

INVENTORY DESCRIPTION

Upper Canada. Executive Council.

Submissions to Council : 1791-1841.

1787-1867.

Volumes 1-104

4.9 m

Finding Aid 901

The title 'State Papers' has been used for this series of petitions, correspondence, reports and other documents submitted to the Executive Council of Upper Canada in support of matters brought to its attention, 1791-1841, as well as reports of sub-committees of Council and of the Law Officers of the Crown. The more correct title would be Submissions (as the series parallels E 7).

The series is an interesting example of early record-keeping systems. The alpha-numeric arrangement is similar to that used for the land petitions but less coherent. Consequently, a card index has been prepared for the series and a descriptive file list is available as Finding Aid 901. As the series has been removed from circulation for conservation purposes, the shelf list which follows this inventory entry must be used to convert the volume and page references given in the index to microfilm reel numbers. RESEARCHERS MUST USE THE MICROFILM.

The complete series has been microfilmed, as has the index (see reels C-9812 and 9813). The microfilm shelf list of the series was included in the filming of the index.

The filing system used by the Clerk of the Council in Upper Canada for state submissions is less developed than the system for land petitions. The Clerk assembled all papers pertaining to a case, gave them an endorsement (equivalent to a modern file title), selected a key word from that endorsement, and filed the papers in numerical sequence under the letter with which the key word began. The alpha-numeric reference was entered in the margin of the Minute Book opposite the relevant minutes. Hence, the Minute Books can be used to discover the existence of a submission (though not its preservation). With the land petitions, a new numerical sequence for each letter was begun when a new Land Minute Book was opened. With the state submissions, it appears that numerical sequences were begun anew at arbitrarily selected points (about 1818, 1825, 1828, 1831, 1837 and 1839), quite possibly when the pigeon-holes in which the documents were stored became overcrowded and the Clerk cleared everything out for storage elsewhere. The year as well as the alpha-numeric reference must be noted when a search is carried out. The selection of key words was not always logical, which further complicates the matter. A file relating to fees due the Attorney General in 1799 could be under F (fees), A (Attorney General) or W (John White, the incumbent). An address from the Legislature on the public accounts could be under A (Address), L (Legislature) or P (Public Accounts).

Revised 10/7 & November 1973 - volume numbering amended & shelf list prepared

Card index revised & FA 901 completed May 1975

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