

Info Source

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National Gallery of Canada

Table of Contents

[General Information](#)

- [Background](#)
- [Responsibilities](#)

[Institutional Functions, Programs and Activities](#)

- [Information Holdings](#)
 - [Standard Classes of Records and Related Standard Personal Information Banks](#)
 - [Classes of Personal Information](#)
 - [Manuals](#)

[Additional Information](#)

- [Reading Room](#)

General Information

Background

The National Gallery of Canada was founded in 1880 by the then Governor General, the Marquis of Lorne, in concert with the Royal Canadian Academy of Arts. With the enactment of the 1913 National Gallery of Canada Act, the federal

government assumed responsibility for the Gallery. The Canadian Museum of Contemporary Photography was created in 1985 from the former Still Photography Division of the National Film Board and became an affiliate of the National Gallery of Canada.

The government continued its stewardship through successive Acts of Parliament, culminating in the Museums Act of July 1, 1990, which established the Gallery as a Crown Corporation and confirmed the Canadian Museum of Contemporary Photography as an affiliate of the National Gallery of Canada.

Responsibilities

The National Gallery of Canada's mandate is to develop, maintain, and make known, throughout Canada and internationally, a collection of works of art, historic, modern and contemporary, with special, but not exclusive, reference to Canada, and to further knowledge, understanding, and enjoyment of art in general among all Canadians. The Canadian Museum of Contemporary Photography was established to collect, interpret, and disseminate Canadian contemporary photography.

The National Gallery of Canada strives to provide Canadians with a sense of identity with and pride in Canada's rich visual-arts heritage. Through its collections, onsite and travelling exhibitions, loans program, educational programs and publications, professional training programs, and outreach initiatives, the Gallery aspires to be a model of excellence in furthering knowledge of the visual arts, both at home and abroad. Through collaboration with national and international institutions, the Gallery seeks to make art accessible, meaningful, and vital to diverse audiences of all ages.

Under the Museums Act, the Gallery's Board of Trustees serves as its governing body, and is accountable to Parliament through the Minister of Canadian Heritage and Official Languages. The eleven members of the Board, representing all regions of the country, are appointed by the Governor-in-Council on the advice of the Minister. The Board has primary responsibility for ensuring that the resources provided to the institution are used judiciously to achieve its mandate. The Board provides strategic direction to the Gallery, oversees the conduct of its business, and ensures that all major issues are given proper consideration.

Institutional Functions, Programs and Activities

Collections

To acquire, preserve, research and document historic and contemporary works of art in order to represent and present arts heritage. It includes Curatorial Research, Acquisitions and Preservation.

Curatorial Research

To realize the Gallery's mandate, research is undertaken both on individual objects and on the cultural, historical and theoretical context in which these works were created. Works in the collection are carefully documented and catalogued, presented, interpreted, and made available in the National Capital Region and through loans and the Gallery's extensive travelling exhibition program. The Gallery's Library and Archives constitute the pre-eminent centre for the study of the history of visual arts in Canada and house the country's most extensive collection of research materials.

Art Documentation

Description: Records related to intellectual and physical control of the collections constituting analog and digital content describing the art inventory and supporting acquisition, loan, exhibition, education and publication programs. Analog records are resident in four repositories of curatorial research files by collecting areas (paintings, sculptures, decorative and media arts; prints and drawings; photographs; and, Canadian Museum of Contemporary Photography). Digital records are resident in the computerized collection management system representing the descriptive catalogue of all collections and borrowed works linked to specific modules employed in the management of collections related activities, such as: acquisitions, exhibitions, loans, insurance, and dispatch.

Document Types: Correspondence, agendas and minutes of meetings, acquisition forms, invoices, records of payment and tax receipts, memoranda, work orders, requests to reproduce, conservation examination and treatment reports, installation plans, analog and digital images, biographies, bibliographies, newspaper and journal clippings, catalogue entries, exhibition and loan history, lists, copyright status and holder information.

Record Number: NGC CUR 001

- **Artists**

Description: This bank describes information related to creators of artwork in the collections of the National Gallery of Canada and the Canadian Museum of Contemporary Photography. Personal information may include name, contact information, biographical information, citizenship status, date of birth, date of death, educational information, place of birth and place of death, financial information, Social Insurance Number (when required) and signature. Personal information may also include images of artwork (analog or digital), information about other works of art in an artist's possession and artist's relationship to other persons or entities such as their spouse or partner, siblings, business partner, or artist collective member.

Class of Individuals: Individuals who create artwork that is in the collections of the National Gallery of Canada and the Canadian Museum of Contemporary Photography.

Purpose: Personal information is used to document the lives and

activities of artists as cultural heritage, to manage copyright, permissions, licensing and fees. Information is also used to ensure the Gallery remains accountable for all acquisitions to the collections and to record source and provenance of the artworks. Personal information is collected pursuant to the Museums Act. The social Insurance Number is collected pursuant to the Income Tax Act and may be used to issue various reporting slips.

Consistent Uses: Biographical and activity information is used for cataloguing purposes as part of the record of an artwork, for publication in catalogues and other publications, and is made accessible for external researchers. Some elements of data, notably a brief biography of an artist (Canada, 1908-1992) or sometimes places of birth and/or death, are contributed to aggregated databases like the Artifacts Canada database of the Canadian Heritage Information Network. Selected information about each artist may be published on the National Gallery of Canada website. When artists pay or receive money, information may be shared with/described in the Standard PIB(s) Accounts Receivable (PSU 932) or Accounts Payable (PSU 931). Information may be shared with Canada Revenue Agency (Information Returns (Infodec), CRA PPU 150) and the Province of Quebec for income verification purposes.

Retention and Disposal Standards: Under development.

RDA Number: Under development.

Related Record Number: NGC ACQ 001, NGC CUR 001, NGC CUR 002, NGC CUR 004

TBS Registration: 20100330

Bank Number: NGC PPU 003

Collection Research

Description: Records related to research on individual art objects. Research includes the specific history of the object as well as the cultural, historical and theoretical context in which these works were created. Records relating to potential loan requests to other museums and private collectors for the loan of works of art to the Gallery.

Document Types: Correspondence, handwritten and electronic research notes, image reproductions (paper and electronic), press clippings, bibliographies, artist resumes, photocopies of archival documents and from publications (books and journals), collections data base catalogue records, art auction sales records trip reports (a record of research done and people met while travelling for specific projects), recorded interviews, draft catalogue entries, partial or whole manuscripts, project proposals, agendas, notes and minutes of meetings, lectures and presentations.

Format: Video, film, DVD, CD-ROMS

Record Number: NGC CUR 002

- **Artists**

Description: This bank describes information related to creators of artwork in the collections of the National Gallery of Canada and the

Canadian Museum of Contemporary Photography. Personal information may include name, contact information, biographical information, citizenship status, date of birth, date of death, educational information, place of birth and place of death, financial information, Social Insurance Number (when required) and signature. Personal information may also include images of artwork (analog or digital), information about other works of art in an artist's possession and artist's relationship to other persons or entities such as their spouse or partner, siblings, business partner, or artist collective member.

