

MEMORY OF THE WORLD REGISTER
Hudson's Bay Company Archival records

Ref N° 2006-19

PART A – ESSENTIAL INFORMATION

1 SUMMARY

Many great merchant expeditions set out in the last four centuries from the shores of [Great Britain] and materially altered the history of the lands to which they sailed. Of these, none was more prominent than the Hudson's Bay Company.¹

Sir Winston Churchill (1874-1965)

The name “The Governor and Company of Adventurers of England trading into Hudson’s Bay” is usually shortened to the ‘Hudson’s Bay Company’ (HBC) or even ‘The Bay’. This has the effect of limiting the HBC to its original chartered territory of the Hudson Bay drainage basin, known as Rupert’s Land. While Rupert’s Land, named after the HBC’s first Governor, Prince Rupert of the Rhine, is an area equal in size to approximately 1/12th of the world’s surface, or about 40 % of modern Canada, it was, and remains to this day, one of the most sparsely inhabited regions of the globe. In 1670, the year the HBC’s charter was granted, the economic significance of Rupert’s Land stemmed from the fact that, thanks to its cold climate, it produced large quantities of fur-bearing animals. Most desirable of these was the beaver, whose underfur could be felted and made into durable, waterproof and fashionable hats.

How could supplying the market for hats lead to a company history of international significance? The answer lies in looking at the name as a whole and realizing the implications of ‘England’, ‘trading’ and ‘Hudson’s Bay’. The intent of the stock holders or ‘Adventurers’ was to profit from bringing together Europe and America, the Old World and the New, and filling the needs of both. This the HBC did with such success and vigour that it helped to create the modern global economy. Today we see eating foodstuffs or wearing clothing which originated half the world away as a modern phenomenon. Yet two centuries ago, in exchange for the furs they supplied, indigenous people in the interior of North America could adorn their clothing with beads made in Bohemia and use tobacco grown in Brazil, shipped to Portugal, then to England and back across the Atlantic to the Bay. The HBC’s view stretched to horizons well beyond Rupert’s Land. The fur trade took it to Hawaii, the Pacific Coast from Russian America [Alaska] to San Francisco Bay, and what are now the states of Montana, Idaho and Utah. As their ships sailed to the Pacific around the Horn they did what business they could at South American ports such as Valparaiso. In the 1920s the HBC even attempted fur trading in the Russian Far East.

The ability to think and act on a global scale, which the HBC had cultivated in the fur trade, culminated during the First World War in the ‘French Government Business.’ The HBC acted as the chief shipping and purchasing agent for the governments of France, Belgium, Romania and Russia, supplying these nations with raw materials and manufactured goods from all over the world.

The political impact of the HBC has also been significant. While it maintained its grip on its chartered territory for its corporate benefit, this had the side effect of keeping a large part of North America within the British Empire. When the British North America Act of 1867 created the Dominion of Canada, the transfer of the HBC territories in the north and the west to the new nation was already under consideration and ultimately took place in 1870. This was not the only way the HBC helped create the boundaries of the modern Canadian nation. It was the HBC, in negotiations after The War

¹ In Winston Churchill’s foreword to E.E. Rich, *Hudson’s Bay Company, 1670-1870, (Volume I:1670-1763, McClelland & Stewart: Toronto, 1960, page v).*

of the Spanish Succession (1701-1714) that had suggested the 49th parallel of latitude as a north/south boundary between their territory and the French, an idea the Americans successfully promoted in the next century when the boundary between the USA and British possessions west of the Great Lakes was settled. The boundary between Canada and Newfoundland [or Quebec and Labrador, after Newfoundland joined the Canadian Confederation in 1949] was determined in 1927, in part on the basis of HBC maps. The boundary had been the west/east boundary between Rupert's Land and New France.

In bringing together Britain and North America by means of its trade, the HBC had an effect on the people of both. The HBC gave the British not just furs – and hats – and increased global power - it also enhanced their world-knowledge through its support of exploration, mapping and research. Geographical information supplied by HBC map makers such as Peter Fidler was added to the maps of North America published by the London firm of Arrowsmith's. Books by HBC employees or former employees such as Samuel Hearne, Edward Umfreville and R.M. Ballantyne helped to create the British idea of northern North America. The HBC also assisted the botanist David Douglas and the ecologist Charles Elton to carry out their scientific research.

