



# Aboriginal Archives Guide



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Association of Canadian Archivists

Aboriginal Archives Guide

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Public Awareness Committee 2007

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#### Cover Images

- Ho'sa kaE - detail [see page 24]. Photograph by Dr. Helen Codere, 1951. University of British Columbia, Museum of Anthropology, 1.99
- Mi'kmaq anonymous petroglyph (rock carving): sun and star motifs, anthropomorphic figure, fertility symbols. n.d., pre-1500 A.D. In situ: Bedford, N.S. Mylar tracing: R.H. Whitehead, 1983. Published in R.H. Whitehead, "A New Micmac Petroglyph", *The Occasional* 1992, Vol. 13, No. 1:7. Nova Scotia Museum, Halifax P179/N-17,124.
- Chief John Smoke Johnson of the Six Nations of the Grand River, reading a wampum belt at Ohsweken, Ontario, 14 September 1871. Detail [see page 17] from the photograph by Electric Studio. Library and Archives Canada, negative C-085137
- Cree hymns in syllabic system developed and printed by the missionary James Evans at Norway House, 1841. Special Collections, Victoria University Library, Toronto
- Innu traders gathered outside the Hudson's Bay Company post, Davis Inlet, Labrador, August 1903. William Brooks Cabot collection, 1903-89. National Anthropological Archives, National Museum of Natural History, Smithsonian Institution.
- Inuktituk translation in syllabics courtesy of Otak Lazarie

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## Acknowledgements

Responding to an invitation from the Association of Canadian Archivists, (ACA) Public Awareness Committee in June 2003, the ACA Special Interest Section on Aboriginal Archives (SISAA) formed a SISAA steering committee to undertake the production of a promotional booklet. The project ultimately went considerably beyond expectations embodied in the template developed by the Public Awareness Committee for booklets promoting other types of archives.

The steering committee wishes to thank the Public Awareness Committee members for their unstinting encouragement and generous response to our changes to their template. We especially wish to thank Duncan Grant and the other ACA office staff for their technical support, the Canadian Council of Archives for its financial support during the development of this manuscript and, most of all, the members of the ACA and Aboriginal communities who read our drafts, made so many constructive suggestions and helped us to bring this project to fruition. Our deepest gratitude is reserved for the Canadian Church Historical Society, the Anglican Church of Canada's national historical association, for supporting the publication of this booklet."

Edward Atkinson                      Sheree Bonaparte

Patricia Kennedy                      Krisztina Laszlo

Wilma MacDonald                      Warren Sinclair

Ottawa                                      October 2007

## **I. Introduction**

The word "archives" derives from the Greek word for "government house." It is used to refer both to archival records and to any building or part of a building housing such material. Archives preserve the body of recorded information created by a government, corporate body, or organization in the course of its business, or by individuals in their activities. Archival programmes may be established by governments at any level from the municipal to the federal, universities and colleges, churches and religious orders, businesses or other corporate bodies.

Archives commonly contain a wide range of physical formats: textual documents written on paper and parchment, maps and drawings, photographs, audio and video tapes, microfilm, computer database files, electronic mail, and many other "platforms" on which information can be recorded or stored. Ancient cultures inscribed their records on metal, stone, or even clay tablets. Aboriginal communities have long used wampum, pictographs on tipis or ceremonial robes, and petroglyphs on rocks and other non-textual means to aid in the transmission of information from generation to generation - but such materials have not commonly found their way into archival repositories. Nonetheless, they must be recognized as part of the archival records of First Nations, Inuit and Métis communities.

The bulk of holdings in Canadian archives has long taken the form of textual records such as correspondence, reports, minute books, ledgers, diaries and journals, with a lesser quantity of graphic records such as maps and drawings, all inscribed on paper and parchment. Oral history programmes are being integrated into the overall acquisition activity of many archives in Canada to foster the preservation of information previously transmitted orally from generation to generation. The information compiled through oral history programmes complements and supplements the records produced in the traditional written format, offering new information and new perspectives, expanding our understanding of and appreciation for our heritage. The importance of preserving oral traditions and oral histories as well as written archival records reinforces the need for the development of archival programmes administered by and for Aboriginal communities and organizations.

This booklet was developed in order to promote the role of archives in meeting the administrative, educational, and cultural needs of Aboriginal communities, and to foster the establishment of archives in those communities. To that end, the booklet has been designed:

- to introduce archival concepts and terminology,
- to outline the basic requirements for an archival programme,
- to provide general advice on establishing an archival programme; and
- to identify where additional information, advice and assistance can be found.

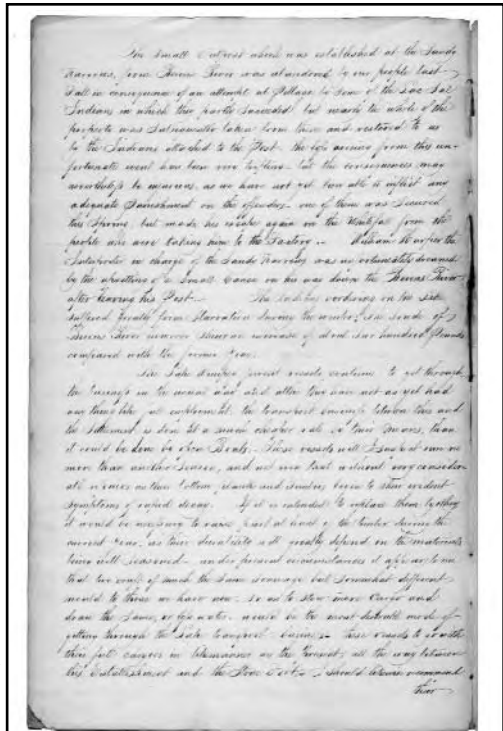
## II. The Written Record and the Oral Tradition

### **The Written Record**

Written records pertaining to the history of Aboriginal peoples associated with the Hudson's Bay Company (HBC) amount to tens of thousands of written documents preserved in the HBC Archives in Winnipeg, Manitoba. The HBC Archives contain, from almost exclusively non-Aboriginal viewpoint, a history of Aboriginal peoples dating back almost three centuries. HBC post journals (the daily records of the various HBC districts), correspondence, and district reports provide a detailed and methodical picture of Aboriginal peoples of the region from the perspective of Euro-Canadian observers. The post journals provided a record of the weather, routine activities and unusual occurrences, the arrivals and departures of visitors, and expeditions into the hinterland.

On 29 November 1834, Chief Factor Donald Ross recorded in the Norway House post journal the arrival of Robert Cumming, postmaster of Berens River. Cumming informed Ross that the Sandy Narrows post had been pillaged by the Lac Seul people about the middle of October and that William Harper, the Métis interpreter in charge of the post, had drowned on his way down the Berens River.<sup>1</sup> On 2 December Ross dispatched Cumming and seven men to try and capture some of the Lac Seul natives and to retrieve the HBC's goods left at Sandy Narrows. The men found all of the goods safe and returned to Norway House on 30 December.<sup>2</sup>

In a letter of 30 December 1834



*Note on drowning of William Harper in the Berens River, in the 1834-35 district report of Chief Trader Donald Ross for Norway House. Hudson's Bay Company Archives B.154/e/8 folio 1d.*

1 Hudson's Bay Company Archives (hereafter cited as HBCA), Norway House Post Journal 1834-1835. B.154/a/25, fol. 45.

2 HBCA, Norway House Post Journal 1834-1835. B.154/a/25, fol. 46.



to George Simpson, Governor of the HBC, Ross provided a few more details. He wrote that the Aboriginal peoples belonging to the Sandy Narrows post happened to be nearby at the time the Lac Seul people raided it. They immediately recovered the HBC goods, wounded one of the robbers and made the others flee the area. However, the people were so alarmed that they abandoned the post. They cached the HBC's goods not far from the house and, on their way down the Berens River, Harper unfortunately drowned when his small canoe overturned.<sup>3</sup>

Ross summarized the events surrounding Harper's death in the Norway House annual district report for 1834-1835. The reports generally commented on social and economic conditions of the district, including comments on the post and its productivity, the means of subsistence for the traders, the conduct of the officers and men, the number and health of the Aboriginal peoples of the region and any changes in their condition, and fluctuations in the fur trade. In regards to Harper's death, Ross recorded:

*William Harper the Interpreter in charge of the Sandy Narrows was unfortunately drowned by the upsetting of a small canoe on his way down the Berens River after leaving his Post.*<sup>4</sup>

## **The Oral Tradition**

The written records about Aboriginal life and history found in the HBC Archives are limited in several ways. The records reflect the biases of outside observers and non-participants. Rarely did they record more than the social and economic interactions that were part of fur-traders' lives. Although much may be learned from the written record, it is in the oral tradition that Aboriginal life and history are found.

