

STANDING COMMITTEE ON COMMUNICATION
May 28, 1996

1

MINUTE NO. 1
8:30 a.m. — Room 10

1. **PRESENT:** Mr. Speaker in the Chair and Members Goohsen, Jess, Krawetz, Murray, Shillington, and Stanger.

Officials:

Mr. Don Herperger, Director, Information Management Project, Saskatchewan Archives
Marian Powell, Legislative Librarian
Judy Brennan, Assistant Legislative Librarian

2. The Chair of the Committee presided over the election of a Vice-Chair. Mr. Jess nominated Ms. Murray for the position. There being no further nominations, it was moved by Ms. Stanger:

That Ms. Murray be elected to preside as Vice-Chair of the Standing Committee on Non-controversial Bills.

The question being put, the motion was agreed to.

3. Mr. Herperger provided an overview of Saskatchewan Administrative Records System and the Retention and Disposal procedure for government records. Mr. Herperger responded to questions.

4. It was moved by Mr. Krawetz:

That the Retention and Disposal Schedule No. 329 of Sessional paper No. 167 of the 1st Session of the 23rd Legislature, be adopted.

The question being put, the motion was agreed to.

5. It was moved by Ms. Murray:

That the Retention and Disposal Schedule No. 330 of Sessional paper No. 167 of the 1st Session of the 23rd Legislature, be adopted.

The question being put, the motion was agreed to.

6. It was moved by Ms. Stanger:

That the Retention and Disposal Schedule No. 331 of Sessional paper No. 167 of the 1st Session of the 23rd Legislature, be adopted.

The question being put, the motion was agreed to.

7. It was moved by Mr. Jess:

That the Retention and Disposal Schedule No. 332 of Sessional paper No. 167 of the 1st Session of the 23rd Legislature, be adopted.

The question being put, the motion was agreed to.

8. It was moved by Mr. Krawetz:

That the Retention and Disposal Schedule No. 333 of Sessional paper No. 167 of the 1st Session of the 23rd Legislature, be adopted.

The question being put, the motion was agreed to.

9. It was moved by Mr. Shillington:

That the Retention and Disposal Schedule No. 334 of Sessional paper No. 167 of the 1st Session of the 23rd Legislature, be adopted.

The question being put, the motion was agreed to.

10. The Committee reviewed the report of the Legislative Library for the period ended March 31, 1992.
11. The Committee considered a draft report to the Assembly.

It was moved by Mr. Goohsen:

That the draft report of the Standing Committee on Communication be adopted and presented to the Assembly.

The question being put, the motion was agreed to.

12. It was moved by Mr. Jess:

That this Committee do now adjourn.

The question being put, the motion was agreed to.

13. The Committee adjourned at 9:27 a.m. to the call of the Chair.

The Chair: — I'll call the meeting to order, and thank members for coming. We have available to us until 9:30, time for our agenda. We may not feel that we need that amount of time.

And first of all I would like to just give a very quick context to the meeting, particularly as I look around the room, there are two here who have not been on the Communications Committee before. The last time the committee met was in 1992, I believe. And so for those of you who are on the committee and wondering just what in the world does the Communications Committee do . . . and you may be aware that this is not the highest profile committee in the entire operation of the Legislative Assembly . . . (inaudible interjection) . . . That's right. Sorry about that. Sorry to break the news to you so early in the morning.

But this is a committee . . . Good morning, Mr. Shillington, come on in.

Hon. Mr. Shillington: — Good morning, how are you.

The Chair: — Good, good to have you.

This is a committee that really historically, if I understand my history correctly, flows out of what was previously I think, four committees that were rolled together to become . . . called the Communications Committee. What formerly were the committees that dealt with the review of the Legislative Library, one with archive materials . . . and those are the two items on our agenda today.

Plus also it is within the purview of the committee, radio broadcast, which everybody will assume is not — correctly — has not really been an item of consideration for some, oh goodness, 15 years or more. And then also television broadcast. If time permits and you're interested, although it's not part of our agenda, you may want to have a bit of discussion about some of the developments in television broadcast that we're looking at in the time ahead, although we don't have any decisions to make in that regard.

So those committees were all-party committees, considered to be non-controversial, all under the Chair of the Speaker, and at some point in time they were rolled together to the Communications Committee. So that's what brings us here today, and those are the potential subjects with which we will deal.