The impact of the HBC on the indigenous people of northern North America was profound. The fur trade established reliance on trade goods. For some peoples, especially those who lived close to Hudson Bay, it created a way of life centered around the HBC posts and marriage with HBC men. The founding of the colony at the forks of the Red and Assiniboine Rivers [present day Winnipeg, Manitoba] in 1812, with its farms, churches and schools, pioneered the agricultural settlement of western Canada. The changes that followed after Rupert's Land became part of Canada in 1870, with waves of immigrants and an economy based on urbanization, commercial agriculture and resource extraction have had a more serious impact on the indigenous people of Canada than even the fur trade. The HBC's involvement in urban retailing and sales of farm and town land made it an important factor in these changes. It also, through its archives, has a significant role in the lives of Canada's indigenous people today. The HBC Archives are acknowledged as a major source of written history for a people often said to have no written history. They are heavily used by researchers for land claims and Aboriginal rights cases.

The creation and preservation of documents was inherent in the corporate life of the Hudson's Bay Company resulting in a documentary record as full as possible of its activities over time. The HBC's exemplary behaviour in this regard is why such an enormous collection of records was amassed, providing a rich resource that enables the study of the development of one company over a long period of time and its role in the development of Canada as a country. This along with its multi-national scope in carrying out its business activities over three centuries makes its records internationally significant.

Records Selected for Nomination

The Hudson's Bay Company Archival records spanning the years 1670 to 1920, are being selected for inclusion on UNESCO's Memory of the World registry for the following reasons: 1920 was the 250th Anniversary of the Hudson's Bay Company, so this seems to be an appropriate cut off date, since the Company continues to operate and their archives are not finite; it was in 1920 when in commemorating its anniversary the Company began to focus on its history and develop its archives. Additionally, this date allows for the inclusion of the French Government Business which can be considered HBC's last imperial enterprise. From then it began increasingly to focus on Canada and on its retail business. This was a long process but by the 1990s the HBC had become a department store company much like any other, apart from its remarkable past.

2 *DETAILS OF THE NOMINATOR*

2.1 Gordon Dodds, Archivist of Manitoba

2.2 Relationship to the documentary heritage nominated

The HBCA is owned by the Province of Manitoba. They are housed within the Archives of Manitoba (a branch within the Manitoba Department of Culture, Heritage and Tourism). Mr. Dodds is the director of the Archives of Manitoba.

2.3 Contact person (s)

Gordon Dodds
Archivist of Manitoba
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Chief, Hudson's Bay Company Archives
Archives of Manitoba
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(204) 945-2620, Fax: (204) 948-3236

3 ***IDENTITY AND DESCRIPTION OF THE DOCUMENTARY HERITAGE***

3.1 Name and identification details of the items being nominated

Hudson's Bay Company Archives
Archives of Manitoba
200 Vaughan St.
Winnipeg MB R3C 1T5

3.2 **Description of the Documentary Heritage**

Provenance

The Hudson's Bay Company (HBC) cared for its own records for the first 300 years of its history in London, England. The HBC compiled the first catalogue of its archives in 1796. For a long time, the records were for their exclusive use. Only a few favoured outsiders were permitted to see them. In the 1920s HBC's head office in London, motivated by what the Governor and Committee considered "[a] duty to make our information available to the people of Canada," began to arrange and describe records for public access. For several decades staff of the Archives Department in London provided assistance to researchers.

In 1973, following the transfer of HBC's head office to Canada in 1970, HBC agreed to place its records on long term loan with the Archives of Manitoba in Winnipeg. The archives were shipped to Canada in 1974 and opened to the public the next year. On January 27, 1994, thanks to the HBC's donation of its records, the Archives of Manitoba became the permanent home of the Hudson's Bay Company Archives.