Aboriginal peoples have relied on the oral transmission of traditional knowledge and histories to maintain stability and continuity within and between communities. Each story recorded in the human memory some event of interest or importance, some happening that affected the lives of the people. Memories of disasters, discoveries, achievements, and victories were honoured and passed on from generation to generation.

The range of records described as oral histories include personal reminiscences, structured interviews and recordings of contemporary thoughts or events, all saved for future generations. The products of oral history projects may take the

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3 HBCA, Governor George Simpson – Correspondence Inward 1828-1837. D.5/4, folio 97d.

4 HBCA, Norway House District Report 1834-1835, B.154/e/8, folio 1d.

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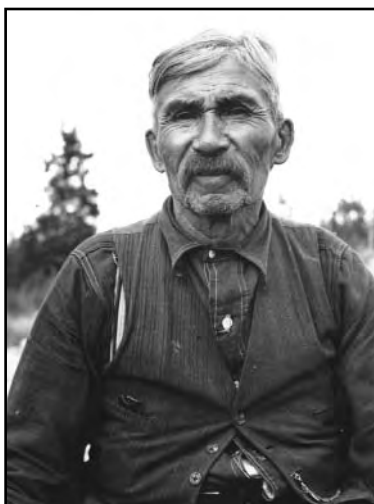
form of the original tape recordings to edited tapes, transcriptions, translations, re-wordings, summaries and interpretations. These records reflect the interests and perspectives of the narrators.

Among the A. Irving Hallowell papers housed at the American Philosophical Society Archives in Philadelphia, the Berens River field notes of 1930 include a full transcript of the account of William Harper's death in 1834. In 1930, William Berens related to Hallowell the oral tradition regarding Harper's tragic death. Hallowell, an American anthropologist, made seven summer fieldwork visits between 1930 and 1940 to the Berens River Ojibwa communities in Manitoba and Northwestern Ontario. In the summer of 1930 he met William Berens, chief of the Ojibwa band reserve at Berens River.<sup>5</sup>

Berens was in his mid-sixties when Hallowell met him, and he eventually became Hallowell's interpreter, guide, and principal informant and collaborator. Berens related the following oral account of Harper's death:

*Second rapid from Kokohobautik (this way) full of snow - first - when camping paddle fell in water and drifted down river - late in evening - Harper said - I'll go and look for paddle down the river. Indian said no - getting too late - swift water below here - can't make it paddling against current. Harper said he thought he could pull along water's edge - Indian said - might slip - Ah no - I'll be careful - Finally shoved canoe out - away she went on short bend - got dark - Indian went to look for him - H. drowned - <sup>6</sup>*

The oral tradition provides a different perspective on the death of William Harper. The written records in the HBC Archives provide limited information about the circumstances of his death; the oral tradition preserved other details, new information to fill gaps in the written records.



*William Berens at Berens River, Manitoba, circa 1930-1938. Alfred Irving Hallowell papers, American Philosophical Society, Series VI Photographs, Number A10.*

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5 Jennifer S.H. Brown, ed., *The Ojibwa of Berens River, Manitoba: Ethnography into History*/A. Irving Hallowell (Fort Worth: Harcourt Brace Jovanovich College Publishers, 1992), p. xi.

6 Jennifer S.H. Brown, letter to Warren Sinclair (9 Feb. 1990). Kokohautik is the Ojibwa name for Owl Falls. The words "this way" indicate the direction of travel.

### III. Why Do You Need an Archivist?

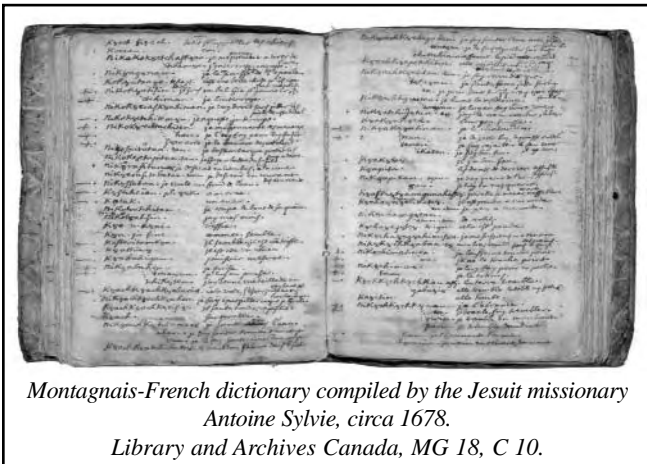
"Knowledge Keepers" have been a part of Aboriginal communities since time immemorial. How that knowledge was kept has changed over the years, including the oral transmission of traditional knowledge and histories from generation to generation, the drawing of petroglyphs on the land and pictographs on robes and tipis to leave images to remind us of our ancestors' deeds and stories; the keeping of wampum belts and strings to mark agreements and events. Keeping records of these histories was the specific responsibility of trusted individuals within communities, an honour bestowed on individuals who earned the respect of their communities and took their responsibilities most seriously.

Recent generations have witnessed the onslaught of the paper world, a time when the oral tradition has been pushed aside by markings on sheets of paper and magnetic impulses on tapes or discs. Documents have taken the place of a person's word of honour. Even the new generation of Aboriginal scholars has begun to give more weight to the written word.

The fight for the rights of Aboriginal peoples requires that all their records be well preserved, and that the job of Keeper of the Record become more important. Recorded words and histories are to defend collective rights in courts and to strengthen and share collective memories in classrooms and history books, in newspapers and photographs, on tape recordings, and on every type of magnetic medium and digital device.

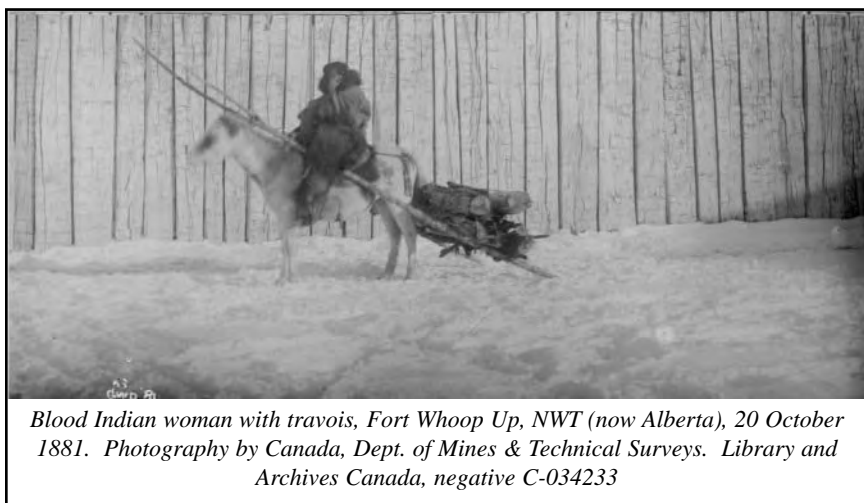
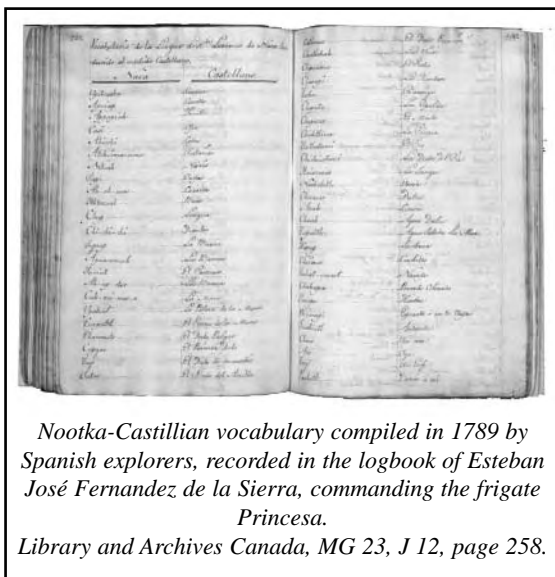
The need for an Aboriginal archivist as Keeper of the Record is evident to any Aboriginal community that has launched a land claim or established its own court system or health care centre, or which receives funding from outside sources. Recording our actions, thoughts, and deeds as our lives are transformed

in these constantly changing times is not enough; we need to set up systems to ensure that the records (in whatever format) are preserved and can be located when needed. Informed choices must be made on what is vital and historical to



*Montagnais-French dictionary compiled by the Jesuit missionary  
Antoine Sylvie, circa 1678.  
Library and Archives Canada, MG 18, C 10.*

our Aboriginal communities as well as what is expected by external governments and organizations. Aboriginal specialists need to be trained as photographic archivists, media archivists, electronic archivists and textual archivists.