Now I first of all, before going to the election of a Vice-Chair, would like to introduce our officials who will assist us today. Seated at the back of the room in this order, first of all, Mr. Don Herperger, who is with information management project with the Provincial Archives, will assist us first of all then with our first agenda item on the consideration of retention and disposal schedules. And then secondly, Marian Powell, the Legislative Librarian, and Judy Brennan, the assistant legislative librarian, to deal with the Legislative Library report. So those are our officials for the meeting today.

And first of all then, although it is not likely that we will meet

again within the next year, this is a committee that serves for the length of the session. And I do anticipate that we will meet again at least once or twice, if not more, over the course of this session, and it would be most appropriate to first of all begin with the election of a Vice-Chair. So I would first of all open the floor for nominations for Vice-Chair of the committee.

Mr. Jess: — I'll nominate Suzanne.

The Chair: — Okay, Suzanne Murray nominated by Walter Jess. Are there any further nominations? Being a communications veteran, you're well qualified. I can understand why others may be hesitant to come forward. For a third and last time, are there any further nominations? If not then I'll declare nominations closed. Ms. Murray, will you accept the nomination?

Ms. Murray: — Yes I will.

The Chair: — Great.

Ms. Murray: — May I just make a comment?

The Chair: — You may.

Ms. Murray: — When I came in early this morning, I seated myself where Ms. Stanger is sitting now and I asked if I could sit there. And the Clerk said if I did, I would likely be elected Vice-Chair, so I opted to move over here. So I don't know what that says except that . . .

The Chair: — I think what it says is that you were likely to be elected as Vice-Chair no matter where you sat — there or anywhere else — as history has unfolded here.

Ms. Murray: — Thank you.

The Chair: — It would be in order then to have a motion that Suzanne Murray be elected to preside as Vice-Chair of the Standing Committee on Communication. If someone would like to move that. Ms. Stanger. Those in favour? Opposed? And that's carried. Okay.

And thank you, Suzanne, We'll now move to our first agenda item, consideration of retention, of disposal schedules, session paper no. 167, which will be the bulk of the paper you have. And I'll ask Mr. Herperger if you'll come forward, please. And I'll ask you in just a moment to give us a brief orientation to the task that is before the committee. If I can summarize it this way and then ask Mr. Herperger to give us more detail, in essence what we're dealing with here is decisions that are required at the legislative member level, related to the retention and destruction of files.

So what we're dealing with is decisions related to that balance of retention of paper for the purposes of important use balanced with the fact that, if paper is retained, it must also be stored somewhere. And that has its own set of costs and complications for government services. So we end up having to make some final decision which comes to us with a lot of thought and

recommendation, actually, related to the retention of records.

And I'll ask that Mr. Herperger give us some overall orientation. And perhaps, Don, what you'd like to do in your orientation, is if you want to make specific reference to the six items that are before us. After he's done that, what I will do is call for motions for each of the schedules that are within your package. And certainly the floor is open for discussion or debate on any of those if you wish. But I think it probably serves our purpose best to have an overall orientation, questions that you might have related to that, and then move procedurally through dealing with them.

So, Mr. Herperger, if you wouldn't mind giving us a brief orientation.

Mr. Herperger: — Thank you. Certainly I think the orientation is in order for a couple of reasons. Whether a new member or a member who's been on this committee before, the process has been changing over the last few years in terms of how the Government of Saskatchewan handles its records.

The first obvious sign of that was when in 1993 the legislature approved what's called the SARS, or Saskatchewan administrative records system. And in this system the way that records are now identified and serve their life span has been defined to a much greater level than was the case before. So the amount of paper may look a little bit difficult, and if one of the tasks of records management is to reduce the amount of paper, we've failed in terms of this new system.

But what we have done is, we've much more clearly defined the purpose of records, the terminology employed in records, and the life span of each individual record, which is in keeping with the government's desire to be much more accountable in terms of information in relation to things collected and created by the government.

What we had in the past would be a schedule which might have 20 or 30 different items all on one page and a retention period beside each, and that would be reviewed at the various levels and put forward to you. What we have now is a system in which each kind of information is on a single page with a primary at the top — in this case it says, forms management — and then a scope note which identifies the specific purpose of that record so that at all levels, whether it's somebody who's a file clerk trying to identify where a record goes, or someone at this level who is making judgements in relation to the value of the record, that it's very clear to everyone involved just what type of information is involved in that aspect of the government's creation or collection of information.

Then within that there are places where secondaries are assigned. And the secondaries that are used are uniform throughout. It's just that specific secondaries are selected where applicable to a particular primary. And so zero zero, for instance, is always going to be policy and procedures. So within any primary, whether an administrative or an operational record, there will be a secondary that's called policies and procedures. And other secondaries will be broken out as necessary in relation to the function of that particular type of record.