HBCA Holdings Information

The documentary heritage of the HBC is represented in all media, including textual records and special media (maps, plans, photographs, documentary art and moving images and sound collections). The official corporate records of the HBC are complemented by the private records collection documenting, for instance, personal experiences within the HBC and at its various posts.

Textual Records

HBC insisted on meticulous recordkeeping and most of its records remained in its possession. The result is a documentary archive remarkable for its size – more than 3,000 linear metres – and its continuity. The earliest HBC record in the archives is a minute book dating from 1671, recording

decisions made at the meetings of the HBC's Governor and Committee. With the exception of a four year gap, all the minute books from 1671 to 1970 are in the HBCA.

The HBC was a hierarchical organization which operated over a vast area. Its administrative and geographical complexity is reflected in its records. Records of decision makers in cities such as London and Montreal, of clerks and accountants at remote fur trade posts, of ship's captains and explorers, all have their place in the archival records of the HBC.

The changes made by the HBC as it continually adapted to new circumstances – its union with the North West Company, its role in the Red River Settlement, its move into land sales and retailing, its First World War shipping business and a variety of other enterprises – add to the richness and complexity of its textual records.

Special Media Records

The Special Media holdings of the HBCA consist of still images (photographs and documentary art), cartographic records (maps, plans and charts), architectural drawings and moving image and sound records (film, video and audio recordings). These records provide visual and audio documentation of the people, places and events connected with the HBC during its more than three centuries of operation.

Photographs

The photographic holdings of the Hudson's Bay Company Archives total approximately 130,000 images. Included are a number of outstanding individual collections by both professional and amateur photographers. In the first category are Richard Harrington, George Hunter, Lorene Squire among others. Many of the amateur photographs were taken by HBC staff employed at the various company establishments. Among these are James W. Anderson, James Cantley and Lorenz Learmonth, who all served in the Canadian Arctic. The photographs range in date from the 1860s to the 1980s; most are post-1900.

The largest collection, with over 55,000 images, is the Head Office Collection. Maintained for the use of *The Beaver* magazine, which was originally a company publication, it was transferred to the Archives in 1987. It provides a visual record of the business of the Company: its employees, associated personalities, fur trade and retail store establishments, activities, as well as Aboriginal peoples and their cultures.

Documentary Art

The HBCA documentary art is a collection of approximately 1,350 prints, drawings, paintings, advertising art and calendars. These works primarily reflect the Hudson's Bay Company's operations and activities, including its employees, posts, ships and events.

The earliest work in the collection is a black-and-white retrospective engraving, dated 1738, "A View of London in 1560." The oldest North American works were drawn by an HBC employee, James Isham, at Fort Prince of Wales (Fort Churchill) in 1743. These pen-and-ink and watercolour drawings illustrate Aboriginal people's dwellings, hunting and trapping activities and artifacts.

The HBC produced calendars yearly from 1913 to 1970. Many are reproductions of paintings depicting events and personalities in the Company's history and were commissioned specifically for the calendar series. The original paintings are in the HBC Corporate Fine Art Collection at the Company's head office in Toronto.

Cartographic Records and Architectural Drawings

The HBCA has the largest holding of fur trade maps in North America. There are nearly 12,000 maps, charts, plans and architectural drawings, dating between the years 1563 and about 1982.

The manuscript maps are almost exclusively by company employees including many well known in Canadian history: Samuel Hearne, Philip Turnor, Peter Fidler, and Joseph Pemberton. A number of Aboriginal people drew maps or provided information to company employees, in particular Peter Fidler, a surveyor and map maker for the HBC. One of the most significant is a map, dated 1801, is entitled *The Different Tribes that inhabit on the East & West side of the Rocky Mountains* by Ac ko mok ki, a Blackfoot chief.

Richard I. Ruggles's book, *A Country So Interesting: The Hudson's Bay Company and Two Centuries of Mapping, 1670-1870* (Montreal & Kingston: McGill-Queen's University Press, 1991) describes the mapping activities of the HBC and contains a catalogue of the manuscript maps along with reproductions of those considered the most important.

Included in the printed maps are more than fifty from the internationally known Arrowsmith firm in London and R. Seale's *Map of North America with Hudson's Bay and Straights, Anno 1748*. The only other known copy of the latter map was donated by the HBC to the British Museum. These maps were based on information received from HBC employees.