#### **IV. The Value of Keeping Aboriginal Archives**

##### **Why Should an Aboriginal Community or Organization Have an Archives?**

Archives - the institution and the records within it - serve to protect assets, ranging from the very real and tangible things such as land, buildings and their contents, to the very abstract and intangible, such as rights and knowledge. The records were created at considerable expense; the information they contain is itself an asset, no less important to protect than all the other assets of the community. Investing in the preservation of archives is an investment in the future of your community or organization.

Proper record-keeping is a fundamental part of the self-government process for every community and of the operational process of every organization. The governing bodies within any community or organization need reliable and swift access not only to their previous deliberations and decisions but also to information about the implementation of those decisions. Today's records are tomorrow's archives. As current records or archives, documents provide the community with the essential background information for its activities, not just the policy and planning decisions, but also the implementation actions, the efficient management of community affairs and resources, the provision of local services, and the preservation of the community's heritage. Various laws may require the preservation of certain types of records relating to specific activities, notably minutes and resolutions, but such records offer only a skeleton of information about the community's affairs. The supporting or background documentation for decisions and policies, as well as the records demonstrating how decisions were implemented or how policies were adjusted when circumstances changed, are as important as the decisions and policies themselves. All manner of records are essential to preserving and protecting the rights of the community and of the individuals within it. Preserving archival records for future generations supports the community in fulfilling its responsibilities, not only in basic self-government but also in protecting and fostering its language, traditional knowledge, and other cultural heritage.

The following list illustrates some of the questions for which archival records can provide answers.

- Why, when, and how was a policy developed?
- In what circumstances did the community agree to a lease, surrender, or sale of land?
- To what extent were the terms of an agreement fulfilled?
- To what extent and in what manner were annuities, rents, or other payments actually distributed and to which members of the community?
- When, where, and in what circumstances were hunting and fishing rights exercised?

Beyond the sphere of government activities, archives can provide information about the community at large, such as:

- the community's language, its usage in the past and present;
- traditional knowledge of hunting and fishing, canoe building, or medicinal plants;
- customs of dress, celebrations, or life events.

### Who Uses Aboriginal Archives?

Aboriginal archives are of primary importance to the community that initially created and used them. The community, its governing bodies, and their employees will need and use archives to obtain essential information about past activity - or inactivity. The proper management of records ensures the efficient retrieval of facts and figures to defend rights or demonstrate fulfillment of obligations, or to verify and justify past decisions.

The archives may also be used by individual members of the community whose rights and responsibilities are documented in the records; by individuals concerned with fostering and preserving the language and other aspects of the community's cultural heritage; by persons interested in the history of their family, and by persons interested in the history of the community.

A wide range of researchers may have a legitimate need and right to consult the archives:

- persons investigating questions about community lands, fishing or hunting, or other rights and obligations, on behalf of the community or of its individual members;
- persons preparing a history of the community or one of its governing bodies or heritage agencies, or of individuals and families within the community;
- teachers developing curriculum materials for the community's schools



*Malecite Indians bending the plank to make a toboggan, [Burnt Church, NB], before 1936. Photography by Canada, Dept. of Mines & Technical Surveys. Library and Archives Canada, negative PA-041760*

- or elders pursuing traditional teaching methods, to foster and preserve the community's language, customs, and traditional knowledge or other aspects of its cultural heritage;
- archaeologists or environmentalists investigating the use of specific lands or water and other resources, or of historic sites and buildings;
  - scholars studying Aboriginal peoples, the community, and its neighbours; and
  - individuals seeking to know about their ancestry and family history.

Federal and provincial laws regarding both access to information and the privacy of personal information - in traditional and electronic formats - not only give individuals certain rights of access to information about them, but also make corporate bodies responsible for the protection of confidential personal information collected and stored within the records they create and keep.<sup>7</sup> A comprehensive programme to manage records and maintain archives will balance those rights and responsibilities to ensure that all persons with a legitimate right will have appropriate access to records concerning themselves, while at the same time protecting the privacy rights of individuals and of the corporate body itself.

100 *Ojibwaigwaig's Town (Ojibwaigwaig)*

Jan 1	Baker - 5	101	101	101	101
Feb 1	Baker - 5	102	102	102	102
Mar 1	Baker - 5	103	103	103	103
Apr 1	Baker - 5	104	104	104	104
May 1	Baker - 5	105	105	105	105
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Jul 1	Baker - 5	107	107	107	107
Aug 1	Baker - 5	108	108	108	108
Sep 1	Baker - 5	109	109	109	109
Oct 1	Baker - 5	110	110	110	110
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Jun 15	Baker - 5	274	274	274	274
Jul 15	Baker - 5	275	275	275	275
Aug 15	Baker - 5	276	276	276	276
Sep 15	Baker - 5	277	277	277	277
Oct 15	Baker - 5	278	278	278	278
Nov 15	Baker - 5	279	279	279	279
Dec 15	Baker - 5	280	280	280	280
Jan 16	Baker - 5	281	281	281	281
Feb 16	Baker - 5	282	282	282	282
Mar 16	Baker - 5	283	283	283	283
Apr 16	Baker - 5	284	284	284	284
May 16	Baker - 5	285	285	285	285
Jun 16	Baker - 5	286	286	286	286
Jul 16	Baker - 5	287	287	287	287
Aug 16	Baker - 5	288	288	288	288
Sep 16	Baker - 5	289	289	289	289
Oct 16	Baker - 5	290	290	290	290
Nov 16	Baker - 5	291	291	291	291
Dec 16	Baker - 5	292	292	292	292
Jan 17	Baker - 5	293	293	293	293
Feb 17	Baker - 5	294	294	294	294
Mar 17	Baker - 5	295	295	295	295
Apr 17	Baker - 5	296	296	296	296
May 17	Baker - 5	297	297	297	297
Jun 17	Baker - 5	298	298	298	298
Jul 17	Baker - 5	299	299	299	299
Aug 17	Baker - 5	300	300	300	300
Sep 17	Baker - 5	301	301	301	301
Oct 17	Baker - 5	302	302	302	302
Nov 17	Baker - 5	303	303	303	303
Dec 17	Baker - 5	304	304	304	304
Jan 18	Baker - 5	305	305	305	305
Feb 18	Baker - 5	306	306	306	306
Mar 18	Baker - 5	307	307	307	307
Apr 18	Baker - 5	308	308	308	308
May 18	Baker - 5	309	309	309	309
Jun 18	Baker - 5	310	310	310	310
Jul 18	Baker - 5	311	311	311	311
Aug 18	Baker - 5	312	312	312	312
Sep 18	Baker - 5	313	313	313	313</

## V. Establishing an Archival Programme

### **MISSION STATEMENT**

- To bring together the records of the community and its heritage,
- To protect and preserve those records, and
- To ensure appropriate access to them.

Establishing an Aboriginal archival programme may happen in a well-thought-out, planned process, or it may evolve in a more unintentional manner. Overcrowding of offices or a recent natural disaster may be the impetus for the birth of an archives, and what was formerly seen as an imposition turns into an opportunity for positive change.

Many Aboriginal archives are established by the secretary or records manager of an organization, or perhaps the librarian. Staff members recognize the need to keep the records and understand the value of contracts, ledgers, minute books, and photographs but they may not know what to do with them, or more often they just can't find the time to deal with them - so they look for a place to send them. Records are usually sent to someone who takes an interest in the history of the organization or the community and has some background in organizing written materials - such as a library, museum or cultural centre.

Once records have been identified as having preservation value, it is time to get the community council's support and establish a records management system that will lead to the creation of an archives programme. The records management system has to come first so as to ensure the orderly movement of records from the office of creation to the storage site. You should seek help from knowledgeable local or regional people and from organizations similar to yours in size and function. Find out how other Aboriginal archives deal with their records and adopt the practices that work best in your circumstances. When you are looking at which system to use, seek systems that are easier for people to use and which have stood up to the test of time. You may find that a complicated system is not what people want, even when it is technically a better, more secure system. They will not take the time to understand it, they may criticize it, and they will resist using it. Even the best system becomes ineffective when users can't or won't use it correctly.