So the description process has been expanded and it also allows for a more efficient manner of disposing of the record. Whereas records used to often be lumped together and have to serve a full retention period for the type of document that had the longest need of retention, now things can be broken out and records which are general in nature can be disposed of after a shorter period of time. Records that have specific legal or fiscal requirements can be kept for a longer period of time. And yet the volume of record in government doesn't necessarily grow as a result.

So we're quite happy with the system and we're happy with it because government is happy with it. Over the past three years, I think the proof of the system has been in its use. We were averaging, in the '80s and into the early '90s, about 250 requests from government offices for disposal of volumes of records annually. And in this past year, 1995-96, the volume has increased to over 700 requests.

And in terms of SPMC's (Saskatchewan Property Management Corporation) estimates in relation to space occupied by these records, the program was saving government in the vicinity of about a million two hundred thousand dollars annually in the late '80s and early '90s. That figure over the last couple of years is somewhere around three and a half million dollars annually.

This type of retention and disposal system is saving the government in terms of storage space that would be required for additional records. Not included in that formula is the savings that come from not having to search through more and more record in terms of retrieving documents that are required by government.

So that's the purpose of the process. The way that the process works is that the initiative comes from an individual department or agency or Crown corporation. They will come to the Archives and say, we have these records that are not well taken care of at the moment, that either have never been scheduled or that we need an updated schedule for, and then we'd begin a process of consultation with them to identify proper terminology to ensure that we have as complete an inventory of the record as possible for that particular function.

And then they submit a draft disposal schedule. And we take that before the Public Documents Committee, which is the committee defined in our Act which reviews all of these requests and which recommends them to you once they've reviewed them.

The Public Documents Committee has the Provincial Archivist as the Chair, the Legislative Librarian as a statutory member. And then there's a representative from the Department of Finance, a representative from the Department of Justice to ensure that any type of legal or fiscal requirements are being met, and there's also a member at large from government who has some particular knowledge that's useful in the process at the time.

And currently the member that we have from at large is a director of information technology in government, because one of the things that we and other governments in Canada are

wrestling with is how to address electronic information and to do it efficiently and yet to do it accountably.

So the balance that we try to maintain in this process is accountability, but accountability coupled with efficiency to ensure that things are being retained that are necessary and that should be retained, and things that no longer have any value can be disposed of through a process which culminates really here in terms of approval, that . . . It goes through the Public Documents Committee. It's been approved by the solicitor for the department or agency proposing this, and it then comes before the Standing Committee on Communication for legislative sanction as well. Once it is approved, if approved, by the legislature, it then goes back to the department or agency, and they can begin to use it in terms of administering their records.

Looking at the specific requests or recommendations that are being proposed for this meeting, the first one, which is no. 329 . . . The numbering is continuous. The first schedule, I believe, was approved by the Saskatchewan legislature in 1951, which is almost long enough ago that I wasn't around. I wish it would have been in 1950. But from that time to this, 328 schedules have been approved by the legislature for use. And a schedule is only rendered obsolete if it is superseded by another schedule. So all of these schedules in a sense are continually active; it's just that some of them have records which are obsolete and therefore no longer acquired or created by government.

No. 329 is an additional section for the administrative record system. When we proposed this administrative record system in 1993 to this committee, we indicated that it was complete except for a section relating to information technology, but that we needed more time to consult with government and to come up with something which would be completely appropriate to our situation. And so over the past couple of years we have been working with government and in terms of other governments in Canada, to identify how to best address information technology needs in an administrative sense.

So what this schedule does is it . . . It does not schedule records which are created by government for a specific purpose on an electronic system. What this does is it sets up a schedule for disposal of records which are used to administer those electronic systems. So it's not the databases in government itself or the output from networks that this deals with; it's really the inputs. It's how are they to be created, how are they to be run, what types of maintenance and administration are required. Those types of administrative functions are being dealt with in the terms of this schedule.

One of the main benefits of this administrative record system and then this sixth section to it, is that it can be applied to all agencies in government; that normally a schedule has to be created by an individual agency for their own needs. And to avoid duplication, what we have done in 1993 with the system is created a province-wide terminology base and information base for things that are administrative. So the things that have to be done individually are now things that we call operational records which relate to specific mandates of the organizations involved.

So no. 329 would relate to all departments of government, all commissions, boards, bureaux, commissions, other branches, and what it is addressing is records relating to the administration of electronic data systems in government.

