THE UNIVERSITY OF WESTERN ONTARIO
WESTERN ARCHIVES

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

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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:

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

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.
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.

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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
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
AFC 6
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.

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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
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