

## G 13

### Port Arthur Collegiate Institute fonds

Originals, 14 cm of textual records, 1918-1974.

**Scope and Content:** The Port Arthur Collegiate Institute fonds consists of three series with items ranging from letters and memoranda, to attendance records and account books.

**Series G 13/1/1:** Letters/Memoranda - 3 cm - 1969 (originals).

Official letters and memoranda to various individuals and institutions from P.A.C.I. principal (J.A. Cottenden) and vice-principal (W.T. La Belle). Subjects concern a range of school business such as requests to the Board of Education and letters to parents concerning a student's attendance, academic record or behaviour.

**Series G 13/2/1:** Records and Attendance - 7 cm - 1918-1941 (originals).

This series contains a ledger with examination records of P.A.C.I. students; grades differentiated into three categories, lower, middle, and upper; date of examinations, students' names, subjects taught, final mark and students' overall rank for each year; and attendance records from 1918-1935.

**Series G 13/3/1-3:** Account Books - 4 cm - 1940-1974 (originals).

1) Ledger, 35 p, used for P.A.C.I.'s board fund accounts (July 1940-December 31, 1948).

2) Ledger, 35 p, used for P.A.C.I.'s school fund accounts (May 1, 1941-July 26, 1944).

3) Ledger, 152 p, petty cash book (1961-1974).

**Organizational Sketch:** Port Arthur Collegiate Institute in Port Arthur, Ontario, first opened as a secondary school in September 1910 replacing an earlier high school.

**Additional Information:** None