Schedule no. 330 is at the other end of the spectrum. It's very specific. It's really an amendment to previous schedules that we have from Saskatchewan Government Insurance, and what it does is it recognizes the new technology.

The way that we used to relate to schedules was on a format basis. So that we would bring a recommendation to this committee that would say, the paper copy of this information should be kept for so long; a microfilm copy of this information should be kept for so long, and any other format would have a specific time frame.

The way that we are now operating, we're having each department or Crown or board or agency identify which copy of their record is going to be the official copy. And that may be any copy, any format of the information that their solicitor identifies as being valid for legal purposes or fiscal purposes.

And technology has advanced to the point where there are sufficient standards in place now that electronic formats such as CD-ROM (compact disc read-only memory) are acceptable as an official record.

And so what this schedule is recommending is that SGI (Saskatchewan Government Insurance) be given the authority to identify their CD-ROM copy, an electronic copy, of these pieces of information as their official record, so that they can destroy the paper and microfilm records much more quickly than would otherwise be the case, and store the information in: one, the most efficient medium; but number two — and this is where the technology has advanced to the point where it's relevant — number two is to store it in the medium in which it was created.

We always try and store information, if it's feasible, in the medium created . . . in which it was created. And in this instance, the information is created, it's initially entered, electronically.

In the past it used to be a case of saying, here we have this paper record, and we want to microfilm it, so it was a physical transfer. But microfilm did achieve legal status, and so it was more efficient and therefore feasible. Here it's just the other way around.

The remainder of the schedules all look at individual entities, individual functions in government. So the fisheries branch schedule is a comprehensive schedule which identifies all of the records that were inventoried in that particular branch of Environment and Resource Management.

The Department of Justice, sheriff's office schedule, is a schedule which inventories all of the records of that particular office or function in government. The only interesting thing about it is that there are 15 sheriffs' offices because there are 15 judicial centres. And so it has certainly a cumulative effect here. And the sheriffs' records have not been scheduled to date, and

it's a function that's been continuing since the 19th century, so this is going to have a significant impact in terms of efficiencies and record storage in the court-houses.

The Saskatchewan Crop Insurance Corporation, this too is a first schedule for this corporation. And I think part of the reason there hasn't been a schedule previous is that it's been reasonably inexpensive or relatively inexpensive to store a record with their base at Melville. But of course even if it's reasonable to store the record, there still is all of the costs involved in managing, administering, and retrieving. And so this is a very useful schedule as well in terms of increasing efficiency and getting rid of the record that's no longer required.

And the last of the schedules is no. 334, which is a schedule of the Public Employees Benefits Agency, again a specific function within the Department of Finance in this instance. And some of the retention periods are a bit longer than we normally have in this one, but because of the nature of the function and benefits such as pensions being involved, it certainly was deemed as being warranted.

So all of these schedules have been reviewed by departmental solicitors for each of the entities involved. They've gone through the Public Documents Committee and have been approved there and are now being recommended for your consideration.

The Chair: — Thank you very much, Mr. Herperger. I'll now open the floor for questions by members of the committee. If you have any questions you'd like to address to Mr. Herperger, now is the time. And then when we're done that, we'll proceed with our motions for adoption.

Are there any questions you'd like to address to the official?

Mr. Goohsen: — I always worry about the new technology, and things we don't understand I guess frighten us the most. And when you talk about destroying records, if those records are important enough that you decided you needed to store them to start with, you need to have I suppose 100 per cent absolute guarantee that those records can be retained.

When you switch from paper to microfilms and things like that, they have a pretty good track record of 100 per cent being able to be recovered. And yet when we go to a CD-ROM, now we're talking about things that have to go into machines where all kinds of weird little funny things seem to happen. And I've seen people in frustration beating on a keyboard saying, I've lost everything.

What guarantee is there to 100 per cent level that switching all of these records into this new format will have that guarantee that they will always be there?

Mr. Herperger: — I guess there's two things that I'd like to say. First in terms of the 100 per cent, that the 100 per cent doesn't work for paper or for an electronic medium or for microfilm. But I mean I certainly understand, I think, what you're saying and I can say that in terms of 99 point some per cent that that's the kind of accuracy and retention that we're aiming at.

For some inexplicable reasons, paper goes missing from files, files get misplaced, and therefore in the same sense as in an electronic format, sometimes if a file is misnamed, it can't be found. In paper format the same things happen; and if a file is misplaced, it's in essence lost and may or may not ever be retrieved.

