



**Canadian Council of Archives
Conseil canadien des archives**

**PRESERVATION MANAGEMENT PROGRAMME
Conservation Plan for Canadian Archival Records (CPCAR)
2004-2005**

END OF PROJECT - FINAL REPORT

Name of Recipient:

Project Title:

CCA Project File Number:

4029-

Completion Date of the Project:

Contact Person:

(Name)

(Address)

(Telephone)

(Email)

1. Project Description

Provide a short narrative of the tasks undertaken to complete the project; continue on an additional sheet if necessary.

2. Staff

Include the name, position and status (i.e. permanent, contractor or volunteer) of those responsible for carrying out the project and provide a short description of the tasks carried on by each of them.

3. Final Product

If applicable, include a copy of the final product generated by the project.

4. Publicity and Other Documentation

Include examples of publicity as press clippings and press releases pertaining to your project.

5. Elements of Preservation Management

Indicate the percentage of expenditures allocated to each element of preservation management:

1) Preservation assessment: _____ %

2) Development & implementation of policies: _____ %

3) Preservation activities:

a. Environment: _____ %

b. Establishment of collecting priorities for preservation (detailed collection assessment):
_____ %

c. Holding Maintenance: _____ %

d. Reformatting: _____ %

e. Other preservation activities: _____ %

f. Conservation treatment of individual items: _____ %

6. Financial Statement

Complete the chart below or alternatively provide your own statement of expenditures which must include the specific use of CCA funds and of other sources of contribution, if any. This statement must be signed by the Executive Director or a senior officer with financial signing authority.

Categories or types of expenditures activities	Costs	CCA Funds Spent	Applicant's and other sources of contribution	Direct	Indirect
Salary & honoraria for various services					
Environmental control and monitoring equipment					
Purchase of shelving and storage furniture					
Purchase of preservation enclosures & supplies					
Repair, servicing and maintenance costs for equipment					
Other (specify)					
TOTALS:					

CCA Funds Received: \$_____

Surplus remitted to the **Canadian Council of Archives** (if applicable): \$_____

Name of Senior Officer (please print) Title

Signature Date

CCA Signatory Date