Class of Individuals: Individuals who create artwork that is in the collections of the National Gallery of Canada and the Canadian Museum of Contemporary Photography.

Purpose: Personal information is used to document the lives and activities of artists as cultural heritage, to manage copyright, permissions, licensing and fees. Information is also used to ensure the Gallery remains accountable for all acquisitions to the collections and to record source and provenance of the artworks. Personal information is collected pursuant to the Museums Act. The social Insurance Number is collected pursuant to the Income Tax Act and may be used to issue various reporting slips.

Consistent Uses: Biographical and activity information is used for cataloguing purposes as part of the record of an artwork, for publication in catalogues and other publications, and is made accessible for external researchers. Some elements of data, notably a brief biography of an artist (Canada, 1908-1992) or sometimes places of birth and/or death, are contributed to aggregated databases like the Artifacts Canada database of the Canadian Heritage Information Network. Selected information about each artist may be published on the National Gallery of Canada website. When artists pay or receive money, information may be shared with/described in the Standard PIB(s) Accounts Receivable (PSU 932) or Accounts Payable (PSU 931). Information may be shared with Canada Revenue Agency (Information Returns (Infodec), CRA PPU 150) and the Province of Quebec for income verification purposes.

Retention and Disposal Standards: Under development.

RDA Number: Under development.

Related Record Number: NGC ACQ 001, NGC CUR 001, NGC CUR 002, NGC CUR 004

TBS Registration: 20100330

Bank Number: NGC PPU 003

- **Private Collectors and Donors of Works of Art**

Description: This bank describes information concerning the ownership of works of art. Personal information may include name, contact information, date of death, biographical information such as relationships to other persons or entities such as, spouse or partner, sibling, business partner, collective member, etc., financial information, and information concerning other works of art in their possession.

Note: PIB replaces information previously described in Collections, NGC PPU 005.

Class of Individuals: Individuals who have sold or donated, or who are considering selling or donating, works of art to the National Gallery of Canada or the Canadian Museum of Contemporary Photography.

Purpose: Personal information is to account for all acquisitions to the collections of the Gallery and to record source or provenance of the artworks. Personal information is collected pursuant to the Museums Act.

Consistent Uses: Most gifts and occasional purchases are certified by the Canadian Cultural Property Export Review Board (see institution-specific PIB Certification, CPE PPU 010), the information is communicated with the knowledge of the donor or vendor. Selected information (e.g. name of author/donor) may be published on the National Gallery of Canada website. Information may be shared with Canada Revenue Agency and the province of Quebec (if applicable) for income verification purposes and also with third party insurance brokers and for international indemnification programs.

Retention and Disposal Standards: Under development.

RDA Number: Under development.

Related Record Number: NGC ACQ 001, NGC CUR 002, NGC CUR 004, NGC EXB 004, NGC REV 004

TBS Registration: 20100329

Bank Number: NGC PPU 002

Fellowship Programs

Description: Records related to the calls for application to the Fellowship Program and advertising, processing of applications, administration of juries, liaison with comparable fellowship programs in other organizations, appointment of Fellows, and administration of residencies of Fellows. Also includes records related to public lectures given by the Fellows.

Document Types: Correspondence, applications, assessments of applicants, written evaluations related to the progress of the Fellow, status reports, copies of future publications produced by the Fellow.

Record Number: NGC CUR 003

- **Research Fellowship Program**

Description: This bank describes information that is about the Research Fellowship Program at the National Gallery of Canada. Personal information may include name, contact information, biographical information, educational information, awards and honours, publications, exhibitions, past and present research investigations and other relevant work, views and opinions of or about individuals, signature and Social Insurance Number (only if accepted to the program).

Class of Individuals: Individuals (including from outside of Canada) who apply for Research Fellowships at the National Gallery of Canada, personal references.

Purpose: The Personal information is used to process applications and to

administer the Research Fellowships program. Personal information is collected pursuant to the Museums Act. The Social Insurance Number is collected from successful candidates pursuant to the Income Tax Act, for the purpose of income verification.

Consistent Uses: If a fellowship is granted, information may be shared with Canada Revenue Agency and the province of Quebec (if applicable) for income tax purposes. Selected information (including name, educational facility, and research undertaken) is posted on the National Gallery of Canada's internet site.

Retention and Disposal Standards: Under development.

RDA Number: Under development.

Related Record Number: NGC CUR 003

TBS Registration: 20100332

Bank Number: NGC PPU 005

General Research

Description: Records related to general art historical research on artists, works of art, public and private collections in Canada and abroad.

Document Types: Correspondence, handwritten and electronic research notes, image reproductions (paper and electronic), press clippings, bibliographies, artist resumes, photocopies from publications (books and journals), trip reports (a record of research done and people met while travelling for specific projects), recorded interviews, draft catalogue entries, partial or whole manuscripts, project proposals, agendas, notes and minutes of meetings, lectures and presentations.

Format: Video, film, DVD, CD-ROMS

Record Number: NGC CUR 004

- **Artists**

Description: This bank describes information related to creators of artwork in the collections of the National Gallery of Canada and the Canadian Museum of Contemporary Photography. Personal information may include name, contact information, biographical information, citizenship status, date of birth, date of death, educational information, place of birth and place of death, financial information, Social Insurance Number (when required) and signature. Personal information may also include images of artwork (analog or digital), information about other works of art in an artist's possession and artist's relationship to other persons or entities such as their spouse or partner, siblings, business partner, or artist collective member.

Class of Individuals: Individuals who create artwork that is in the collections of the National Gallery of Canada and the Canadian Museum of Contemporary Photography.

Purpose: Personal information is used to document the lives and activities of artists as cultural heritage, to manage copyright, permissions, licensing and fees. Information is also used to ensure the Gallery remains accountable for all acquisitions to the collections and to record source and

provenance of the artworks. Personal information is collected pursuant to the Museums Act. The social Insurance Number is collected pursuant to the Income Tax Act and may be used to issue various reporting slips.

Consistent Uses: Biographical and activity information is used for cataloguing purposes as part of the record of an artwork, for publication in catalogues and other publications, and is made accessible for external researchers. Some elements of data, notably a brief biography of an artist (Canada, 1908-1992) or sometimes places of birth and/or death, are contributed to aggregated databases like the Artifacts Canada database of the Canadian Heritage Information Network. Selected information about each artist may be published on the National Gallery of Canada website. When artists pay or receive money, information may be shared with/described in the Standard PIB(s) Accounts Receivable (PSU 932) or Accounts Payable (PSU 931). Information may be shared with Canada Revenue Agency (Information Returns (Infodec), CRA PPU 150) and the Province of Quebec for income verification purposes.

Retention and Disposal Standards: Under development.

RDA Number: Under development.

Related Record Number: NGC ACQ 001, NGC CUR 001, NGC CUR 002, NGC CUR 004

TBS Registration: 20100330

Bank Number: NGC PPU 003

- **Private Collectors and Donors of Works of Art**

Description: This bank describes information concerning the ownership of works of art. Personal information may include name, contact information, date of death, biographical information such as relationships to other persons or entities such as, spouse or partner, sibling, business partner, collective member, etc., financial information, and information concerning other works of art in their possession.