But taking into account the fact that we have had paper here for a long time, we've developed some pretty good systems of tracking it and maintaining it and we're very comfortable with those systems. And they have proven to be, I think, a very useful storage medium and means of ensuring that we have information for legal and fiscal purposes.

In terms of the electronic media, the track record is shorter. But as new formats are developed and as they've existed for a long enough period of time, we have standards developed.

So one of the reasons why we're bringing this forward now and didn't bring it forward for instance 3 or 10 years ago, is that there are now Canadian standards which have been developed and are able to be enforced for electronic media, which means that any record which is going to be stored for continuing retention will be created and transferred to the CD ROM and put into a storage which meets all of the standards which have been set by the Canadian standards committee. And SGI has undertaken to ensure that those standards are met.

The other thing is that the record from which the CD-ROM is created is not going to be eligible for disposal until the CD-ROM has been verified, so that each of the CD-ROMs will be checked before the record is disposed of. As well, there are back-up copies that are created so that, in an instance where one copy, you know, may for whatever reason be damaged, there will be another copy available as well.

So those are the types of standards that have been developed and that will be enforced.

Another thing, in terms of the SGI request, is that the records that are identified there do not include actual policies. It's the supporting documentation that relates to the policies as opposed to the policies themselves. Policies are going to be retained in the same formats that they have over the past number of years.

Mr. Goohsen: — The argument that you make, that paper can go missing, you know, is a good one, but it has a fundamental error in that in order to lose a piece of paper with documents that are written on it, you have to have human error. I'm not worried about human error; we've always had that, and we'll always have it, and we'll have to take care of that. But if you've got a piece of paper in your hand and you file it in the right place, it's going to be there until you go back and get it or the place burns down.

If you take that material, first of all, from the piece of paper and put it into a machine, you've got a chance of another human error in transcribing it over. You've also then got the element of the machine failing that comes into play. And that significantly increases the percentages of the possibility of losing your track record of the record.

So that worries me because I have seen people now building into their computers back-up tape systems because they don't trust the CD-ROM to always be available. So now they're making tapes because the tape might retain it even if the disc goes haywire. All those kind of good things are being built into the system. And I think that's good, and we have to do that. I'm not saying that we're not going to do this technology because we are — there's no question about it.

But I do worry about the possibility of getting into this so fast that all of a sudden we find out that we are in a real wreck, and we've lost somebody's records for a couple of years because somebody pushed one wrong button.

You know, I'm just hoping that you have a good back-up system and an explanation of how that can be more or less 100 per cent, because if you're going to talk about retaining records, you have to have a 100 per cent target. It cannot be 99.9. It has to be 100 per cent; otherwise you're not retaining records. You have a good possibility of not retaining records. That's just the point I want to make.

Ms. Stanger: — So, Mr. Herperger, can I say that if I wanted to find something, you can under this new system find any piece of information that is available to us?

Mr. Herperger: — Well I'm not sure in the context that you mean here. The Archives Board serves as the secretariat to the Public Documents Committee. So we set up, with the Public Documents Committee, the system through which departments classify their information and define when they can submit them for disposal.

But the Archives does not operate within any of these jurisdictions in the sense of retrieving information ourselves. So what we're doing is we're assisting departments and Crowns and boards and agencies to set up a classification system so that will be the case. But it isn't the Archives' mandate or function or role to do that ourselves.

Ms. Stanger: — So then actually you'd do that through the department?

Mr. Herperger: — The department is responsible for it, and the department manages its own information. The Archives comes into the formula when they wish to dispose of records, when it's served its retention period and they no longer want the record. What they then do is they submit a list of the records in relation to the primaries and secondaries involved to the Archives, and we have an appraisal staff who go over those records.

First of all, they ensure that all of the record has met its retention period so that nothing is being disposed of unintentionally — or intentionally — that shouldn't be disposed of. And then after that's been verified, any eligible record is reviewed by the Archives for archival value so that if the record is something that should be retained either for the government of the province as collective memory or for the people of the province as an explanation of events and activities that have occurred in the province, then we will select it and acquire it at

the Archives.

But the Archives doesn't have any direct function in policing how departments store their records or classify them at this particular point in time. It's strictly the department's responsibility. The department presents the schedule to the Public Documents Committee. We verify that it fits within the standards and requirements of the day.

Once it's approved by the legislature, we send it back to the department and indicate that this schedule has now been improved in this form and you may use it. But that's the limit of our function.

Ms. Stanger: — Thank you.