A large proportion of the maps in the post-1870 period record the disposal of lands received by the Hudson's Bay Company under the Deed of Surrender. Other subjects include transportation (ships, supply routes and proposed railway lines), agriculture, urban and resource development and Indian reserves. The geographical area covered by these maps includes the vast trading areas of the HBC from Labrador to British Columbia and from northwestern parts of the United States to the Arctic coast.

There are a number of atlases in the holdings which date from as early as 1733 and cover Europe, Africa, Asia and the Americas.

The architectural drawings include the work of some of the most outstanding architectural firms in Canada, for example, Burke, Horwood & White and Moody and Moore. Also represented are interior design firms such as Taussig & Flesch, and ship building firms in England, Scotland and North America. Dating from as early as the late 1700s, these drawings illustrate 18th-century fortifications of the forts around Hudson Bay, department stores, ships' plans and some unexpected items such as a plan of the Prince Rupert Golf Course in Edmonton which the HBC operated in the 1930s. The majority of the drawings are blueprints and many are in manuscript and whiteprint form.

Moving Images and Sound Records

The HBCA has approximately 100 motion picture film and videotape recordings and 485 sound recordings in its holdings.

Film records include promotional productions created by the HBC, broadcast reports on company events and several National Film Board of Canada documentaries which deal with the fur trade and life in northern Canadian communities. Raw footage shot by employees in different locations in the 1930s provides images of the HBC's posts and ships, as well as the people, geography and wildlife of the North.

Sound recordings include radio broadcasts of HBC events, including its tercentenary in 1970 and the launching of the *Nonsuch* replica. Various commercial spots have also been copied from radio broadcasts. A number of oral histories were created by HBC employees who conducted interviews

with retirees in 1958-1963, 1984 and 1988. These recordings provide recollections of the retirees' experiences while employed by the HBC.

Description and Information about the Holdings

In 2001, the Archives of Manitoba purchased and customised a descriptive database from Minisis, Inc., which is compliant with the Canadian Rules for Archival Description (RAD). At that time, the Hudson's Bay Company Archives decided to arrange and describe the records of the HBC using the series system, building on the Australian series system and the Canadian series approach developed at the Archives of Ontario. This has given HBCA the means to demonstrate more fully how records were created, by whom, in what context and for what reason. The database enables us to show the complexity of administrative history, organisational relationships and records creation within the context of one company. A website interface has been developed for this descriptive database, which is expected to go live to the Internet in 2005/2006. The database is used daily by staff preparing descriptions of records and access stations have been set up in the Research Room for the public once the website interface is launched.

In addition to the descriptive database, HBCA has the original catalogues prepared by the Company's archivists in London which show the arrangement of the records according to an alpha-numeric classification system and a series of search files which contain extracts and notes from original documents and references to published sources on people, places, subjects and events relating to the history of the HBC. HBCA has also developed a number of electronic research tools and finding aids to make the records accessible. The most widely dispersed material includes thousands of biographical sheets which provide a thumb nail sketch of the employment history of individual HBC employees, Post Histories summarizing the history of operation of HBC trading posts and Ships' Histories outlining the construction and operation of HBC ships. All contain references to original and published documents to encourage further research. Some of these tools are in the process of being reformatted for use on the HBCA website.

Referees

Glyn Williams
Emeritus Professor, Dept. of History
Queen Mary College, University of London

Ian Wilson
Librarian and Archivist of Canada
for the 1994 donation by HBC of the HBCA to the Province of Manitoba.

Arthur (Skip) Ray
Professor, History Department
University of British Columbia

4 JUSTIFICATION FOR INCLUSION/ ASSESSMENT AGAINST CRITERIA

4.1 Authenticity

The archives have been in the continuous custody of the Hudson's Bay Company and accumulated by the Company for the first 300 years of its operation (1670-1974). They were transferred on deposit to the Archives of Manitoba in 1974 and gifted by the Company to Manitoba in 1994. In 1993-94 the collection was appraised by an international team of experts for monetary value to the satisfaction of the Canadian Cultural Properties Export Review Board.