The next step is learning what records exist and where. Make a physical inventory of the records held by your organization. Measure their extent in terms of "linear meters" of shelf space occupied. Estimate the rate of growth each year, the extent of the records being created, both the total requiring temporary storage and the percentage considered to have enduring value justifying permanent preservation. Don't be surprised to find out that only 5 or 10% of the records need to be kept permanently.



If your organization or community does not have a common method of record-keeping, it is time to set some standard practices. A common administrative records system should be set up for all the operational records used to run your organization. Work with representatives from all your offices to set up the system, to ensure their specific needs are met.

Once you have set up a records classification system to categorize your records into workable units by the function of the document, not their subject (i.e., legal and regulatory, administrative, financial records.), you need to set a schedule for retention, based on the enduring or short-term value of the record units. The retention periods established for various categories of documents should be based on the legal obligations of the organization or community, as well as current and future historical needs of your community. A records manager may only consider the needs and legal liability of the parent organization; an archivist must look at the greater need of the community to find information about past activities and lifestyle changes over time.

The archivist must develop a work plan and budget for each year, considering both current needs and future growth. Grants may serve to fund special projects on a short-term basis, but they cannot be depended upon to sustain the long-term archival operations. The storage costs saved by a good records management programme within the community or organization may be sufficient to support the core archival operations. The costs of training in records management, archival science, conservation and related fields for staff and volunteers from the community will be repaid both by the skills they can apply to various tasks, and in subtle ways through their ability to adapt practices to the specific needs of the community.

Finding a suitable home for your records may be the greatest challenge. Not all records need the same environment for long-term storage. Information on environmental controls, such as temperature and humidity levels needed for optimum preservation of sound and film records, as well as paper records, can be found



*Portrait of Demasduit (Mary March), the last known Beothuk of Newfoundland, 1819. Watercolor on ivory by Henrietta Martha Hamilton (wife of Sir Charles Hamilton, Governor of Newfoundland). Library and Archives Canada, negative C-087698*

in archival texts and through the Canadian Conservation Institute (see Appendix V). Basements are not recommended but often seem to be the only place suitable to support stacks of heavy records. If a basement is the only place available, first make that area as secure as possible within its limitations and your budget, then look for funds to develop a safer site - capital funds to build or retrofit an archives facility. Consider partnerships with other community resources, such as the library or the cultural centre, which share your concern to preserve traditional knowledge and heritage to serve the community.

To seek funding you must have a mission statement that makes clear why you are operating the archives and the scope of your collection. Conduct a needs analysis and feasibility study and begin visualizing your building's layout and functions. Consider the way the people in your community create and store their records - on paper, as photographs or tapes, films and videos, computer discs and DVDs, or microfilm. The technology is changing quickly and although archivists continue to emphasize printing on acid-free paper for the longevity of documents, the overwhelming need for accessible information has caused people to use magnetic media to produce and store information in digital formats. Aboriginal archives should be ready to handle these media formats or at least have the ability to transfer the information to more stable formats.

**For Further Information , see**

Appendix II: Steps to Establishing an Archival Programme outlines the basic steps involved in setting up an archives.

Appendix III: Sample Archives Mandate outlines the essential elements of a mandate statement.

Appendix V: Archival Resources identifies sources of additional information.

Appendix VII: Archival Advisors lists the provincial and territorial programmes through which you can obtain advice and assistance.



*"Wigwam" a Saulteaux  
man of métis ancestry. Red  
River Settlement, 1858.*

*H.L. Hime  
Library and Archives  
Canada, negative  
C-016447*

## VI. Oral Traditions/Oral History Records

Aboriginal peoples have relied on oral communication to transfer their culture, history and knowledge from generation to generation. Chapter II illustrates how the oral preservation of a traditional story adds a great deal of information to the brief written records.

Oral sources consist of both "oral traditions" and "oral history" (see definitions in Appendix I: Glossary). Oral histories may be recorded by members of the Aboriginal communities themselves, or by others about them. Male and female Elders are interviewed in order to record their languages, family genealogies, songs, and stories before these are lost. Oral sources are a vital part of an Aboriginal community's "total archives" when combined with textual records, photographs, maps, drawings and paintings, and other media types.

Oral history interviews capture a person's memories, experiences, reflections, and feelings about various events that took place in their lives. Recordings which capture facial expressions, gestures and body language important to the transmission of language and culture add more information to the spoken word. The interviewer's questions about family life, children, health, economic activities, educational programmes and community governance ought to be designed to draw out Aboriginal perceptions of events which happened in the communities, as well as how individuals or communities influenced events. In some cases, oral history methodology provides the only opportunity to reconstruct events which have not been documented in any other way.

Oral sources have been useful in providing evidence for legal cases and in educational programmes. Oral history interviews have been invaluable in carrying out literacy projects for language recovery and preservation through interviewing Elders, notably the "Oral History in Language Development" programme of the Nunavut Literacy Council. Oral history methodology has been an essential tool in the work of identifying Aboriginal peoples whose images were captured



*Aniuurrunna, an Inuk of Moore Island, NWT, singing and drumming, 28 May 1915. Photograph by George H. Wilkins. Library and Archives Canada, negative PA-165667.*

and preserved in photographs which have been stored in archives without adequate descriptions. A current example of what can be done is the Naming Project, undertaken by the Nunavut Sivuniksavut in collaboration with Library and Archives Canada to identify Inuit people and place names.

There are many books and articles available in print and on-line related to both planning an oral history project and archiving oral sources and preserving these materials.

For further information, turn to the resources listed in Appendix V through IX.

A useful tool in planning an oral history project is Elisa Hart's book "*Getting Started in Oral Traditions Research*" which is available on-line through the Canadian Oral History Association's website. Go to "[www.canoha.ca](http://www.canoha.ca)", click on the Reference section, and under a list of handbooks click on "<http://pwnhc.learnnet.nt.ca/research/otrman.htm>".



*Chiefs Joseph Snow, George Henry Martin Johnson, John Buch, John Smoke Johnson, Isaac Hill and John Seneca Johnson of the Six Nations of the Grand River, reading wampum belts at Ohswegen, Ontario, 14 September 1871.*

*Photograph by Electric Studio.*

*Library and Archives Canada, negative C-085137*

## Access to Oral Sources and Copyright

Interviewers and informants are encouraged to discuss and come to mutual agreement on the ownership of the oral sources, including the original audio or video tapes and written summaries or transcripts which result from an oral history project, before depositing them in an archival repository for long-term preservation. The parties should sign agreements to formalize copyright and access restrictions. (An example of an agreement can be found in Appendix IV) For example, to protect the personal privacy of third-party individuals referred to during the interviews, the agreement may set a restriction on access such as closed for a specified period of time, or limited to specific uses which do not reveal any personal information.

Canadian copyright law defines the interviewer as the creator of the interview and owner of copyright in the physical format/item (that is, the tape). When the interviewer is an employee of or contractor for an organization or corporate body, copyright will belong to the employer. The informant owns the knowledge contained within the tape so created, unless the copyright has been assigned by a formal agreement. The ethical and legal issues related to assigning copyright to a community archives or to another repository need to be agreed upon through Release and Access forms that specify what use can be made of the information, and when. These forms should be signed at the commencement of an oral history project, to avoid problems locating interviewees years later.



*Elder Eugene Ipkanak of Igloolik, Nunavut, identifying photographs for Sheba Awa of the Naming Project (Nunavut Sivuniksavut).  
Photograph by John Macdonald, 2001.*

## **VII. Your Community Records and Their Management**

### **Records as Assets**

Records and the information they contain are valuable assets for any Aboriginal community or organization. They serve many purposes and answer many questions:

- As evidence of past transactions, decisions, and activities; as well as the basis for future decisions, activities and transactions. "Why did we decide to build the school in the community?"
- As the basis for legal precedents and to establish rights and obligations. "Can we prove that we own the land that has been the home of our ancestors for hundreds of years?"
- As resources for the development of heritage programmes and celebration of important historical events so that the community and its neighbors will know more about what life was like in the past. "Can we assist the school board with their plans to include more Aboriginal history in the school curriculum?" or "Can we prepare a display on the history of the Aboriginal community for the opening of the new Cultural Centre?"
- As a record of planning processes and decisions: "Was there community involvement in the creation of the Aboriginal Cultural Centre?"