The Chair: — Okay, are there any other questions that we would like to be directed to Mr. Herperger? If not, then it would be in order for us to proceed with the decisions regarding the consideration and retention of disposal schedules. If I can recommend then that we begin with no. 329 regarding departments of the Government of Saskatchewan, commissions, boards, bureaux, or other branches of the public service of Saskatchewan — your first package. And if I can recommend to you the motion:

That the retention and disposal schedule no. 329 of sessional paper 167 of the first session, twenty-third legislature, be adopted.

If someone would be prepared to moved that. Mr. Krawetz. Is there discussion or questions? If not, those in favour, please indicate. Opposed? That's carried. And, Ken, I'll ask if you'll just fill out the motion and sign it there.

We'll then move to no. 330, your second package, related to Saskatchewan Government Insurance. And if I can recommend the motion:

That the retention and disposal schedule no. 330 of sessional paper 167 of the first session, twenty-third legislature, be adopted.

Would someone wish to move that? Ms. Murray. Is there discussion or questions? Those in favour, please indicate. Opposed? That's carried. Ms. Murray, if I can get you to fill out the motion here.

Moving to no. 331, related to Environment and Resource Management, fisheries branch. If I can recommend to you the motion:

That the retention and disposal schedule no. 331 of sessional paper 167 of the first session, twenty-third legislature, be adopted.

Does someone wish to move that? Ms. Stanger. Is there questions or discussion? If not, those in favour, please indicate. Opposed? That's carried. If I can get you to fill that out, Vi.

Now moving to item 332, schedule 332 regarding Department of Justice, sheriff's office. And if I can recommend to you the

motion:

That the retention and disposal schedule no. 332 of sessional paper 167, the first session, twenty-third legislature, be adopted.

Does someone wish to move that? Mr. Jess. Is there discussion or questions? If not, those in favour, please indicate. Opposed? That's carried. Thank you.

Next to schedule 333, related to Department of Agriculture and Food, Saskatchewan Crop Insurance Corporation. If I can recommend:

That the retention and disposal schedule no. 333 of sessional paper 167 of the first session, twenty-third legislature, be adopted.

If someone would wish to move that. Mr. Krawetz. Is there a question or discussions? If not, those in favour, please indicate. Opposed? That's carried. Thank you.

And schedule 334 related to the Department of Finance, Public Employees Benefits Agency. And if I can recommend:

That the retention and disposal schedule no. 334 of sessional paper 167 of the first session, twenty-third legislature, be adopted.

Does someone wish to move that? Mr. Shillington. Is there questions or discussions? If not, those in favour, please indicate. Opposed? That's carried. Thank you very much, and thank you, Mr. Herperger, for your assistance.

We'll now move to our second item on our agenda which is review of the Legislative Library report, and ask that Marian Powell and Judy Brennan come forward to the table. And if I can refer you to the second bound item in your package entitled the report of the Saskatchewan Legislative Library for the period ending March 31, 1992, and this I will ask for some further explanation.

And also give you fair warning here that I expect that we will drag ourselves kicking and screaming into a current time, and that next year about this time we'll consider the report ending March 31, 1996. The library has been a busy place and, as you'll see when we go through the report, meeting people services and not quite having the time to get their report to the committee here.

If I can just walk very quickly through the report itself and outline some things to you that I think are worthy of note, and then ask that Ms. Powell and Ms. Brennan add any things that they would like in response to your questions.

If I can refer you to item . . . or on page 5, to the chart on page 5. You'll see there a phenomenon which I think is worthy of note. Meeting the mandate of the Legislative Library, the dark graph represents the service to members, and the one mandate that we're most familiar with in the building here.

What I want you to note here is that there has been, over the

period in the report, a gradual decline but we'll see in next year's report, from the period from 1992-93 to current, that the service to members, that graph is going to take off substantially higher.

You'll see that the service to the civil service and to the public remains constant. And the Legislative Library certainly has, as part of its mandate . . . a significant amount of its activity relates to people who are not working here in caucuses as part of their elected responsibilities, and you can see that it breaks down roughly half services to members and half other. And that gives you an overall feeling.

Page 6, if I can just draw your attention to a new focus, members' services. In 1989 was a significant time in the history of the library because it was at that time that the Board of Internal Economy approved a reallocation of staffing hours to provide a full-time, senior reference librarian whose principle role would be to focus on the development and delivery of services to the members of the Legislative Assembly.

And for those of you who were here at that time, you will recognize that it was really at that time that service to members began to take off and have risen dramatically. And that's the dark line in your previous graph. And that may be something you'll want to ask about and that Ms. Powell and Ms. Brennan may want to comment more.