4.2 World significance, uniqueness and irreplaceability

The Company dealt with problems of operating over vast distances and a diversity of conditions through diligently recording information. The East India Company's archive is the only other archive in the world that compares to this collection. For two centuries, the HBC operated not just a business enterprise, but also a government. Its records cover a broad spectrum of life drawn from the variety of records which include medical journals, ships logs, maps, paintings, photographs and scientific data, and census records, vocabularies of Aboriginal languages, hunting practices and business activities. These records illuminate important aspects of Canadian social and cultural history. Their continuity is unparalleled, allowing historians and researchers to check and compare positions and points of view from all ends of the corporate perspective of one company (through the records of the London Headquarters, North American regional headquarters and isolated trading posts across North America).

4.3 Criteria of (a) time (b) place (c) people (d) subject and theme (e) form and style

(a) Time

The Hudson's Bay Company's records document the history of the HBC since its inception in 1670 tracing the history of the fur trade, North American exploration, the development of Canada as a nation and the growth of HBC's Canadian business (retail, wholesale, property and natural resources) into the 20th century.

(b) Place

The records document the Company's operations spanning two continents and three nations. The HBC operated fur trade posts and agencies from Newfoundland to Vancouver Island and from the St. Lawrence to the Arctic. In the 1800s the HBC also traded in the American Pacific Northwest; its Snake Country Expeditions may have reached as far south as Spanish territory in what is now Texas. It also had posts in Alaska and Hawaii. In the 1920s there were HBC posts in the Russian Far East.

(c) People

The records document communications between the London directors and North American employees, suppliers, manufacturers of goods and government officials which demonstrate the challenges of operating a large business over a large territory from a remote headquarters and the communication channels and relationships that were necessary to achieve success. They reveal the activities of fur traders in conducting business with various Aboriginal tribes throughout North America, the unions between European fur traders and their native wives that resulted from this contact and the role that HBCA played in formalizing these relationships in the absence of a government or religious institutions. They provide in some cases the only evidence of First Nations and Métis occupation, material culture, exchanges and their contribution to shaping the economic and political fabric of Canada. The records document the loneliness and hardships experienced by HBC employees working isolated locations under rugged conditions and harsh climates, of the spread of disease and its impact on Aboriginal populations and the Company's operations. They demonstrate the changing landscape as the fur trade gave way to settlement, the development of agriculture and retail business and the emergence of towns and cities which grew up around Hudson's Bay Company trading posts and meeting places and the emerging need for government and courts systems as civilization advanced. The records reveal the recruitment and selection process of hiring employees and in some cases details of their life before and after their service with the HBC.

(d) Subject and Theme

The records have been used to study the history of North American Aboriginal nations for documenting native rights and land claims in the courts as well as the evolution of business methods; of accounting; of retail history; of mapping; of exploration; of photography; of environment and climate; of genealogy; of disease; of medicine; of mathematics; of astronomy; of biology; of zoology;

of geology; of polar studies; of the history of ships and navigation; of natural history; of law; of English literature; of art history; and of sociology.

(e) Form and Style

The records demonstrate changing technology in the use of stationery supports methods. For example, there is evidence of various methods used to bind documents and manufacture paper, depending upon the time period. Examinations of the physical documents themselves will yield information that contributes to documenting the history of stationery binding (notably British styles).

Maps drawn as a result of information provided by Aboriginal informants (such as those prepared by Peter Fidler) show differences in world view and spatial concepts compared with the maps drawn by European cartographers.

4.4 Issues of rarity, integrity, threat and management

Rarity

The Archives is a rare example of an extant and comprehensive corporate recordkeeping system which shows the daily activities of a large corporation operating within a large region involving hundreds of locations over three centuries of which most records have survived. Examples exist of vellum bindings, parchment, and maps drawn on treated animal hides which are unique to their time and place of creation.

Integrity

There is a degree of alteration and damage due to the age and handling of the records over time, although the majority of the original material is in very good condition and is accessible for consultation by researchers and staff in original form. All the records up to 1904 have been microfilmed, some have been filmed up to 1940 and there is an ongoing filming program in place. The microfilm provides an alternative to consulting fragile records.