### **Types of Records**

Every Aboriginal community or organization produces records in many physical forms, including paper-based documents, photographs, videos, maps, drawings, sound recordings and oral histories, private and family papers, artwork, and electronic information. There are three broad categories of records.



*Aboriginal students at the Alert Bay (BC) Mission School, 1885. Photograph by George M Dawson. Library and Archives Canada, negative PA-037934.*

Administrative records document the routine activities carried out within any organization, and relate to personnel, finance, facilities, equipment, and supplies. Examples of such records are vouchers, purchase orders, employee files, requisitions, invoices and receipts, equipment maintenance and repair logs, payroll information, etc. Only a small percentage of these records need to be retained permanently.

Operational records are those that document the core functions of an organization. These records reflect the way organizations develop and grow. They document essential activities, decisions, legal obligations, policies and procedures, and responsibilities. Many of these have long-term or permanent value. Examples of these records are by-laws, minutes of council, legal agreements, financial records, planning documents, etc.



*Salmon weirs on the Cowichan River, Vancouver Island, BC, circa 1870.  
Photograph by Frederick Dally. Library and Archives Canada, negative C-010334*

Personal records are those created by members of the Aboriginal organization or community. These records represent an Aboriginal perspective, and, with other materials, add to our understanding of the historical significance of certain events. Examples of these records are family correspondence, diaries and journals, photographs and family albums, sound recordings and oral histories.

## **Record-keeping Systems**

All information should be managed in an effective, efficient, and secure manner. A well-designed records management system gives Aboriginal communities and organizations control over their records. The primary functions of the records management system include:

- identification of the organization's records and their location, particularly those vital records whose existence will enable continued operation in the event of an emergency or disaster (fire, flood, etc.);
- classification of the information the records contain, by subject or function, and date, to support rapid and accurate retrieval;
- establishment and application of access policies and procedures and monitoring of records use;
- identification of the short and long-term relevance of the records, recommendations for permanent retention or periodic disposal of a set or group of records.

All records have a life span or life cycle. Recorded information is received or created, used, and disposed of according to the needs of the organization that creates or collects it. Most records can be destroyed when they are no longer needed for the purposes for which they were created, or for legislative or regulatory needs. A small percentage (usually 5-10%) of Aboriginal community and organization records will have enduring value justifying their preservation in an archives. The process of determining which records have enduring value, what should be retained and for how long, and the periodic disposal of non-historical records must be completed in an authorized, systematic manner as part of an established, documented business practice. Disposal should never be carried out haphazardly or without legal authorization.

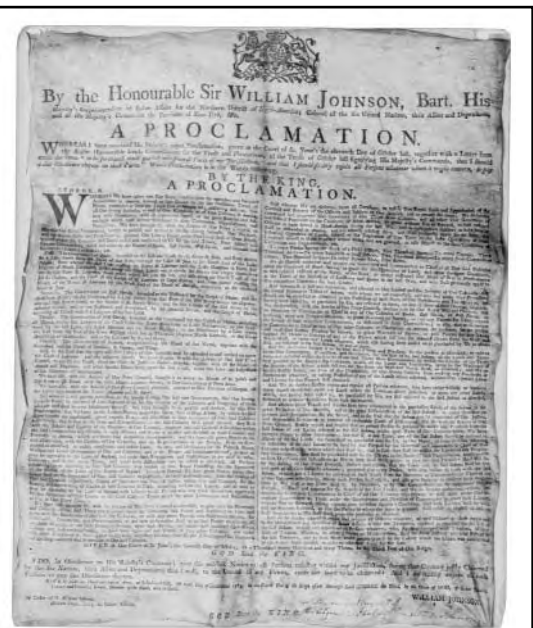


## VIII. Other Archival Records Relevant to an Aboriginal Community

To maintain a full and proper record of a community's activities, it may be necessary to obtain copies of records created and preserved by subsidiary bodies, external organizations, individuals who have participated in the development of that community, or to accept responsibility for preserving records created by an agency that operated independently of the community yet had a significant impact on it. When new responsibilities are undertaken by the governing body of a community, it may be necessary and appropriate to take custody of records from the agency previously responsible for those activities - be that another level of government or a non-governmental agency.

Aboriginal community archives will generally find it beneficial to collect the records of formally organized corporate bodies and informal associations, as well as of individuals who have played significant roles in the community, its development, and the preservation of its cultural heritage. This may include not only members of the governing council and its employees, but also Elders and others who have played leading roles in the community. The documents they created or collected during their public life and in their private activities will reflect the fullest range of community concerns, placing activities in a broader context, complementing and supplementing the information found in records created by the community's governing bodies.

Aboriginal organizations at the federal, provincial, or regional levels may choose to establish their own records management and archival programmes. Or, they may find it convenient to place their records in the custody of an existing archival institution. They too will wish to balance the official organizational records



*Proclamation printed in December 1763 for Sir William Johnson, Superintendent of Indian Affairs in the Northern District of North America, to publicize the Royal Proclamation of 7 October 1763 in the "Indian Country".  
Library and Archives Canada, negative C-140172*

with materials accumulated by individual members.

At the very least, the community should seek to know the extent to which any information may be held in other archives, the degree of relevance to the community, and its accessibility. Records created or accumulated by archaeologists, ethnologists, historians, linguists, and other scholars who may have studied the community from an external perspective should also be considered for inclusion in the archives - in original or in copy format. Each community should insist that any contractor undertaking research for land claims, or other projects, will deliver the research materials and copies of all reports to the community archives.

Many records relating to missions and churches in Aboriginal communities across Canada have been gathered into federal, provincial, university archives, as well as archives operated by the churches (Appendix IX includes addresses for the major denominational archives). The efforts of the major missionary organizations and some religious orders in fostering the development of syllabics and other writing systems, in translating and publishing devotional works, makes their archives particularly important for the preservation of Aboriginal languages and traditional knowledge. Some national and provincial archives have acquired microfilm copies of such records from archives in England, France and the Vatican. Aboriginal archives will wish to survey those institutions to know what has been preserved and how to gain access to those records. Equally, they will wish to ensure the preservation of, and on-going access to, the records of the missions and churches operating within the Aboriginal community.

## IX. Electronic Records

One of the greatest challenges facing archives today is the long-term preservation of records in electronic formats. These include, but are not limited to, text files, databases, spreadsheets, images, and audiovisual materials that exist in digital form. These records have been created electronically and remain so throughout their life span (from creation to transfer to the archives). Electronic records can also be created by converting analog audio recordings, such as oral history tapes or photographs, into digital files. Like records in other forms, electronic records can contain vital information that must be preserved and maintained so that they will be accessible to future generations.

Archives can also make electronic copies of records in traditional media to ensure greater access to their materials. For example, many archives create digital files of photographic holdings and make them available on-line; people who cannot physically travel to the archives can then have access to images for research purposes. In addition, audio files from oral history projects can also be digitized and made accessible from remote locations.

It is important to remember that the effective management of digital files ensures their long-term preservation. Strategies that can be used to preserve electronic records should address key issues:

- like paper records, electronic records should be transferred to the archives when they are no longer actively used;
- an electronic records policy should be created, to guide transfer to the archives and strategies for preservation;



*Ho'sa kaE: one of two "counter poles" put up by Lagus on the occasion of a 14,500-blanket potlatch at Alert Bay, BC. Photograph by Dr. Helen Codere, 1951. University of British Columbia, Museum of Anthropology, 1.99*

- electronic records should be migrated when there are changes in the hardware and software environments, or they are converted to a human-readable format (i.e., print to paper);
- physical longevity of storage mechanisms used for digital files - i.e., CD-ROMs<sup>9</sup> should be ensured by investigating the structure, composition, and formats of different digital storage options;
- wherever possible, electronic records-keeping policies should follow common/universal or "open" standards that facilitate communications between different systems and software.

By considering these and other options, an archives can maintain access to information in electronic form. The rapid evolution of software and hardware technologies, demands that archivists keep abreast of new developments and how these can affect access to electronic holdings. Fortunately, there are many resources available on-line that link to current studies and initiatives regarding electronic records. For example, the Association of Canadian Archivists' Web site contains a list of links to Web resources under the Special Interest Section on Electronic Records.

Electronic records pose a challenge to archivists everywhere. Initiatives to better understand the issues and provide practical solutions are constantly underway. For a small archives with limited resources, the best strategy to deal with electronic records is to keep up to date with these initiatives and implement preservation methods regularly and consistently.