Note: PIB replaces information previously described in Collections, NGC PPU 005.

Class of Individuals: Individuals who have sold or donated, or who are considering selling or donating, works of art to the National Gallery of Canada or the Canadian Museum of Contemporary Photography.

Purpose: Personal information is to account for all acquisitions to the collections of the Gallery and to record source or provenance of the artworks. Personal information is collected pursuant to the Museums Act.

Consistent Uses: Most gifts and occasional purchases are certified by the Canadian Cultural Property Export Review Board (see institution-specific PIB Certification, CPE PPU 010), the information is communicated with the knowledge of the donor or vendor. Selected information (e.g. name of author/donor) may be published on the National Gallery of Canada website. Information may be shared with Canada Revenue Agency and the province of Quebec (if applicable) for income verification purposes and also with third party insurance brokers and for international indemnification programs.

Retention and Disposal Standards: Under development.

RDA Number: Under development.

Related Record Number: NGC ACQ 001, NGC CUR 002, NGC CUR 004, NGC EXB 004, NGC REV 004

TBS Registration: 20100329

Bank Number: NGC PPU 002

Library and Archives

Description: Records related to the acquisition, collection, documentation, conservation and management of the Gallery's text-based archives, library materials, audiovisual materials, books and journals. Digital records are resident in the computerized library catalogue system representing the descriptive catalogue of all collections linked to specific modules employed in the management of collections related activities, such as: acquisitions, cataloguing, serials, and circulation. Digital records also reside in specialized catalogue and index databases such as NGC Archives Database, Art Metropole Collection Database, Index to Art in Canada to 1930. Records include information related to undertaking and disseminating bibliographic and scholarly research, including research on library, archival, documentary and bibliographic holdings; developing and disseminating tools (digital and electronic resources, finding aids, bibliographies, indices and other documentation); initiating and promoting collaborative projects in fine art librarianship and bibliography; sharing resources with other institutions throughout Canada and abroad; and providing user services, including reference and research, internally, nationally and internationally. Records also include information related to cataloguing, classification, name authority and vocabulary control, indexing, database management, journal and auction catalogue maintenance, digital resources development, preservation, binding, shelf preparation and collection storage, reference and research services, interlibrary loan, document delivery, reading room registration, assistance and supervision, orientation and user education, acquisitions, exchange program, withdrawals, duplicates distribution program, and donations, including appraisals, Canadian Cultural Property Export Review Board submissions, exchange program, distribution of duplicates, membership in national and international bibliographic utilities and consortia, creation of web-based resources, interlibrary loan and document delivery, exhibition and publication programs, external exhibition loans, participation in international projects, sharing skills and knowledge with professional associations such as the Art Libraries Society of North America (ARLIS/NA), Art Libraries Society of Canada (ARLIS/Canada), and International Federation of Library Associations and Institutions (IFLA), internships, and the Research Fellowship Program. Records also include information related to history, collections, exhibitions, personalities and facilities of the National Gallery, and museology in Canada.

Document types: Correspondence, bibliographies, antiquarian booksellers' catalogues, books and periodicals, museum publications (including annual reports, bulletins, monographs, occasional papers, exhibition checklists and ephemera), auction catalogues, exhibition catalogues, artists' books and multiples, orders, requisitions, title agreements, gift and donations agreements,

invoices, contracts, loan forms, acquisition sheets and other documentation, copies of archival and library standards, and copies of relevant legislation and regulations.

Format: Photographs (including black and white glass negatives, lantern slides, black and white or colour negatives, transparencies, photographic prints and digital images), microforms, sound recordings, films, video-tapes, DVDs, CDs, and videocassettes.

Record Number: NGC CUR 005

Acquisitions

All works of art are purchased in accordance with the Gallery's Acquisition Policy. The Policy requires that all works be justified through in-depth curatorial research to establish authenticity, verify provenance and determine quality, historical importance and relevance to the Gallery's mission. The Gallery's collection is also enriched through the donation of outstanding works of art from private donors and funds from the activities of the National Gallery of Canada Foundation.

Acquisition of Collections

Description: Records related to the acquisition of works of art through purchase, gift and transfer (approved and rejected). Records related to the works of art, their creation and art historical context, their provenance (history of ownership), exhibition and publication history, and monetary value.

Document Types: Correspondence with dealers, private collectors, and auction houses, analog and digital images, monetary evaluations and appraisals, acquisition justification reports, art auction sales records, agendas and minutes of Curatorial and Board of Trustees acquisition meetings, applications to Canadian Cultural Property Export Review Board, cultural property applications, conservation examination reports, trip reports (a record of research done and people met while travelling for specific projects), bibliographies, artists' resumes, handwritten and electronic research notes, press clippings, photocopies from publications (books and journals), annual acquisition lists.

Format: Video, film, DVD, CD-ROMS

Record Number: NGC ACQ 001

- **Artists**

Description: This bank describes information related to creators of artwork in the collections of the National Gallery of Canada and the Canadian Museum of Contemporary Photography. Personal information may include name, contact information, biographical information, citizenship status, date of birth, date of death, educational information, place of birth and place of death, financial information, Social Insurance Number (when required) and signature. Personal information may also include images of artwork (analog or digital), information about other works of art in an artist's possession and artist's relationship to other persons or entities such as their spouse or partner, siblings, business

partner, or artist collective member.

Class of Individuals: Individuals who create artwork that is in the collections of the National Gallery of Canada and the Canadian Museum of Contemporary Photography.

Purpose: Personal information is used to document the lives and activities of artists as cultural heritage, to manage copyright, permissions, licensing and fees. Information is also used to ensure the Gallery remains accountable for all acquisitions to the collections and to record source and provenance of the artworks. Personal information is collected pursuant to the Museums Act. The social Insurance Number is collected pursuant to the Income Tax Act and may be used to issue various reporting slips.

Consistent Uses: Biographical and activity information is used for cataloguing purposes as part of the record of an artwork, for publication in catalogues and other publications, and is made accessible for external researchers. Some elements of data, notably a brief biography of an artist (Canada, 1908-1992) or sometimes places of birth and/or death, are contributed to aggregated databases like the Artifacts Canada database of the Canadian Heritage Information Network. Selected information about each artist may be published on the National Gallery of Canada website. When artists pay or receive money, information may be shared with/described in the Standard PIB(s) Accounts Receivable (PSU 932) or Accounts Payable (PSU 931). Information may be shared with Canada Revenue Agency (Information Returns (Infodec), CRA PPU 150) and the Province of Quebec for income verification purposes.

Retention and Disposal Standards: Under development.

RDA Number: Under development.

Related Record Number: NGC ACQ 001, NGC CUR 001, NGC CUR 002, NGC CUR 004

TBS Registration: 20100330

Bank Number: NGC PPU 003

- **Collections, NGC PPU 005**

- This information is now described in Private Collectors and Donors of Works of Art, NGC PPU 002.