Threat

The collection is not under any apparent threat of survival. It is housed in a stable, climate controlled environment with physical protection and security systems in place. Vigilance is applied to maintain the security through environmental monitoring systems, treatment plans, building security procedures and processes and trained staff to handle and treat the records. A disaster response plan is in place in the event of experiencing any kind of physical threat.

5 ***LEGAL INFORMATION***

5.1 Owner of the documentary heritage (name and contact details)

Government of Manitoba
c/o Archives of Manitoba
130-200 Vaughan Street
Winnipeg MB R3C 1T5
Gordon Dodds, Archivist of Manitoba
(204) 945-6140, email: gdodds@gov.mb.ca

5.2 Custodian of the documentary heritage (name and contact details, if different to owner)

5.3 Legal status:

(a) Category of ownership

Publicly owned and operated by the Government of Manitoba

(b) Accessibility

Records are accessible to the public on site through Research Room facilities and remotely through microfilm loan. Staff conduct limited research for persons unable to visit the facilities and send information upon request by letter and electronic means. Descriptions of holdings are available on the Internet (<http://www.gov.mb.ca/hbca>). Planning for an ongoing large scale digitization program has begun and a digitization pilot project will start in 2005/2006 to make selected material available on the Internet. Closure rules apply to records that are less than 30 years old for most records and 50 years old for personnel records. Special permission to access restricted records is authorized by designated archives staff in some circumstances.

(c) Copyright status

Copyright was transferred to the Government of Manitoba when the records were donated in 1994. Some exceptions apply where the copyright can be traced to individual photographers, donors or their relatives of some private, noncorporate collections. The copyright owners and their entitlements can usually be identified under Canadian copyright law.

(d) Responsible administration

The Archives of Manitoba is responsible for the safekeeping of the HBC records. The HBCA operates as a distinct component within the Archives of Manitoba with its own staff and archival vaults. The positions include nine professional archivists and a conservator. HBCA also has access to the services of two additional conservators within the Preservation Services unit. Additionally, there are four support staff positions and one paraprofessional position. The HBCA manager reports directly to the Archivist of Manitoba. The HBCA operates under *The Archives and Recordkeeping Act* (2003) and the 1994 gift agreement between the Hudson's Bay Company and the Province of Manitoba.

(e) Other factors

None.

6 *MANAGEMENT PLAN*

6.1 See:

- Hudson's Bay Company Archives Management Plan
- Archives of Manitoba Disaster Response Plan

7 *CONSULTATION*

7.1 Provide details of consultation about this nomination with (a) the owner of the heritage (b) the custodian (c) your national or regional *Memory of the World* committee

This application was prepared on behalf of the owner of the heritage (the Province of Manitoba) by the custodian, the Archives of Manitoba and in consultation with:

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Secretary-General
Canadian Commission for UNESCO
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PART B – SUBSIDIARY INFORMATION

8 ASSESSMENT OF RISK

- 8.1 Environmental conditions inside and outside the storage building:
- inside the storage building (see Attachment B, p. 4)
 - outside the storage building - negligible levels of harmful atmospheric gases

Physical conditions of the material (e.g. method of storage, quality of packaging):

- Most storage methods and packaging materials meet or are in the process of meeting international preservation standards. (See Attachment B for a detailed description of storage facilities, pp. 3-4).

9 ASSESSMENT OF PRESERVATION

9.1 The preservation context is outlined in detail in the HBCA Management Plan (Attachment B). Additionally, the following is a description and chronology of how the records have been cared for over time.

Preservation History:

The accumulation of HBC records is in itself a miracle of preservation considering the nature and geography of the business. The records were kept at its London headquarters and at isolated North America fur trade posts scattered hundreds and thousands of kilometres apart. They were transported by canoe and York boat across turbulent rivers and lakes, overland through mountain passes and endless prairie by pack horses, Red River cart and dog sleds. They endured trans-Atlantic journeys over salty seas to their eventual destination, the Company's London headquarters. Less than ideal weather conditions from time to time such as rain storms, blizzards and subzero temperatures contributed to the challenging circumstances which makes it all the more astonishing that such a comprehensive daily record of their business activities was created and preserved.