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<sup>9</sup> Options for electronic storage change rapidly in today's marketplace; consequently, no specific standards or technology recommendations can be made.

## **X. Rights and Obligations Affecting Access to Archives**

The establishment and operation of Aboriginal archives, and the care of Aboriginal materials in other institutions, present exceptional challenges with respect to the ownership of and access to the materials, regardless of their formats. To meet obligations with respect to access and privacy, copyright law, or contracts, archivists need a basic understanding of legal principles, the legislation governing certain activities, and associated moral obligations.

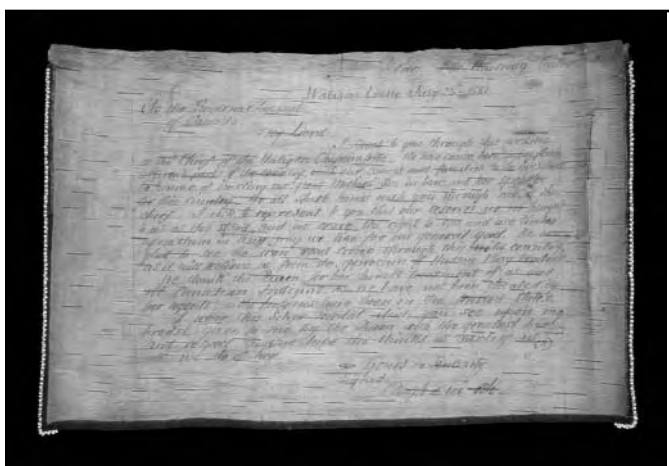
### **Accessibility of Personal Information**

Federal and provincial legislation require archives to balance two concerns: the right of access to information, and the obligation to protect not merely personal privacy but also information the release of which could have a negative impact on an individual or corporate body.

The Privacy Commissioner of Canada Web site ([http://www.privcom.gc.ca/information/comms\\_e.asp](http://www.privcom.gc.ca/information/comms_e.asp)) provides access not only to federal legislation (the Access to Information Act and the Privacy Act, known collectively as ATIP, and the more recent Personal Information Protection and Electronic Documents Act, known as PIPEDA), but to legislation for each province and territory, in addition to the offices responsible for overseeing those laws. The site also offers access to a range of resources to assist anyone obligated to meet any requirement of these laws.

### **Accessibility of Information in General**

Archives may acquire only the physical form of the records. The intellectual ownership rights over the information found in those records, may be retained by their creators for the time fixed by copyright law. Federal laws on



*Address of Chief Caughawiosh (Kawakaioosh) of the Chippewa to the Governor General, the Marquis of Lorne, at Wabigon Lake, Ontario, 25 July 1881.*

*Library and Archives Canada, MG 27, 1 B 4, file 5.*

copyright, on trademarks, patents of invention and intellectual property in general (accessible through the Department of Justice Web site <http://laws.justice.gc.ca>) require that archives protect certain intellectual property rights by informing clients of the ownership rights of the records-creators and ensuring that the copying practices of the institutions do not infringe on those rights. The laws ensure that institutions simply take over control of rights in order to gain from the reproduction, publication, exhibition or other use of the material, including exploitation of an industrial or commercial process.

Copyright law authorizes archives to provide copies for reference purposes - that is, non-commercial consultation by an individual client. Archives may acquire copyright along with the physical records through a written agreement. The archives should keep a listing of the records for which it holds the copyright and for which copyright protection has expired.

Many archives acquire copies of records from other institutions or agencies, or from an individual. Regardless of their physical format - photocopies, microfilm, duplicate audiotapes, etc. - copies will be subject to the terms and conditions specified in a formal contract or memorandum of agreement. Governed by contract law, these terms and conditions stand apart from the provisions of copyright law. Contractual obligations prohibiting the reproduction of a complete microfilm reel or audiotape take precedence over the general copyright law provision allowing for the making of reference copies.

Addressing "art and heritage," chapter six of volume three of the *Report of the Royal Commission on Aboriginal Peoples* (RCAP) (entitled *Gathering Strength* and available at [http://www.ainc-inac.gc.ca/ch/rcap/sg/sim6\\_e.html](http://www.ainc-inac.gc.ca/ch/rcap/sg/sim6_e.html)) states that current Canadian laws protecting intellectual property offer no provision or allowance for communal rights. The collaborative Project for the Protection of First Nation Cultural Heritage in Canada (<http://www.law.ualberta.ca/research/aboriginalculturalheritage>) initiated a response to that need. The project has begun to disseminate information, facilitate respect for and understanding of First Nations' concepts of property and law, assist communities to develop archival resources, and analyze Canadian legislation with a view to recommending its reform. Another type of response to these concerns is provided in *A Community Guide to Protecting Indigenous Knowledge* (available at [http://www.aincinac.gc.ca/pr/ra/ind/gui\\_e.pdf](http://www.aincinac.gc.ca/pr/ra/ind/gui_e.pdf) and in traditional paper format) prepared by Simon Brascou   and Howard Mann for the Research and Analysis Directorate of Indian and Northern Affairs Canada. In his article entitled *Protection of Traditional Culture and Folklore* (<http://www.folklife.si.edu/resources/Unesco/puri.htm>), Professor Kamal Puri of the University of Queensland has outlined the core questions at issue and some recent Australian judicial decisions.

## **Accessibility Protocols Relative to Secret and Sacred Materials and Knowledge**

The RCAP report (recommendations 3.6.1 to 3.6.7) also highlighted the special concerns presented by secret and sacred materials and knowledge, whether retained in Aboriginal communities or preserved in archives, museums, galleries, or other institutions. First and foremost, Aboriginal interests must be recognized in all aspects of establishing and operating cultural agencies having custody of indigenous cultural artifacts, records, or other materials, with particular attention to appropriate use, care and display of secret or sacred materials.

While the need for cultural sensitivity has long been recognized, practical guidance has been slow to appear. The Australian Society of Archivists (ASA) demonstrated exceptional leadership in the collaborative development of the *Aboriginal and Torres Strait Islander Protocols for Libraries, Archives and Information Services* (<http://www.cdu.edu.au/library/protocol.html> - also available in traditional print format). The Australian Broadcasting Corporation (ABC) has developed cultural protocols to ensure accurate and respectful work in radio, television, and other media (Message Stick - Aboriginal and Torres Strait Islander On-line at <http://abc.net.au/message/proper>).

The Assembly of Alaska Native Educators worked from a community-based perspective to develop *Guidelines for Respecting Cultural Knowledge* (<http://www.ankn.uaf.edu/standards/knowledge.html> - also available in paper format). The on-line text is supplemented with a glossary of terms and a resource list.

The concern expressed in the RCAP report, and elsewhere, emphasizes the secret and sacred and extends to all manner of Aboriginal cultural heritage and knowledge. The willingness to share indigenous knowledge is paired with a desire that the knowledge be used appropriately, that portrayals be accurate and authentic, and that the community share fairly in any commercial benefits derived from commercial use of indigenous intellectual or cultural property.

## **Repatriation**

Archival and other cultural materials - in the form of documents, artifacts, or other objects - have followed diverse and more or less legitimate routes into archives, galleries, and museums. While the physical manifestation rests in the custody of an external agency, the creator community may continue to claim ownership of the intellectual content, as well as the material form. The key question is in what circumstances and by what process might an item be returned to the community in which it was created?

Museums have taken the lead in developing repatriation policies or guidelines - notably the Canadian Museum of Civilization

(<http://www.civilization.ca/cmc/repatriat/repatriat00e.html>), and the Museum of Anthropology at the University of British Columbia (<http://www.moa.ubc.ca>). These and other statements refer back to the seminal 1992 report, *Turning the Page: Forging New Partnerships between Museums and First Peoples*, sponsored jointly by the Assembly of First Nations and the Canadian Museums Association (not available on-line).

The first response to a request for repatriation of archival or other cultural material to a community is the investigation of its ownership (not only the physical form but the intellectual content) and tracing the chain of custody from the person(s) who created the material onward. In more than one case, the institution's cataloguing practices failed to maintain clear identification of items, leading to the misidentification of wampum belts and other cultural materials. The institution must consider several questions:

Is the claimant the "legitimate" owner by right of inheritance, or otherwise?

If more than one claimant appears, which has the strongest claim?

Does the claimant have the means to ensure appropriate preservation and care of the material?