- **Private Collectors and Donors of Works of Art**

Description: This bank describes information concerning the ownership of works of art. Personal information may include name, contact information, date of death, biographical information such as relationships to other persons or entities such as, spouse or partner, sibling, business partner, collective member, etc., financial information, and information concerning other works of art in their possession.

Note: PIB replaces information previously described in Collections, NGC PPU 005.

Class of Individuals: Individuals who have sold or donated, or who are considering selling or donating, works of art to the National Gallery of Canada or the Canadian Museum of Contemporary Photography.

Purpose: Personal information is to account for all acquisitions to the collections of the Gallery and to record source or provenance of the artworks. Personal information is collected pursuant to the Museums Act.

Consistent Uses: Most gifts and occasional purchases are certified by the Canadian Cultural Property Export Review Board (see institution-specific PIB Certification, CPE PPU 010), the information is communicated with the knowledge of the donor or vendor. Selected information (e.g. name of author/donor) may be published on the National Gallery of Canada website. Information may be shared with Canada Revenue Agency and the province of Quebec (if applicable) for income verification purposes and also with third party insurance brokers and for international indemnification programs.

Retention and Disposal Standards: Under development.

RDA Number: Under development.

Related Record Number: NGC ACQ 001, NGC CUR 002, NGC CUR 004, NGC EXB 004, NGC REV 004

TBS Registration: 20100329

Bank Number: NGC PPU 002

Preservation

Conservation encompasses a broad range of activities within the museum context: prevention of deterioration and damage; scientific examination and research; documentation; conservation treatment; management of risk within the exhibitions and loans programs; and education. The Gallery's restoration and conservation activities are fundamental to its collection and outreach activities. Its conservators perform the careful examination of works that is required by the Acquisition and Conservation Policies and critical to the decision-making process.

Art Storage

Description: Records related to art storage, location tracking, and inventory control in order to ensure the safety, preservation, and accessibility of all works in the collection, as well as borrowed works entrusted to the care of the museum. Art storage records include information related to the commissioning, fit-up and equipping, climate control, security, and organization of museum vaults and offsite storage. Location tracking documents all physical moves of works of art on a daily basis (internal and external). Inventory control includes constant monitoring of the accuracy of location tracking and an annual formal collection audit of a randomly selected sample.

Document Types: Correspondence, reports, records of meetings, floor plans and layouts, specialized product descriptions, graphs and other records documenting temperature and humidity, technical manuals for fire suppression systems, records of cyclical maintenance, facility reports, leases, security access records, registration cards, work orders, location entries in the collection management system, audit lists and summary reports.

Record Number: NGC PRE 001

Conservation

Description: Records related to the conservation and restoration of objects. Information pertaining to the preservation of objects and the prevention of deterioration by making recommendations for suitable physical environments for storage, and correct handling and packaging procedures for transportation. Making recommendations for travel, exposure, display, storage and housing.

Document Types: Correspondence, general examination reports, examination reports for acquisition, examination reports for loan and exhibitions, treatment proposals, treatment reports, work orders, briefing notes, memos, policies and guidelines, publications (exhibition catalogues and technical journals), technical photographs, and damage reports. **Record Number:** NGC PRE 002

Outreach

To foster broad access nationally and internationally to the Gallery's collection, research, exhibitions and expertise. It includes exhibitions, both in the National Capital Region and other venues in Canada and abroad, the loan program, educational programming and publications, communications and marketing activities designed to reach as wide an audience as possible.

Exhibitions

Exhibitions and installations are the most visible vehicles for showcasing the national collections, putting artworks into context, publishing original new research, hosting lectures and symposia and developing related educational activities.

Art Insurance

Description: Records related to risk management for works of art in the collections when outside the custody of the museum and borrowed works when in the custody of the museum.

Document Types: Correspondence, monthly insurance reports, appraisals, annual insurance policy renewals, certificates of insurance, and damage claims.

Record Number: NGC EXB 001

Audiovisual Services

Description: Records related to audiovisual presentation documentation (analog and digital) of the Gallery's art assets and related supporting materials such as acquisition considerations, loans in and out, study collection. Includes records related to the preservation of audiovisual public programming such as self-directed audio tours, artists interviews, lectures and presentations; the preservation of media based asset compilations such as bilingual subtitled and voice-over derivatives; the preservation of presentation copies of original new media artworks; and the technical documentation on playback hardware in support of the new media artworks.

Document Types: Correspondence, and internal work orders or requests.

Format: Audio and video tapes (analog and digital)

Record Number: NGC EXB 002

Disbursement to the National Gallery of Canada from the National Gallery of Canada Foundation

Description: Includes records related to the transfer of funds from the Foundation to the Gallery on a semi-annual or annual basis on a restricted or unrestricted basis. These funds constitute funds raised on an annual basis or investment income earned from endowments by the Foundation. These funds must be transferred for specific programs and/or acquisitions as identified by the donors.

Document Types: Correspondence, memorandum, copy of the cheque with detailed support documentation

Record Number: NGC EXB 010

Exhibition-Related Design

Description: Records related to the design strategies and production procedures for exhibit set-up and layout of display spaces, supporting publications and graphic material for all exhibitions both at the Gallery and for travelling exhibits. Records related to communications with various divisions and artists for development and approval of design strategies. Also include records related to coordination and communication with outside contracting firms for design and display production and scheduling.

Document Types: Correspondence, drawings, specifications, layouts, colour and material samples, digital images of mock-up layouts, work orders, invoices, purchase orders, contracts, and agendas and minutes of meetings.

Record Number: NGC EXB 003

Exhibition Research

Description: Records related to research on exhibitions. Information concerning the specific history of objects included in the exhibition, as well as the larger cultural, historical and theoretical contexts. Records relating to potential loan requests to other museums and private collectors for the loan of works of art to the Gallery.

Document Types: Correspondence, handwritten and electronic research notes, image reproductions (paper and electronic), press clippings, bibliographies, artist resumes, photocopies from publications (books and journals), collections data base catalogue records, trip reports (a record of research done and people met while travelling for specific projects), recorded interviews, draft catalogue entries, partial or whole manuscripts, project proposals, agendas, notes and minutes of meetings, and lectures and presentations.

Format: Video, film, DVD, CD-ROMS

Record Number: NGC EXB 004

- **Private Collectors and Donors of Works of Art**

Description: This bank describes information concerning the ownership of works of art. Personal information may include name, contact

information, date of death, biographical information such as relationships to other persons or entities such as, spouse or partner, sibling, business partner, collective member, etc., financial information, and information concerning other works of art in their possession.

Note: PIB replaces information previously described in Collections, NGC PPU 005.

Class of Individuals: Individuals who have sold or donated, or who are considering selling or donating, works of art to the National Gallery of Canada or the Canadian Museum of Contemporary Photography.

Purpose: Personal information is to account for all acquisitions to the collections of the Gallery and to record source or provenance of the artworks. Personal information is collected pursuant to the Museums Act.