Just the bottom of page 6 in the left-hand column, profile current awareness services. I think the current awareness service is something also that's taken off. And meeting the description that's there in quotation marks, "no more mail than necessary, but necessary information to MLAs" (Member of the Legislative Assembly), to try to assist MLAs to have access to the things that you want to hear about and to do the screening of that for you and to get it to you so that you can decide then what you want more from the Legislative Library. And this has been a personalized approach to assist MLAs in meeting our responsibilities, has become typical of the library.

The newspaper clipping service has certainly been a part of that, on page 7. The new book alert, I'm told, is beginning to get a lot more response in recent times as members are becoming regularly updated on what's coming into the library.

Any of the members who have been to parliamentary conferences will be aware of the help with the backgrounder kits that's been put together. And I know from CPA (Commonwealth Parliamentary Association) reports, it's regularly referred to as one of the things that members appreciate before they go somewhere to attend a Commonwealth parliamentary conference or seminar — the support that they get back home to do some related reading and to help prepare for that.

Services to legislative committees, including standing committees and select committees. And any members who have served in either of those will recognize the regular provision of materials from the library related to the topics that you're dealing with there. Again this is all part of what has been an increased focus over the last six, seven years.

Moving along to page 10, automation, what's referred to as RegLIN, the Regina Library Information Network, if I can just make quick reference to that. One of the things that the library has been doing here has been moving rapidly into the area of modern technology, to take advantage of that to be very cost effective.

And what the library here did in 1989 was to link in a consortium with several other users in Regina — the university here of Regina, the Department of Health, and the Gabriel Dumont at that time, and the libraries of the three hospitals — to be able to record materials available and facilitate the on-line access to information.

This is a minimal cost to the Legislative Library here. But what it does is two things: it puts members or anyone who's using our service in touch very easily with information from all of those services; plus also assists them to be in touch with the kinds of collection and materials that we've got here. But it's been . . . it has drastically expanded the amount of access to information available at very, very minimal cost.

Future library automation is something that is, I think, exciting to me — and I've reported on this at the CPA annual meeting — that as we move in the area of automation we will do something that very rarely happens, but that we will increase access to information at the same time as reducing costs because of the use of automation. And in the modern world of very limited and strained resources for library services this becomes increasingly important. But it is also important to us as members when we think in terms of access to things like *Hansard* and the like as well.

Collection management, page 12. The fiscal security of collections is something that continues to be an ongoing concern. Some of our most valuable collections have had some damage because of rain within the building caused by mishaps so it is something of concern in the future.

And finally on page 14, accommodation. In the same way that we've just finished with the Archives, dealing with this matter of retention of materials, the library here is quite literally bursting at the seams. It really is. Our storage of materials here in the library is, I think, officially beyond full. I think Marian can describe that better than I can. But as it's described to me, when you're 85 per cent . . . using 85 per cent of your capacity in library terms, you're full, and we're well beyond that.

So the library of the future here, I think, is worthy of note to this committee as an area that does probably need some attention, some special attention that it hasn't had for some time, in terms of the resources needed to continue to meet its mandate to serve us as elected members, but also as a very important part of the Saskatchewan library services, because when you go back to that very first graph, you note that about half of the services provided from the Legislative Library are outside of this building to people around Saskatchewan.

And as we note from our own communities, as libraries are coming together using technology to cooperate with one another, the pressure in fact will create the increase in demand on our library here as the central library to meet Saskatchewan

resources. So I think it's fair to alert elected members to this particular need which is a consequence of other things that are going on in the province around us related to library services.

So having done that brief — or maybe not so brief — outline, if I can open the floor, if there are questions that you would like to direct to Ms. Powell and Ms. Brennan, and then let them expand on that as they would like.

Hon. Mr. Shillington: — First of all I gather that . . . in fact your comments suggested that the Legislative Library was going to bring the random reports up to date by next year?

The Chair: — Yes.

Ms. Powell: — What you're seeing here is an attempt to address a fall-back in our reporting. And it was decided to be sort of more efficient to do a couple of multi-year reports to bridge that gap. The next multi-year report, which is in draft stage now but I really don't think it'll be printed before the House adjourns, is to March 31, 1996.

Hon. Mr. Shillington: — All right. So we'll then be up to date in meeting our requirements.

Ms. Powell: — That's right.

Hon. Mr. Shillington: — All right. Perhaps you can just give me . . . unfortunately I underestimated the length of time this is going to take. I have . . . (inaudible) . . . Perhaps you can explain for me, at least in the time involved, given the time, what exactly is available on-line now. Is there anything on-line now except the catalogue of books?

