

## Internship Profile Summary

**Intern: Brent Wiancko**

**Location: Archives of Ontario, Collections Development and Management Unit**

During my internship at the Archives of Ontario I was involved with a number of projects related to processing records already held by the Archives as well as assessing and acquiring new records. These experiences familiarized me with the application of archival theory and principles, the operations of a large public archive, and the structure of a significant Ontario government institution.

My first assignment involved creating a file listing of prosecution cases under the Ontario Health and Safety Act. This exercise introduced me to the software tools used by the Archives as well as the standardized procedures and rules used and adapted for creating metadata. A more sophisticated project followed involving the arranging and describing of records related to Lieutenant Governor of Ontario Ray Lawson. Some processing work had already been completed for many of the photographs in this fonds, but I was responsible for proposing and implementing an arrangement for the series, sub-series, and items in the fonds. After arranging the records I subsequently wrote the necessary fonds, series, and record creator (authority) descriptions according to the Archives' existing standards using the Archival Descriptive Database. To view the public description of the Lawson Fonds (F 107), please visit [http://ao.minisisinc.com/scripts/mwimain.dll/1925/DESCRIPTION\\_WEB\\_INT/REFD/F~20107?JUMP](http://ao.minisisinc.com/scripts/mwimain.dll/1925/DESCRIPTION_WEB_INT/REFD/F~20107?JUMP).

I completed a similar processing project involving records related to colonization roads in central and northern Ontario. These documents were already arranged in RG 52-1 and RG 52-2, however considerable work was required to create lists and ADD descriptions. Additionally, determining the relationship between the colonization road chronological files and their indexes as well as the connections between these records and others in the RG 52 record group were challenging processes. To view the public description of RG 52-1, please visit [http://ao.minisisinc.com/scripts/mwimain.dll/1994/DESCRIPTION\\_WEB\\_INT/REFD/RG~2052-1?JUMP](http://ao.minisisinc.com/scripts/mwimain.dll/1994/DESCRIPTION_WEB_INT/REFD/RG~2052-1?JUMP) and to view the public description of RG 52-2, please visit [http://ao.minisisinc.com/scripts/mwimain.dll/1994/DESCRIPTION\\_WEB\\_INT/REFD/RG~2052-2?JUMP](http://ao.minisisinc.com/scripts/mwimain.dll/1994/DESCRIPTION_WEB_INT/REFD/RG~2052-2?JUMP).

I was also involved with accessing an offer of donation of the private records of another former Lieutenant Governor of Ontario as well as the possible accession of certain Ministry of Natural Resources records. I also spent two weeks shadowing and assisting staff in the reading room and the Records Centre (retrieval and shipping area). Additionally, I completed a number of small assignments, including writing descriptions of record creators, accessing and examining obsolete electronic records, and applying the Freedom of Information and Privacy Protection Act (FIPPA) to client requests.

Overall, I gained a valuable understanding of general archival principles and the operations of the Archives of Ontario. The support and guidance I received from my supervisors as well as from other staff was extraordinary. Interning at the Archives of Ontario is an ideal opportunity for anyone interested in archival theory and practice.