Consistent Uses: Most gifts and occasional purchases are certified by the Canadian Cultural Property Export Review Board (see institution-specific PIB Certification, CPE PPU 010), the information is communicated with the knowledge of the donor or vendor. Selected information (e.g. name of author/donor) may be published on the National Gallery of Canada website. Information may be shared with Canada Revenue Agency and the province of Quebec (if applicable) for income verification purposes and also with third party insurance brokers and for international indemnification programs.

Retention and Disposal Standards: Under development.

RDA Number: Under development.

Related Record Number: NGC ACQ 001, NGC CUR 002, NGC CUR 004, NGC EXB 004, NGC REV 004

TBS Registration: 20100329

Bank Number: NGC PPU 002

Exhibitions Management

Description: Records related to the development, production, installation, management and takedown of Gallery and Canadian Museum of Contemporary Photography permanent installations and Special Exhibitions and Travelling Exhibitions program.

Document Types: Correspondence, schedules, contracts, exhibition proposals, budgets, agendas and meeting notes, installation specifications, analog and digital images, loan request and exhibition prospectus, loan agreements, conservation examination reports for exhibition, NGC and Borrower facility reports and evaluations, security assessments, work orders, memos, damage reports, insurance evaluations and certificates, government indemnity documentation, customs brokerage documentation, itinerary and shipment plans, and courier reports.

Record Number: NGC EXB 005

Loans In

Description: Records related to incoming loans of works of art from other museums, galleries, and private collectors, both nationally and internationally, for exhibition purposes; also includes loans to the travelling exhibitions program.

Document Types: Correspondence, loan agreements, conservation examination reports, security assessments, work orders, memos, policies and guidelines, photographs, damage reports, insurance evaluations and certificates, government indemnity documentation, customs brokerage documentation, and courier reports.

Record Number: NGC EXB 006

Loans Out

Description: Records related to approved and refused loans of artworks to other museums and galleries, both nationally and internationally, for exhibition purposes. Also includes long-term loans of artworks to government residences and ministers' offices.

Document Types: Correspondence, loan request and exhibition prospectus, loan agreements, conservation examination reports for loan, borrower facility reports, security assessments, work orders, memos, policies and guidelines, photographs, damage reports, insurance evaluations and certificates, government indemnity applications and agreements, customs brokerage documentation, itinerary and shipment plans, and courier and escort reports.

Record Number: NGC EXB 007

Photographic Services

Description: Records related to photographic documentation (analog and digital) of the Gallery's art assets and related supporting materials. Includes records related to acquisition considerations, loans in and out, study collection and exhibition installation views.

Document Types: Correspondence, internal work orders or requests, purchase orders and invoices, contracts, and photographic metadata

Format: Film and paper based photographs, digital photographs

Record Number: NGC EXB 008

Technical Services

Description: Records related to the movement of exhibitions and installation of the national collection in Ottawa, across the country and abroad. Includes records related to the fabrication of crates, frames, lighting design, display elements and exhibition graphics. Includes records related to the specifications for shipping, storage and installation of an individual work of art or an exhibition.

Document Types: Correspondence, forms (work orders, daily ledgers, purchase requests, training, budget estimates and tracking), and plans and drawings (exhibition installations, art handling specifications for individual works of art, inventory lists, procedures and guidelines for art handling, and crate fabrication).

Record Number: NGC EXB 009

Education

Education is a vital aspect of the Gallery's mandate. The success of the Education Program lies both in building a reputation for scholarship and expertise and in making the Gallery's collections known nationally and internationally. The

Gallery creates innovative programs for delivery in the Ottawa facility and for travelling exhibitions. These materials are made available on CyberMuse, the Gallery's educational website. The needs of widely diverse audiences are met through a broad range of educational activities that address multiple learning styles and levels of interest. Among these activities are school-visit programs; family, youth and children's programs; programs for people with disabilities; instructional tools for teachers in the artistic community; lectures, classes and seminars for adults and seniors; guided tours; virtual programs and activities; internships; studio programs; and audioguides.

Disbursement to the National Gallery of Canada from the National Gallery of Canada Foundation

Description: Includes records related to the transfer of funds from the Foundation to the Gallery on a semi-annual or annual basis on a restricted or unrestricted basis. These funds constitute funds raised on an annual basis or investment income earned from endowments by the Foundation. These funds must be transferred for specific programs and/or acquisitions as identified by the donors.

Document Types: Correspondence, memorandum, copy of the cheque with detailed support documentation

Record Number: NGC EXB 010

Education Programs

Description: Records related to the planning, development, implementation and evaluation of on-site and on-line education programs for a variety of target audiences including: schools (students and teachers), families (children, teens, families), adults (general public, scholars, VIPs, artists), and people with disabilities. Programs include: tours, talks, lectures, panel discussions/symposia, demonstrations, film series, events, workshops, audioguides, self-guides, games and activities, hands-on discovery areas, and educational exhibitions.

Document Types: Correspondence, budgets, reports, contracts, purchase orders and invoices, program outlines and scenarios, evaluation tools and data, memoranda, forms (service contract request, internal requisition, hospitality, work order), expense claims and receipts, business cases, vision documents, policies and guidelines, photo and field trip permission forms, emergency contact information form, sketches of design ideas, site architecture, wire frames, script document, original text for biographies, lesson plans, self-guides, chronologies, audioguides, training manuals, and extended labels.

Record Number: NGC EDU 001

- **Education Workshops and Camps**

Description: This bank describes information that is about individuals who attend education workshops or camps held at the National Gallery of Canada and the Canadian Museum of Contemporary Photography. Personal information may include name, contact information, biographical

information, emergency contact information, date of birth, medical information such as allergies and medications required, photographs (with consent) and signature.

Note: In addition to the requirements specified on the Treasury Board of Canada Secretariat Personal Information Request form, individuals requesting information described by this bank must provide the date of the event attended.

Class of Individuals: Individuals who register to attend education workshops or camps, parent/guardians (for minors), and other emergency contacts.

Purpose: Personal information is used to administer the education program and is collected under the authority of the Museums Act.

Consistent Uses: The information may be used or disclosed for mailing lists (with consent of the individual) and evaluation and reporting purposes. With consent of the individual, photographs may be used in National Gallery promotional material, including on the Gallery's internet site.

Retention and Disposal Standards: Under development.

RDA Number: Under development.

Related Record Number: NGC EDU 001

TBS Registration: 20100328

Bank Number: NGC PPU 004

Non-Exhibition Related Design

Description: Records related to the design strategies and production procedures for graphic layouts and publication material, for example for education programs, facility signage, etc. Records related to communications with various divisions for development and approval of design strategies. Also includes records related to coordination and communication with outside contracting firms for production and scheduling.

Document Types: Correspondence, drawings, specifications, layouts, colour and material samples, digital images of mock-up layouts, work orders, invoices, purchase orders, contracts, and agendas and minutes of meetings.

Record Number: NGC EDU 002

Communication

Communication and publication activities are fundamental to the Gallery's efforts to increase national access to the collections and exhibitions and attract audiences, thus enhancing revenues. The wide-ranging body of scholarly publications and research materials produced by the Gallery each year makes a major contribution to advancing the knowledge of art history in general and Canadian art in particular.