Ms. Powell: — Well maybe, Judy, you'd like to . . .

Ms. Brennan: — As to our own collection, we have a couple of services that are full text on-line. One is . . . and they're on CD-ROM, and they'd be *The Globe and Mail*. And then there's a product called KIOSK which is a selection of magazine titles that we have full text retrieval from.

But other than that there's the catalogue. There are many services out there that we would ordinarily subscribe to that would be on-line. For example the United States statutes come to mind. We used to have that in hard copy, and now we go on-line to get that.

But as to converting the library holdings to digitized form, that's just not a possibility.

Hon. Mr. Shillington: — Okay, thanks.

The Chair: — Any other . . . (inaudible interjection) . . . Okay, well if you leave, we still have quorum, but I have to ask everybody else to stay put then until we're done in order to maintain quorum. This is it. And just the adoption of the motion, yes. There's another meeting in this room at 9:30 so we're . . . Yes.

Any further questions then that would like to be directed to Marian or Judy? Okay. And perhaps given our circumstances

here, what this will mean is that when we come back about a year from now to entertain it, we'll have a longer period of time to have . . . and I would recommend that we take that time to have a more detailed discussion about what's happening in the library. Also, your report will be current at that time as well and . . .

Hon. Mr. Shillington: — Could I just ask one question?

The Chair: — Sure.

Hon. Mr. Shillington: — I'm sorry; I should have asked this earlier. It has again to do with on-line. Do we have a web site on the Internet? Do we have a home page and all that jazz?

Ms. Brennan: — We're going to be part of the Assembly web site which will be up in the fall.

Hon. Mr. Shillington: — When we did our little consultations around the province, it was very interesting. At the end of the consultations, we left the group with, phone us at a toll-free number or contact us on web site at, you know, hht and all that jazz. We received about 250 phone calls and 196 contacts by the Internet. The contacts on the Internet almost equal to the number of telephone calls, and it was toll free. I was really quite taken with the degree to which it was used.

Ms. Powell: — If I may just say, although we don't have a home page, we are able to be contacted via the Internet. We have e-mail right now so that members, and indeed any of the public who wish to contact our reference service, for example, can do so to an Internet address.

Hon. Mr. Shillington: — Easier to find and more effective if you had home page.

Ms. Powell: — Yes, and we'll be in that position in the fall so we're looking forward to it.

The Chair: — This is part of that whole movement into the future here that we're referring to, and we'll be up and running by next session.

Okay, and also if I just may take a moment to urge you to update your members from your caucuses who are on the Board of Internal Economy about library needs and demands. Because at the end of the day, it's really in that body that rests the authority to make decisions related to resources. And I've already alerted the Board of Internal Economy to the fact that it's an area that requires special attention in the future.

If I can recommend to you then a draft of a report here which has been distributed, and I'll read it very quickly into the record and then recommend it to you.

Mr. Speaker, as Chair of the Standing Committee on Communication, presented the first report of the said committee which is follows.

Your committee has considered the recommendations of the Public Documents Committee under The Archives Act, contained in retention and disposal schedules comprised in

sessional paper no. 167 including schedule no. 329, departments of the Government of Saskatchewan, commissions, boards, bureaux, or other branches of public service to Saskatchewan; schedule no. 330, Saskatchewan Government Insurance; schedule no. 331, Environment and Resource Management; schedule no. 332, Department of Justice, sheriff's office; schedule no. 333, Department of Agriculture and Food, Saskatchewan Crop Insurance Corporation; schedule no. 334, Department of Finance, Public Employees Benefits Agency, tabled this first session of the twenty-third legislature and referred to the committee by the Assembly on May 23, 1996.

Your committee recommends to the Assembly that recommendations of the Public Documents Committee in schedules no. 329 to 334 be accepted.

Your committee also reviewed the report of the Legislative Library, for the period ending March 31, 1992.

It would be in order to have a motion:

That the draft report of the Standing Committee in Communication be adopted and presented to the Assembly.

Does somebody wish to move? Mr. Goohsen. Is there questions or discussion? Those in favour, please indicate. Down hands. Opposed? And that's carried.

And we now need, before we leave, a motion to adjourn. If somebody wished to move that. Mr. Jess. In favour? Opposed? And that's carried. Meeting is adjourned. And we'll see you same time, same place, about a year from now. Thank you very much for your help.

The committee adjourned at 9:27 a.m.