

**THE UNIVERSITY OF WESTERN ONTARIO**

**WESTERN ARCHIVES**



**THE INSTITUTE OF PUBLIC HEALTH FONDS**

**AFC 6**

Inventory prepared by Tom Belton – May 2007

**WESTERN ARCHIVES**  
**THE INSTITUTE OF PUBLIC HEALTH FONDS**  
**AFC 6**

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**THE INSTITUTE OF PUBLIC HEALTH FONDS  
AFC 6**

**FONDS DESCRIPTION**

**Dates**

1912 – 1946

**Extent and Material**

49 cm of textual records

1 volume

**Administrative History**

In 1907, the province of Ontario allocated \$50,000 for the erection of a "Hygienic Institute" in London. The provincial government erected the building in 1910, but it sat unused for two years due to a lack of operational funding. In 1911, Western University appointed a Board of Governors for the Institute. In 1912, the government allocated a further \$25,000 for equipment and maintenance. On July 1 of the same year the first Director of the Institute of Public Health commenced his work. The provincial government authorized the Institute to act as a provincial laboratory through an Order in Council dated October 30, 1912. It began laboratory testing in February, 1913. A Western Senate by-law of 1917 provided its instructional mandate as the Faculty of Public Health.

The Institute provided laboratory analyses for the Provincial Board of Health in the 14 counties of Western Ontario, and courses of instruction in public health for Western University. These courses led to the following: Diploma in Public Health (D.P.H.), Certificate of Public Health Nurse (C.P.H.N. – 1920), Doctor of Public Health (D.P.H. – 1923), Bachelor of Science in Nursing (B.Sc. N. – 1923), Certificate of Instructor in Nursing (C.I.N. – 1925), and Certificate in Hospital Administration (C.H.A. – 1925).

The Institute of Public Health consisted originally of 3 divisions: Epidemiology, Vital Statistics and Sanitary Engineering; Pathology, Bacteriology and Parasitology; and Chemistry. In the fall of 1920, the Institute added a Division of Certified Public Health Nurses' (C.P.H.N.) Course. With the addition of two new certificate programs in 1925, this unit became known as the Division of Study for Graduate Nurses.

The names and tenures of chief officers of the Institute were as follows:

Director: 1912-1925 – Dr. Hibbert W. Hill; 1925-1947 – Dr. Albert J. Slack.

Chief of the Division of Chemistry: 1912-1932 – Albert J. Slack; 1932-1938 - Dr. S.N. Best; 1938-1947 – Dr. T.A. Fleming.

Chief of the Division of Epidemiology: 1912-1925 – Dr. Hibbert W. Hill.

Chief of the Division of Pathology and Bacteriology: 1912-1918 – Dr. Edward Fidler; 1918-1928 – Dr. F. W. Luney; 1928-1944 – Dr. E.P. Johns; 1944-1946 – Dr. Dr. W. M. Wilson.  
Chief of the Division of Study for Graduate Nurses: 1920-1930 – Margaret McDermid; 1930-1947 – Mildred Walker.

On October 1, 1946, the Institute's laboratory operations were transferred to the Ontario Department of Health. As of June 30, 1947 the Faculty of Public Health ceased to exist and its teaching responsibilities were transferred to the new Faculty of Nursing.

### **Scope and Content**

The fonds consists almost exclusively of textual records, especially correspondence and annual reports, created as a result of the Institute's governance and administrative activities. Apart from indirect references in series 6, Cash Book, there is little evidence of laboratory testing in the fonds. There is some material documenting its nursing students, in series 2, Examiners' Certificates, and its employees, in series 5, Personnel Records. Only the correspondence in series 1 covers the entire existence of the Institute from 1912 to 1946.

### **Arrangement**

The fonds is arranged into the following series:

- Series 1 Administrative Correspondence
- Series 2 Examiners' Certificates
- Series 3 Military District No. 1 Camp Sanitary Officer Correspondence
- Series 4 Annual Reports
- Series 5 Personnel Records
- Series 6 Cash Book

### **Finding Aids**

File lists are available.