Disbursement to the National Gallery of Canada from the National Gallery of Canada Foundation

Description: Includes records related to the transfer of funds from the Foundation to the Gallery on a semi-annual or annual basis on a restricted or

unrestricted basis. These funds constitute funds raised on an annual basis or investment income earned from endowments by the Foundation. These funds must be transferred for specific programs and/or acquisitions as identified by the donors.

Document Types: Correspondence, memorandum, copy of the cheque with detailed support documentation

Record Number: NGC EXB 010

Non-Exhibition Related Design

Description: Records related to the design strategies and production procedures for graphic layouts and publication material, for example for education programs, facility signage, etc. Records related to communications with various divisions for development and approval of design strategies. Also includes records related to coordination and communication with outside contracting firms for production and scheduling.

Document Types: Correspondence, drawings, specifications, layouts, colour and material samples, digital images of mock-up layouts, work orders, invoices, purchase orders, contracts, and agendas and minutes of meetings.

Record Number: NGC EDU 002

Publications

Description: Records related to National Gallery of Canada (NGC) publishing activities, including the production of publications for Gallery exhibitions and the NGC On Tour travelling exhibitions program, as well collaborative projects such as catalogues for exhibitions co-produced with other institutions. Includes records related to print material for exhibitions including catalogues, exhibition labels, and didactic panels. Also includes records related to the production of Vernissage magazine, NGC Revue, the Annual Report and the Corporate Plan, as well as educational, public programming and special event published materials including brochures, calendars, lures, posters, tickets, invitations and bookmarks.

Document Types: Correspondence, scholarship materials such as essays and manuscripts, translated materials, text and catalogue drafts, galleys (pre-press drafts), blues (very final version of a publication before it goes to press), design materials, analog and digital images, and copyright clearance correspondence.

Record Number: NGC COM 002

Accommodation

To provide secure and suitable facilities, which are readily accessible to the public, for the preservation and exhibition of the national collections.

Building Operations

Building Operations encompasses all activities related to operating and securing the Gallery's buildings and associated property, including the off-site storage

warehouse. It also manages the maintenance contract and repairs at the Canada Pavilion in Venice, Italy, Canada's site at the Art Biennale.

Capital Expenditures

The Gallery maintains a long-term Capital Plan, which is updated annually. The plan ensures that the facilities remain suitable for the preservation and exhibition of the national collection and works of art on loan to the Gallery.

Internal Services

Internal Services are groups of related activities and resources that are administered to support the needs of programs and other corporate obligations of an organization. These groups are: Management and Oversight Services; Communications Services; Legal Services; Human Resources Management Services; Financial Management Services; Information Management Services; Information Technology Services; Real Property Services; Materiel Services; Acquisitions Services; and Travel and Other Administrative Services. Internal Services include only those activities and resources that apply across an organization and not to those provided specifically to a program.

Governance

The Corporate Governance sub-activity supports the efforts of management and the Board of Trustees to ensure that the Gallery has the appropriate structure, processes, policies, practices and tools to allow it to achieve results, be accountable to Canadians for results and comply with applicable legislation and government policy.

Administration

The goal of the Administration Activity is the effective and efficient administration and control of human and financial resources, consistent with all legal and contractual obligations. Its financial instruments are consistent with the Government's Expenditure Management Information System (EMIS), which aims to ensure that federal programs focus on results, value for money, reflection of government priorities and continued relevance. Through its human resources management practices, the Gallery works to develop effective recruitment, retention and staff development strategies and to maintain a positive labour-relations climate in the workplace.

Revenue Generation

The purpose of the Revenue Generation sub-activity is to support the realization of the Gallery's goals by supplementing appropriated funding with private sector revenue through commercial activities (admissions, programs, rentals, sales, parking), donations and fundraising. This sub-activity is, however, subject to the influence of a number of external factors, such as programming and the tourism market.

Annual Giving

Description: Records related to members and donors who provide funding to the Gallery with regards to campaigns and/or programs that support the Gallery in terms of monetary donations. Monetary donations can be on an annual basis or one-time gift. The monetary donations can be non-restricted or restricted for specific projects (for example, acquisitions of works of art, education and exhibition programs, curatorial research, etc). Records may also include information with regard to donor stewardship events and activities.

Document Types: Correspondence, proposals to the donor, agreements with the donor, tax receipts, press releases, media correspondence, lists of invited guests, event scenario planning records, campaign planning material such as brochures; envelopes; buckslips; design concepts; etc., mailing lists, contracts, invoices, and purchase orders.

Record Number: NGC REV 003

Bookstore

Description: Records related to the financial transactions, purchase and sale of inventory in the Gallery's bookstore, both on site and on line. Includes records related to the sale of catalogues and books, posters, stationery, personal accessories, home accents, media, games and art supplies.

Document Types: Correspondence, receipts, inventory lists, daily accounting records; daily deposit records, and on line order forms,

Record Number: NGC REV 001

- **Retail Purchases**

Description: This bank describes information that is about retail purchases (either in-store, mail order or e-commerce "Shop NGC") made at the National Gallery of Canada and the Canadian Museum of Contemporary Photography. Personal information may include name, contact information, nature of purchase(s), credit card information, financial information, identification number and signature.

Note: In addition to the requirements specified on the Treasury Board of Canada Secretariat Personal Information Request form, individuals requesting information described by this bank must provide the date of purchase, purchase or invoice number and a list of the items purchased.

Class of Individuals: Individuals who purchase items from the National Gallery of Canada and the Canadian Museum of Contemporary Photography.

Purpose: Personal information is used to process purchases made either electronically, in-store, or through mail-order and is collected under the authority of the Museums Act.

Consistent Uses: Information may be used to create mailing lists (with consent of the individual). Information may be shared with/described in Standard PIB Accounts Receivable (PSU 932) and for refunds Accounts Payable (PSU 931).

Retention and Disposal Standards: The RDA Number is currently under

development with Library and Archives Canada. However, the National Gallery of Canada intends to retain the records for 7 years after the transaction is completed and the records will be destroyed. Credit card information will be retained until the order is processed and then will be destroyed.

RDA Number: Under development.

Related Record Number: NGC REV 001

TBS Registration: 20100331

Bank Number: NGC PPU 001

Copyright Management

Description: Records related to copyright clearances about the Gallery's collections. Records related to negotiations and licensing for reproduction/exhibition of works of art for Gallery projects (publication, banners, posters, web, exhibitions, etc.).

Document Types: Correspondence, licenses, invoices, memos, agreements with copyright holders, source and credit information related to the works of art, copyright clearance request forms, and collection management system reports.

Record Number: NGC GOV 001

Membership

Description: Records relate to the sale, renewal, promotion and maintenance of memberships to the Gallery.

Document Types: Correspondence, membership form, renewal form, financial transaction record, campaign planning material such as brochures; envelopes; buckslips; design concepts; etc., mailing lists, contracts, invoices, and purchase orders.