Some mishaps did occur and not all records created survived the dangers of everyday travel, making it all the more remarkable that more records did not suffer a similar fate. An example of this risk of loss was a tragic accident that occurred along the Columbia River during Peter Skene Ogden's last Snake Country expedition (1830) which resulted in not only the loss of his journal, but several lives as noted in Sir George Simpson's letter to the Governor and Committee on 10 July 1831:

*...by Chief Factor McLouglin's Letters per Eagle you have no doubt learnt that 9 men and a woman and 2 children belonging to the Expedition were drowned in descending the Columbia last summer; the Craft in which they were having been sunk in a whirlpool, by which accident a quantity of Furs were lost, also Chief Trader Ogden's Books and Papers.*²

Here is a brief chronology of how the records have been cared for over time:

- In the earliest years of the Company's operations (1670-1680) there was no centralized location for records, since the London Committee met in various locations. A locked chest (which moved with the Committee) was one of the earliest repositories.
- First permanent leased premises were occupied in 1696, followed by a move to the first Hudson's Bay House in the city of London in 1794, followed by subsequent moves after that.
- The bulk of the records were held in secure rooms within HBC London headquarter locations. Storage fitments include presses (shelving units). Beaver House repository was the first purpose-built storage location for HBC's records.
- The first inventory of the holdings was taken in 1796.
- In the 1920s-30s, HBC established an archives department.
- Richard Leveson Gower became the first Company archivist in 1931. In preparation for opening the records to scholars the Company devised and implemented a document classification and storage system informed by Hilary Jenkinson, Deputy Keeper of the PRO, and Reginald Coupland of Oxford University.
- In 1938, the Hudson's Bay Record Society (HBRS) was established as a means of making the records more accessible to researchers, who were primarily in North America, by publishing certain records from the Hudson's Bay Company Archives. Twelve volumes were published jointly with the Champlain Society and twenty-three volumes published exclusively by the HBRS from 1938-1983.
- In 1939-45, some of the oldest and more valuable records were removed from London to Hexton Manor, the estate of the Company's governor, to protect them from possible destruction during WWII. Some mould damage occurred during this period.
- In the early 1950's, a microfilming program was established in conjunction with the Public Archives of Canada (now the Library and Archives of Canada) to preserve the records and make them more accessible.
- From 1950-1970, in-house document repairs were undertaken by trained Archives staff and work was also contracted out. Work mainly involved tear repairs, silking, lining, cleaning.
- In 1973, HBC and the Province of Manitoba entered into a deposit agreement. The records were to be in the safekeeping of the Archives of Manitoba where they would be preserved and made accessible to the public. In 1974, 120 tons of archival records were transferred to Canada into a newly renovated space within the Manitoba Archives Building. The storage fitments include metal shelving units with a baked enamel finish.
- In 1981, the Archives of Manitoba's first chief conservator was hired and a conservation laboratory designed. At that time, the Archives of Manitoba created a conservation policy and disaster plan.
- In 1982, the "world class" paper conservation laboratory was opened at the Archives of Manitoba and treatments began in-house by conservators of the Conservation Division.
- In 1983-84, the Archives of Manitoba vault upgrades included powerful HVAC environmental control systems.
- In 1996-1999, the planning and construction of a three floor vault space in the former concert hall within the Manitoba Archives Building was undertaken to house the Hudson's Bay

² In Glyndwr Williams' *Peter Skene Ogden's Snake Country Journals, 1827-28 and 1828-29*, (The Hudson's Bay Record Society Volume XVIII: London, 1971, p. 175 or HBCA/AM D.4/98, fo. 12-12d.).

Company Archives textual records. A cold vault was constructed in the lower level of the building to house film based records, upgrades were undertaken to the existing vault facilities and additional cabinets and special storage fittings for maps and documentary art were installed.

PART C - LODGEMENT

This nomination is lodged by:

(Please print name).....

(Signature)..... (Date).....