### **Conditions Governing Access**

Most records are restricted in accordance with the *Freedom of Information and Protection of Privacy Act*.

### **Related Material**

Additional records relating to the Institute of Public Health may be found in records of the Faculty of Medicine, the Office of the President and the Board of Governors of the University of Western Ontario.

### **Custodial History**

After the Faculty of Public Health ceased to exist in 1947, these records were likely left with its successor the Faculty of Nursing, which likely transferred them at a later date to the University's J.J. Talman Regional Collection.

**THE INSTITUTE OF PUBLIC HEALTH FONDS**  
**AFC 6**  
**SERIES DESCRIPTIONS and FILE LISTS**

**Series 1 Administrative Correspondence**

**Dates**

1912 – 1946

**Extent and Material**

40 cm of textual records

**Scope and Content**

This series consists of correspondence of the various Directors and Deans of the Institute and Faculty of Public Health, as well as some of their Division Chiefs, especially the Chief of Graduate Nursing Study. Some of Dr. Hill's correspondence documents his role as London's Chief Medical Officer of Health during part of the First World War. Most of this correspondence documents the functions of administration and governance; relatively little pertains to the Faculty's educational programs. Subjects documented include public health, nursing, and laboratory services.

**Arrangement**

Arrangement may originally have been based on subject, but this cannot be restored. The current arrangement is chronological by year, and chronological within files.

**Conditions Governing Access**

These records are restricted in accordance with the *Freedom of Information and Protection of Privacy Act*. Researchers must submit a "Research Access Request" to the University Archivist to view these records.

**File List**

Correspondence	1912	AFC 6 – 1 / 1
Correspondence	1912	AFC 6 – 1 / 2
Correspondence	1913	AFC 6 – 1 / 3
Correspondence	1913	AFC 6 – 1 / 4
Correspondence	1914	AFC 6 – 1 / 5
Correspondence	1915-1916	AFC 6 – 1 / 6
Correspondence	1917	AFC 6 – 1 / 7
Correspondence	1918	AFC 6 – 1 / 8
Correspondence	1919-1920	AFC 6 – 1 / 9
Correspondence	1921	AFC 6 – 1 / 10
Correspondence	1922	AFC 6 – 1 / 11
Correspondence	1923	AFC 6 – 1 / 12

Correspondence	1924	AFC 6 – 2 / 1
Correspondence	1925	AFC 6 – 2 / 2
Correspondence	1926	AFC 6 – 2 / 3
Correspondence	1927-1929	AFC 6 – 2 / 4
Correspondence	1930-1931	AFC 6 – 2 / 5
Correspondence	1932-1933	AFC 6 – 2 / 6
Correspondence	1934-1935	AFC 6 – 2 / 7
Correspondence	1936-1937	AFC 6 – 2 / 8
Correspondence	1938-1939	AFC 6 – 2 / 9
Correspondence	1940-1941	AFC 6 – 2 / 10
Correspondence	1942	AFC 6 – 2 / 11
Correspondence	1943	AFC 6 – 2 / 12
Correspondence	1944	AFC 6 – 2 / 13
Correspondence	1945	AFC 6 – 2 / 14
Correspondence	1946	AFC 6 – 2 / 15

**THE INSTITUTE OF PUBLIC HEALTH FONDS**  
**AFC 6**  
**SERIES DESCRIPTIONS and FILE LISTS**

**Series 2 Examiners' Certificates**

**Dates**

1921 – 1924

**Extent and Material**

2 cm of textual records

**Scope and Content**

This series consists of certificates signed by examiners (i.e. faculty members). Each certificate pertains to a particular course. The examiner certified that the individual students identified on the documents obtained the grades set next to their names. Most of these students were enrolled in the Certified Public Health Nurses' (C.P.H.N.) program.