Record Number: NGC REV 002

Negotiations under the Status of the Artist Act

Description: Records related to the negotiation under the Status of the Artist Act between the Gallery and visual arts collectives, CARFAC (Canadian Artists Representation/le Front des artistes canadiens) and RAAV (Regroupement des artistes en arts visuels du Québec), an Act respecting the status of the artist and professional relations between artists and producers in Canada. Records related to the Act and legislation, the Canadian Artists and Producers Professional Relation Tribunal (CAPPRT), Tribunal decisions, etc.

Document Types: Correspondence, memos, questions and answers, media correspondence, press releases, legal correspondence, and meeting notes.

Record Number: NGC GOV 002

Parking Services

Description: Includes records related to the financial transactions for the sale of daily and monthly parking passes.

Document Types: Correspondence, monthly pass application forms, statistical

reports, daily accounting records, daily deposit records, and contractual parking agreements with other organizations.

Record Number: NGC REV 005

- **National Gallery Parking**

Description: This bank describes information that is related to parking permit applications and parking space permit holders of spaces on National Gallery owned property. Personal information may include name, contact information, biographical information, credit information, employee identification number, financial information, medical information (for those with disability requirements), car make, model and colour, and license plate number.

Class of Individuals: General public, as well as employees of the National Gallery.

Purpose: Personal information is used to administer the parking privileges and is collected under the authority of the Museums Act.

Consistent Uses: The information may be used or disclosed to the security division of the Gallery for reasons related to safety and security of the building, to advise the owner of a potential problem with their vehicle (oil leak, lights on, improper parking, etc.). Personal information may also be shared in the event of property or vehicle damage; the incident/accident may be reported to the Ottawa Police.

Retention and Disposal Standards: Under development.

RDA Number: Under development.

Related Record Number: NGC REV 005

TBS Registration: 20100300

Bank Number: NGC PPU 007

Planned Giving

Description: Records related to planned gifts to provide funding to the National Gallery of Canada Foundation with regards to campaigns and/or programs that support the Gallery in terms of monetary donations and/or works of art. Monetary donations are provided for endowments that support the organization in perpetuity. The monetary donations may describe the campaigns and/or programs that will be supported by the donation (for example, acquisitions of works of art, education and exhibition programs, curatorial research, etc.) or may be provided as unrestricted funds. The works of art are added to the Gallery's collection, if accepted, and provide the institution with acquisitions that otherwise may not be attainable. Records may also include information with regard to events and/or receptions to honour major donors.

Document Types: Correspondence, proposals to the donor, agreements with the donor, copy of the donor's will and bequest, tax receipts, appraisals for the works of art, press releases, media correspondence, lists of invited guests, event scenario planning records, and copy of the donor's life insurance policy.

Record Number: NGC REV 004

- **Private Collectors and Donors of Works of Art**

Description: This bank describes information concerning the ownership of works of art. Personal information may include name, contact information, date of death, biographical information such as relationships to other persons or entities such as, spouse or partner, sibling, business partner, collective member, etc., financial information, and information concerning other works of art in their possession.

Note: PIB replaces information previously described in Collections, NGC PPU 005.

Class of Individuals: Individuals who have sold or donated, or who are considering selling or donating, works of art to the National Gallery of Canada or the Canadian Museum of Contemporary Photography.

Purpose: Personal information is to account for all acquisitions to the collections of the Gallery and to record source or provenance of the artworks. Personal information is collected pursuant to the Museums Act.

Consistent Uses: Most gifts and occasional purchases are certified by the Canadian Cultural Property Export Review Board (see institution-specific PIB Certification, CPE PPU 010), the information is communicated with the knowledge of the donor or vendor. Selected information (e.g. name of author/donor) may be published on the National Gallery of Canada website. Information may be shared with Canada Revenue Agency and the province of Quebec (if applicable) for income verification purposes and also with third party insurance brokers and for international indemnification programs.

Retention and Disposal Standards: Under development.

RDA Number: Under development.

Related Record Number: NGC ACQ 001, NGC CUR 002, NGC CUR 004, NGC EXB 004, NGC REV 004

TBS Registration: 20100329

Bank Number: NGC PPU 002

Rights and Reproduction Management

Description: Records related to the selling or provision of images from the Gallery's collections to third parties. Records related to the negotiations and licensing of images from the Gallery's collections.

Document Types: Correspondence, analog and digital files, licences, invoices, memos, payment records, copies of final product, source and credit information related to the work of art, image reproduction request form, new photography request form, and collection management system reports.

Record Number: NGC REV 006

Special Events

Description: Records related to the planning, implementation and execution for the rental of Gallery space for special events such as weddings, corporate events, associations, government, etc. Records also include planning, implementation and execution. Information may relate to exhibition and activities, director's events, foundation and partnership events.

Document Types: Correspondence, invoices, guest lists, menus, seating plans, event logistics or scenarios, estimates, contracts, floor plans, security protocol, event notes, event budgets, action plans, purchase orders, activity schedules, promotional documents, performer or high profile biographies, member/donor information, press releases, clippings and communiqués, event programs (NAC concert, Embassies, etc.), statistical reports on revenues, attendance, types of events, etc., and speaking notes.

Record Number: NGC REV 007

- **Special Events**

Description: This bank describes information that is related to private and special events that are held at the National Gallery of Canada and the Canadian Museum of Contemporary Photography. Personal information may include name, contact information, and credit card information, and signature. It may also include ethnicity, food restrictions, and medical information such as allergies or disability requirements.

Note: In addition to the requirements specified on the Treasury Board of Canada Secretariat Personal Information Request form, individuals requesting information described by this bank must provide the date of event.

Class of Individuals: Individuals who reserve at the National Gallery of Canada or the Canadian Museum of Contemporary Photography, attendees of the events (in some cases) and third party event specialists (e.g. florists, caterers).

Purpose: Personal information is to administer the Special Events program. Personal information is collected under the authority of the Museums Act.

Consistent Uses: The information may be used or disclosed to the caterers of the events to ensure they address any food restrictions and with the Membership department (NGC PPU 006) in order to offer brides and grooms complimentary gift memberships as a wedding gift. Some information may be disclosed to third party event specialists (such as florists) to coordinate event planning.

Retention and Disposal Standards: Under development.

RDA Number: Under development.

Related Record Number: NGC REV 007

TBS Registration: 20100327

Bank Number: NGC PPU 008

Sponsorship

Description: Records related to sponsors who provide support (monetary, in-kind sponsorships and/or corporate donations) to various Gallery initiatives, including exhibitions, programs, and projects. Also includes records related to recognition and promotional benefits received by the sponsor in relation to the partnership, such as advertising and marketing opportunities (banners, posters, and brochures, etc.)

Document Types: Correspondence, proposals to the sponsor, sponsor agreements, invoices, tax receipts, and promotional and marketing material samples.

Record Number: NGC REV 009

Visitor Services

Description: Records related to the financial transactions of ticket sales to a variety of activities at the Gallery including general admission; conferences; workshops; organized tours; and memberships, etc.

Document Types: Correspondence, purchase history of individuals or groups, personal service requirements, statistical reports, daily accounting records, and daily deposit records.

