS D'ARCHIVES

Title of Fonds/Titre du fonds
RCCO - TORONTO

File Code of the Fonds (Accession Number)/Cote de fonds (Numéro d'acquisition)
MUS 166 (1998-29)

Box Number/Numéro de boîte 4
Dimension 20 cm

Restrictions

Medium/Support

Recorded Sound Audiovisual Machine Readable Photographic Printed
Enregistrement Sonore Audiovisuel Ordinolingue Photographique Imprimé
Paper Other:
Papier Autre:

Table with 3 columns: Date of/de description (April 8, 1999), Signature, Page 1 of/de 1

Main table with 4 columns: FOLDER CHEMISE, DESCRIPTION, CM, DATE(S). Contains rows 35-44 with descriptions of financial documents, minutes, reports, newsletters, etc.