**Arrangement**

Arrangement is chronological by year, and by course within each year.

**Conditions Governing Access**

These records are restricted in accordance with the *Freedom of Information and Protection of Privacy Act*. Researchers must submit a "Research Access Request" to view these records.

**Related Material**

A Certificate of Public Health Nurse (C.P.H.N.) awarded to Verna Vance in 1924 is found in Western Archives, Box X2407. Public Health examination questions kept by Verna Vance are found in Box AFC 2-2.

**File List**

Examiners' Certificates	1921-1924	AFC 6 – 3 / 1
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**THE INSTITUTE OF PUBLIC HEALTH FONDS  
AFC 6  
SERIES DESCRIPTIONS and FILE LISTS**

**Series 3 Military District No. 1 Camp Sanitary Officer Correspondence**

**Dates**

1918

**Extent and Material**

2 cm of textual records

**Scope and Content**

Series consists of outgoing (and some incoming) correspondence of Dr. Hibbert W. Hill in his capacity as Deputy Assistant Director of Medical Services (D.A.D.M.S.), Camp Sanitary Officer for Military District No. 1, which was based in London. This correspondence relates to public health and sanitation inspections of military facilities in the District.

**Arrangement**

Arrangement is chronological.

**Conditions Governing Access**

No restrictions on access.

**Note**

This file of correspondence was identified originally as a separate file within series 1, but removed by the archivist to reflect the different role to which it relates.

**File List**

Camp Sanitary Officer Correspondence 1918

AFC 6 – 3 / 2

**THE INSTITUTE OF PUBLIC HEALTH FONDS  
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SERIES DESCRIPTIONS and FILE LISTS**

**Series 4 Annual Reports**

**Dates**

1913 – 1915

**Extent and Material**

2 cm of textual records

**Scope and Content**

This series consists of the first three Institute annual reports to the University's Board of Governors. There is also a summary of activities for the last six months of 1913. These typewritten reports are the only ones known to exist for the pre-1916 period. Beginning with the fourth report in 1916, annual reports were published.

**Arrangement**

Arrangement is chronological by year.

**Conditions Governing Access**

No restrictions on access.

**Note**

Published annual reports are found in Western Archives' Reading Room under Call Number LE3.W5192P.

**File List**

First Annual Report	1913	AFC 6 – 3 / 3
Summary of Activities	1913	AFC 6 – 3 / 4
Second Annual Report	1914	AFC 6 – 3 / 5
Third Annual Report	1915	AFC 6 – 3 / 6

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SERIES DESCRIPTIONS and FILE LISTS**

**Series 5 Personnel Correspondence**

**Dates**

1927 – 1946

**Extent and Material**

2 cm textual records

**Scope and Content**

This series contains correspondence pertaining to changes in personnel. One file relates specifically to individuals participating in the National Selective Service program during the Second World War.

**Conditions Governing Access**

These records are restricted in accordance with the *Freedom of Information and Protection of Privacy Act*. Researchers must submit a “Research Access Request” to the University Archivist to view these records.

**Arrangement**

These files of correspondence were identified originally as separate files within series 1, but removed by the archivist to reflect the different function to which they relate.

**File List**

Personnel Correspondence	1927-1946	AFC 6 – 3 / 7
National Selective Service Records	1939-1946	AFC 6 – 3 / 8

**THE INSTITUTE OF PUBLIC HEALTH FONDS  
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SERIES DESCRIPTIONS and FILE LISTS**

**Series 6 Cash Book**

**Dates**

1927 – 1932

**Extent and Material**

1 volume of textual records

**Scope and Content**

This volume contains a chronological record of all cash received by the Institute of Public Health, including petty cash. The details of each transaction include the names of individuals or organizations from whom the cash was received, and the purpose of the transaction. Most such transactions involved laboratory services.

**Conditions Governing Access**

No restrictions on access.

**File List**

Cash Book

1927-1932

AFC 6 – 3 / 9