Record Number: NGC REV 008

Acquisitions

Acquisition Services involve activities undertaken to acquire a good or service to fulfil a properly completed request (including a complete and accurate definition of requirements and certification that funds are available) until entering into or amending a contract.

- Procurement and Contracting (*Record Number: PRN 912*)
 - Professional Services Contracts

Communications Services

Communications Services involve activities undertaken to ensure that Government of Canada communications are effectively managed, well coordinated and responsive to the diverse information needs of the public. The communications management function ensures that the public – internal or external – receives government information, and that the views and concerns of the public are taken into account in the planning, management and evaluation of policies, programs, services and initiatives.

- Communications (*Record Number: PRN 939*)
 - Internal Communications
 - Public Communications

Financial Management Services

Financial Management services involve several activities undertaken to ensure the prudent use of public resources, including planning, budgeting, accounting, reporting, control and oversight, analysis, decision support and advice, and financial systems.

- Financial Management (*Record Number: PRN 914*)
 - Accounts Payable
 - Accounts Receivable
 - Acquisition Cards

Human Resource Management

Human Resources Management Services involve activities undertaken for determining strategic direction, allocating resources among services and processes, as well as activities relating to analyzing exposure to risk and determining appropriate countermeasures. They ensure that the service operations and programs of the federal government comply with applicable laws, regulations, policies, and/or plans.

- Awards (Pride and Recognition) (*Record Number: PRN 940*)
 - Recognition Policy
- Classification of Positions (*Record Number: PRN 919*)
 - Staffing
- Compensation and Benefits (*Record Number: PRN 941*)
 - Attendance and Leave
 - Pay and Benefits
- Employment Equity and Diversity (*Record Number: PRN 942*)
 - Employment Equity Program
- Hospitality (*Record Number: PRN 933*)
 - Hospitality
- Human Resources Planning (*Record Number: PRN 949*)
 - Human Resources Planning
- Labour Relations (*Record Number: PRN 926*)
 - Discipline
 - Canadian Human Rights Act – Complaints
 - Grievances
 - Harassment
 - Internal Disclosure of Wrongdoing in the Workplace
 - Values and Ethics Code for the Public Service
- Occupational Health and Safety (*Record Number: PRN 922*)
 - Employee Assistance
 - Harassment
 - Occupational Health and Safety
 - Vehicle, Ship, Boat and Aircraft Accidents
- Official Languages (*Record Number: PRN 923*)
 - Official Languages
- Performance Management Reviews (*Record Number: PRN 946*)
 - Discipline
 - Performance Management Reviews
- Recruitment and Staffing (*Record Number: PRN 920*)
 - Applications for Employment
 - Employee Personnel Record

- Personnel Security Screening
- Staffing
- Values and Ethics Code for the Public Service
- Relocation (*Record Number: PRN 936*)
 - Relocation
- Training and Development (*Record Number: PRN 927*)
 - Training and Development

Information Management

Information Management Services involve activities undertaken to achieve efficient and effective information management to support program and service delivery; foster informed decision making; facilitate accountability, transparency, and collaboration; and preserve and ensure access to information and records for the benefit of present and future generations.

- Information Management (*Record Number: PRN 944*)
 - Automated Document, Records, and Information Management Systems
 - Library Services

Information Technology

Information Technology Services involve activities undertaken to achieve efficient and effective use of information technology to support government priorities and program delivery, to increase productivity, and to enhance services to the public.

- Information Technology (*Record Number: PRN 932*)
 - Electronic Network Monitoring Logs

Legal Services

Legal services involve activities undertaken to enable government departments and agencies to pursue policy, program and service delivery priorities and objectives within a legally sound framework.

- Legal Services (*Record Number: PRN 902*)

Management and Oversight Services

Management and Oversight Services involve activities undertaken for determining strategic direction, and allocating resources among services and processes, as well as those activities related to analyzing exposure to risk and determining appropriate countermeasures. They ensure that the service operations and programs of the federal government comply with applicable laws, regulations, policies, and/or plans.

- Cooperation and Liaison (*Record Number: PRN 904*)
 - Outreach Activities
- Executive Services (*Record Number: PRN 943*)
 - Executive Correspondence Management Systems
- Internal Audit and Evaluation (*Record Number: PRN 916*)
 - Evaluation
 - Internal Audit
- Planning and Reporting (*Record Number: PRN 947*)

Matériel

Matériel Services involve activities undertaken to ensure that matériel can be managed by departments in a sustainable and financially responsible manner that supports the cost-effective and efficient delivery of government programs.

- Matériel Management (*Record Number: PRN 945*)
 - Vehicle, Ship, Boat and Aircraft Accidents

Real Property

Real Property Services involve activities undertaken to ensure real property is managed in a sustainable and financially responsible manner, throughout its life cycle, to support the cost-effective and efficient delivery of government programs.

- Real Property Management (*Record Number: PRN 948*)

Travel and Other Administration Support Services

Travel and Other Administrative Services include Government of Canada (GC) travel services, as well as those other internal services that do not smoothly fit with any of the internal services categories.

- Access to Information and Privacy (*Record Number: PRN 930*)
 - Access to Information and Privacy Requests
- Administrative Services (*Record Number: PRN 901*)
- Boards, Committees and Councils (*Record Number: PRN 938*)
 - Members of Boards, Committees and Councils
- Business Continuity Planning (*Record Number: PRN 928*)
 - Business Continuity Planning
- Disclosure to Investigative Bodies (*Record Number: PRN 937*)
 - Disclosure to Investigative Bodies
- Proactive Disclosure (*Record Number: PRN 935*)
 - Hospitality
 - Travel
- Security (*Record Number: PRN 931*)
 - Identification and Building-Pass Cards

- Internal Disclosure of Wrongdoing in the Workplace
- Personnel Security Screening
- Security Incidents
- Security Video Surveillance and Temporary Visitor Access Control Logs and Building Passes
- Travel (*Record Number: PRN 934*)
 - Travel

Classes of Personal Information

Some NGC files summarized in the Classes of Records contain personal information which is not used in a decision-making process directly affecting the individual to whom it relates. Examples are inquiries about NGC collections, programs and services, information and advice given to individuals by NGC employees about museums and museum objects, and information about individuals in documents relating to grants or proposed grants to institutions.

These classes of personal information are kept on the relevant subject files and are not identifiable by name of the individual or other personal identifier. To retrieve these classes of personal information, the NGC would need as much detail as possible about the subject matter, the geographic location and the time the information would have come to the NGC.

The retention periods for these classes of personal information are the same as those for the subject files containing the information.

Manuals

- NGC Education and Public Programs – Evacuation Procedures for Front-Line Staff and Educator On Duty

Additional Information

Please see the Introduction to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

For additional information about the programs and activities of the National Gallery of Canada, please contact:

Communications Division
National Gallery of Canada
380 Sussex Drive
P.O. Box 427, Station A
Ottawa, Ontario K1N 9N4

Telephone: 613-990-1935

Reading Room

In accordance with the Access to Information Act, an area on the premises of this institution has been designated as a public reading room. The address is:

Library
380 Sussex Drive
Ottawa, Ontario