MF 3029-3122

UPPER CANADA SUNDRIES

(Microfilm Edition in the Queen's University Archives)

Shelf List

Prepared

By

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and the staff of the

National Archives of Canada

Queen's University Archives

Kingston, Ontario

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UPPER CANADA SUNDRIES

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RG 5, A1

UPPER CANADA SUNDRIES: Correspondence of the Civil and Provincial Secretaries, 1766-1841

Volumes 1-261 18.6 m Finding Aid 881

Correspondence, petitions, reports, returns and schedules, certificates, accounts, warrants, legal opinions, instructions and regulations, proclamations and other documents received by the Civil Secretary and by the Provincial Secretary and Registrar of Upper Canada, 1791-1841, together with copies of some documents of 1766-1809 made for reference purposes, form a very miscellaneous series known as the "Upper Canada Sundries". This arises in part from the vaguely defined boundaries of the two offices in the earliest years, and in part from plurality of office holding, whereby one made held two (or more) offices and filed all the records in a single sequence. Both secretaryships were at times filled by one man. Both the Civil and the Provincial Secretary held other minor offices. The records reflect their many and varied responsibilities.

Drafts of replies to the incoming correspondence and some drafts of speeches prepared by the Civil Secretary are found in RG 5, A2. Some additional incoming petitions and addresses, as well as Speeches and Messages for the Legislature, are found in RG 5, B3. Further correspondence and other records of the Civil Secretary are found in RG 7, notably series G 14 (volumes 2-7) and G 16B. For the period after 1841, the principal series of incoming correspondence for the Civil Secretary is found in RG 7, G 20 and of the Provincial Secretary in RG 5, G1. Several volumes of pre-1841 correspondence are found in RG 5, C1 and letterbooks of outgoing correspondence in RG 5, C2. Some records of the Provincial Secretary's functions as Registrar are found in the B series of RG 5 while others were inherited by his successors and are found in RG 68 (records of the Registrar General of Canada).

Information on the organization and functioning of the two offices - Civil (or private) Secretary to the Lieutenant Governor and of Provincial Secretary and Registrar - prior to the union of Upper and Lower Canada can be found in the Report by John Macaulay, 1839, published in the Journal of the Legislative Assembly for Upper Canada, 1839, Appendix, volume 2 part 1, pages 310-321.

Arrangement of the documents within the Sundries is chronological, except that enclosures are filed under the date of their covering letter. Undated material is filed at the end of the appropriate month or year.

Finding Aid 881 is a calendar of the complete series, providing a description of each item. The calendar was compiled over a long period and reflects several changes in descriptive standards. In general, the nature of the item, its author and recipient, the contents and the date are specified, as well as its extent in pages. A copy of the Shelf List (which follows this inventory entry) is included in the Finding Aid to permit rapid identification of the microfilm reels on which the documents appear.

Finding Aid 881 was microfilmed in 1975. The microfilm reel numbers are listed below.

Reel Calendar period Volumes and pages

C-9822 1766-3 April 1826 Vol.1, p.1 - vol.77, p.41330

C-9823 3 April 1826-9 May 1835 Vol.77, p.41331 - vol.153, p.84189

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This series has never been systemically indexed, although index cards for petitions and correspondence relating to land grants, sales and leases were prepared prior to the final arrangement of the series. It should be noted, however, that these cards describe only a small fraction of the collection, and not necessarily all of the documents relating to land matters; that the entries were made for the names of petitioners or correspondents, and only rarely for the name of a township under survey or other geographical headings; and that the description is general to the point of vagueness. Between 1979 and 1987, efforts were made to identify the modern page references for those index entries. Entries for which a location in RG 5, A1 could not be identified were removed from the index in 1987.

Access to the original document has been restricted for conservation purposes. The complete series has been microfilmed.

**RESEARCHERS MUST USE THE MICROFILM**

Absolutely no photocopying from the originals is permitted. For illustration or exhibition purposes, photographic copies from the originals can be provided, at the standard charge for such reproductions. Reader-printer copies from the microfilm can be provided at a nominal charge. When the series is consulted through interlibrary loan, the borrowing library may make copies of selected items for reference use without specific authorization from the Public Archives of Canada. Copies can be certified where such is necessary for legal purposes. Requests for certified copies, for photographic copies or for extensive portions of a volume should be referred to the Public Archives of Canada.

Citations should follow the style illustrated below. Requests for photocopies should follow the short format, but include the microfilm reel number.

First reference:

PAC, Upper Canada Sundries, RG 5, A1, vol.235, pages 128741-128746; plans for the Gaol

and Court House, London District, 19 December 1839. (Microfilm reel C-6910).

Subsequent references:

PAC, RG 5, A 1, vol.235, p.128742.

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