As noted with respect to copyright, ownership rights in the physical form and the intellectual content may be divided. Artists retain what is called moral rights in their creations after transferring title to the physical form through gift or sale. For example, the recipient of a letter owns the physical form but not the creative content. The question becomes more complex in the case of a petition from a community, or any other type of document bearing multiple signatures. Can any one individual legitimately claim to own the intellectual property?

Some documents were created in duplicate or triplicate - notably contracts such as treaties between nations. Each signatory party received and was responsible for



*Métis family encampment [in Manitoba] with Red River cart and an ox.*

*Undated, anonymous photograph.*

*Library and Archives Canada, Prairies Album 34, page 41;*

*negative C-001644.*



preserving a duplicate original. First Nations participated in the creation of hundreds of treaties and surrenders with the Crown. Most of the duplicate originals received and retained by the Crown now reside in the custody of Library and Archives Canada (LAC). The reports written by agents of the Indian Affairs department, and letters and petitions received by officials of that department or other federal government agencies, are legitimately in the physical custody of LAC, as the government department responsible to Parliament for their safe-keeping. Microfilm or other copies are made available (in accordance with ATIP and other legislation) to any concerned party. Digitization and the Internet offer greater opportunities to provide virtual access for all concerned parties, as well as a greater responsibility to ensure respect for traditional knowledge and cultural heritage. In 2006, LAC launched the website [http://www.CollectionsCanada.gc.ca/Aboriginal heritage/](http://www.CollectionsCanada.gc.ca/Aboriginal%20heritage/) to make digitized images of the key records available, starting with the primary series of treaty texts and related records.

### **Physical Accessibility**

Last, but not least, archives must ensure the physical accessibility of buildings and facilities, including Web sites. All citizens have an equal right of access, yet an estimated 20% or more of the population contends with some degree of impairment to vision, hearing and/or mobility/function. Accessibility means eliminating not only architectural barriers, but also systemic barriers resulting from inflexible procedures and rigid policies.

Federal and provincial building codes derive their requirements for barrier free access from the Canadian Standard CAN/CSA-B651-04. Advocates of accessibility have used the phrase "Code Plus" to emphasize that the building code requirements address a relatively narrow range of features (for example, accessible auditorium seating but not an accessible stage) and that more should be done. Given that "retrofit" costs of bringing a building up to a new standard are substantially more than the "pre-fit" costs of building to the highest standard, and that the building code requirements have been increasing over time, a "Code Plus" approach maximizes the benefits of any project to eliminate barriers in relation to the expenditures on that work. (Eliminating systemic barriers may have no costs.) The concept of Universal Access goes beyond those minimal building code requirements and the narrow perspective of barrier free concepts to invoke a more positive approach to ensuring that everyone will have equal access.

Federal legislation, including the Canadian *Human Rights Act* and the *Employment Equity Act* (accessible through the Department of Justice Web site <http://laws.justice.gc.ca>), imposes a Duty to Accommodate and requires that the facilities and services of federal agencies be accessible to all Canadians. The federal *Real Property Accessibility Policy* outlines requirements for buildings.

Provincial legislation may also impose standards on institutions. The Accessibility Ontario Web site (<http://www.gov.on.ca/citizenship/accessibility/english/act2001.htm>) includes not only the text of the 2001 *Ontarians with Disabilities Act* but also excellent links to best practices, publications, tools, and resources. Funding is available to assist institutions in the implementation of the Act's provisions. Further, the Accessibility Directorate collaborated with the Ontario Historical Society to produce a handbook entitled *EnAbling Change* (forthcoming in print), to provide advice and information specific to archives, museums, and other historical or cultural institutions.

## **XI. Frequently Asked Questions**

### **What are archives?**

Archives take many forms - letters, reports, diaries, maps, photographs, sound and video recordings, etc. - and may be known by other names, notably documents and records. Archives come into existence every day as people create or receive records. Individuals, businesses, organizations such as Assembly of First Nations; governments such as community councils, municipalities and provinces; schools, hospitals, churches, and many other associations, all create archives. The term Archives may be used for both records and the buildings in which they are stored.

### **How do I know if my community needs an archival programme?**

Every community creates permanently valuable records. They are worth being preserved and made available. Do you have control over these information assets? Do you have difficulty finding and using records? If the latter is the case, then an archival programme is a necessity.

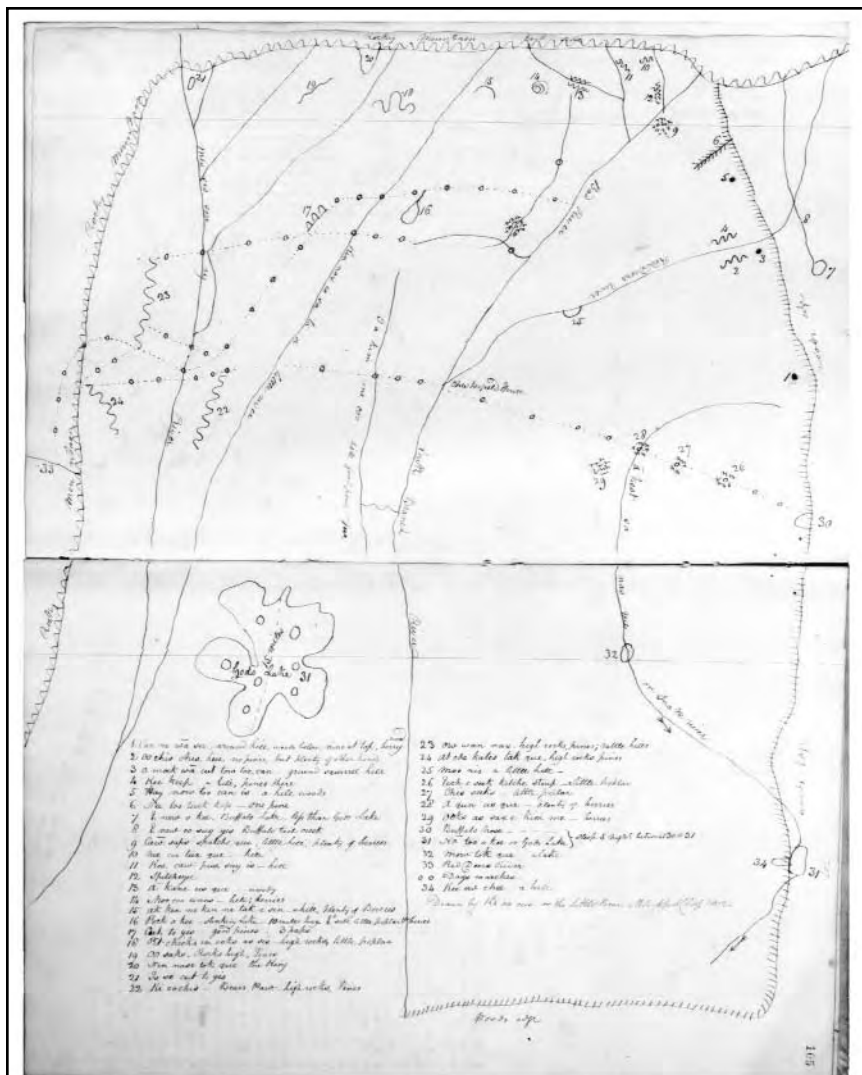
### **Why do we need to keep original records created by the community?**

Archival records are used in legal cases, in producing documentaries and histories, as well as in on-going operational activities where historical knowledge is crucial to current and future planning and decision-making. Archival records may be used by many different types of researchers. The value and significance of records may change over time.

If anyone needs to find out what happened in the past - whether it is 10 years ago or 200 years ago - they need archival documents, both oral and written. Using archival materials along with library books and museum artifacts, people can discover what happened in the past by studying this evidence of past actions.

Archives are very important for Aboriginal peoples. Government archives store documents like treaties, maps, official records, and photographs that help prove treaty rights, what size reserves should be, who has Indian status, what people and places looked like a long time ago, etc. Church and government archives have documents relating to how residential schools were run. Other archives, like community archives in libraries or museums, or university archives, have documents that contain information about past Aboriginal communities.

It is also very important for Aboriginal governments, communities, businesses,



Map of the Missouri and South Saskatchewan Rivers, and northwards,  
 drawn by Blackfoot chief Ki oo cus - or the Little Bear in 1802 at the request  
 of the explorer Peter Fidler.

Hudson's Bay Company Archives, E.3/2 folios 104d-105

organizations, and institutions to have their own archives. Aboriginal archives can help Aboriginal peoples in many ways:

- to preserve documents on their own heritage like letters, photographs, diaries, and records of their organizations;
- to keep languages and oral traditions alive by making and storing sound recordings of interviews with elders;
- to keep records of government decisions at all levels of governance;
- to ensure preservation of documents telling the Aboriginal side of treaty and other negotiations.

Why do we need a professional archivist to do this work? We have local people who know the history of the area well. Why not use them to preserve our records?

Volunteers and local historians can provide valuable assistance in preserving and interpreting Aboriginal records, but they are not a substitute for a dedicated professional staffperson whose job it is to establish and sustain an archives. When community councils want information, they usually want it immediately. A volunteer who is "not in this week" is not a substitute for an employee who is on the job. Likewise, a volunteer will be able to retrieve files but may not understand the context in which they were created, accumulated, or preserved. Privacy and freedom of information concerns may also prohibit the use of volunteers. Archival management is information management. It requires professional skills and knowledge, especially in the new digital age.

### **Why should we make records available to the general public for research purposes?**

Aboriginal communities are part of Canadian society. By making their records available for research, Aboriginal communities are contributing to society's understanding of itself and its past, while preserving and protecting the documentary heritage of the community. A full understanding of treaty negotiations, for example, requires investigation of more than one viewpoint. How can others fully understand your community's relations with and contributions to the world at large without seeing them through your eyes, your records?

### **Should confidential records be preserved in an archives?**

Yes. Confidential records, even those containing personal information, should be preserved in an archives. The important consideration is whether the information contained in the record is permanently valuable. If it is, then it should be preserved as an archival record. As part of its mandate, the archives will establish and enforce suitable safeguards to restrict access to confidential records. As time passes, the confidentiality of most personal data will diminish and the records can be made accessible.

## **Surely not all of our records are permanently valuable! We can't keep them all. How much material warrants permanent preservation?**

The value of information does not depend on its age. Not all records are permanently valuable. In fact, only between 5% and 10% of the records received or created by most individuals or community organizations have "enduring value" justifying permanent preservation. A records survey and a quality records-scheduling process that includes archival appraisal will identify the permanently valuable records in your community.

## **What are the costs of establishing an archival programme?**

Costs will vary depending on the volume, complexity, and diversity of the archival records, and the size of the Aboriginal community. In most instances, the costs are small relative to that of receiving, creating, using, and storing other records. If a trained professional efficiently manages the records throughout their life cycle, costs may actually be reduced. Valuable storage space can be released through the destruction of non-archival records. Some archives collect fees for the commercial use of records in publications, exhibitions or documentaries.

## **Where can I get advice?**

Advice and assistance are readily available. Each province and territory has an archives and a professional association of archivists or council of archival institutions. National institutions or organizations such as the Association of Canadian Archivists, Library and Archives Canada (through its Aboriginal Heritage Initiatives), the Canadian Council of Archives, and the Association des archivistes du Québec are willing to provide advice and support. Advice is readily available from other Aboriginal archives. Appendixes V, VI and VII identify sources of information and training while Appendixes VIII and IX list organizations and institutions from which you can obtain a wide range of information and advice.

## **What careers are there in archives?**

### ***Archivist***

An archivist decides what documents are important enough to be selected for long-term preservation in an archives, and helps researchers and others find the documents they need. Archivists need to know the history of the community or organization in which they work in order to choose which documents need to be permanently kept. Archivists work closely with the people who create the archival records. Most archivists have university degrees - specializing in Canadian history, Aboriginal studies, archival studies, or Canadian studies.

### ***Archival Technician***

An archival technician works with an archivist and does a lot of hands-on work with the documents, such as arranging them and creating databases so that documents may be located. The technician ensures that the documents are stored properly and carries out preventive conservation. Archival technicians usually have a diploma from a community college archival technician programme.

### ***Conservator***

Conservators carry out treatment on damaged and/or fragile documents in order to keep them from deteriorating as they age. They do research on how to keep photographs and other documents from fading, they fumigate documents that have been infected by pests and/or mould, and they repair tears and stains. Conservators usually have university degrees or college diplomas in chemistry and paper conservation.

## **XII: Conclusion**

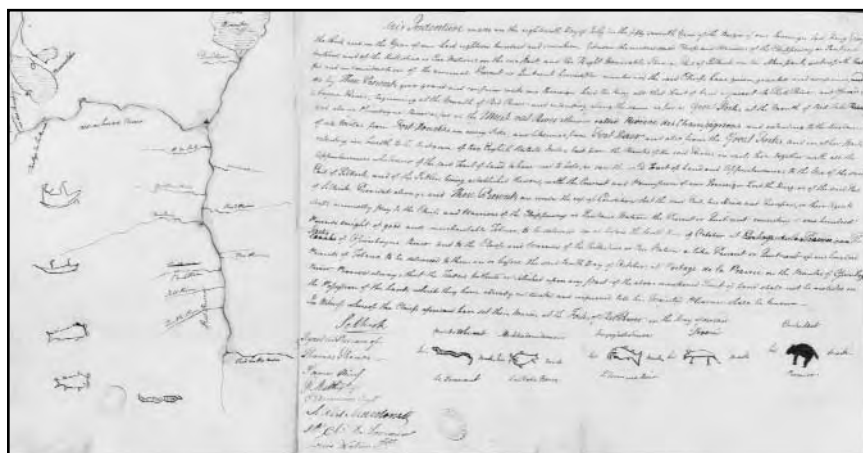
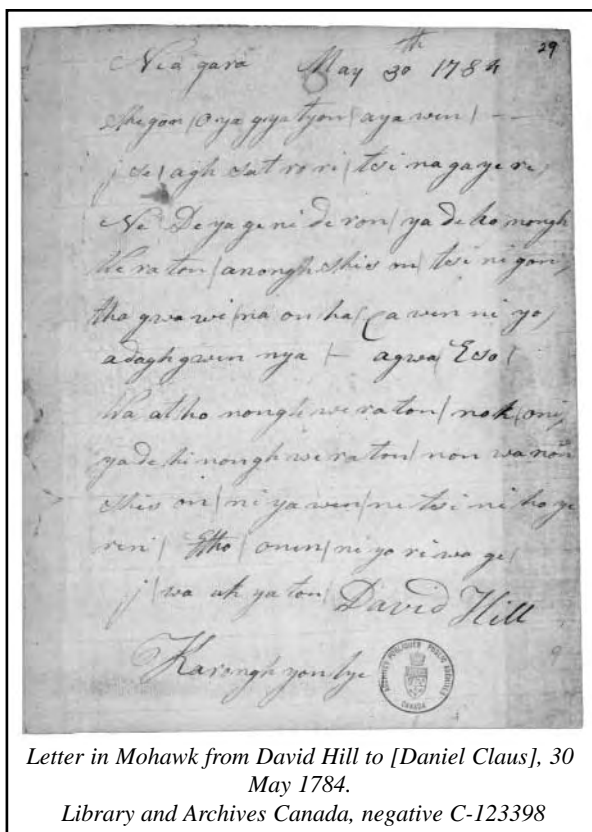
Many Aboriginal governments and communities across the country are just now beginning an archival and records management programme to protect and preserve their institutional records of self-government. Moreover, they are also moving towards preserving and reclaiming their cultural heritage. Aboriginal archives, however, differ from other archives in two interesting ways. First, some of the most significant and relevant records are held by another repository, notably the federal government, or are in private hands. Aboriginal archives, especially when starting up, emphasize the acquisition of private papers and copies of records held by other repositories. Second, often the collective memory of Aboriginal peoples or communities has been passed down through the oral transmission of traditional history and knowledge, rather than written records. As a result, Aboriginal peoples or communities seek to ensure preservation of their heritage by emphasizing oral tradition, oral history and language revitalization programmes.

Proper records management and archives programmes benefit Aboriginal communities in two major ways: they contribute to better administration of Aboriginal government by promoting more efficient management of information and by helping to protect the legal rights of the Aboriginal community and its members; they are also an essential part of efforts to understand and preserve Aboriginal history and heritage. Using the latest information management methods and products will help Aboriginal archives to achieve these goals.

Continued developments in the area of computer-based information systems offer new challenges. Aboriginal archives or cultural centres must be able to take advantage of new technology. Preserving information that is stored on a wide variety of media formats requires someone with specific skills and training. An experienced archivist/records manager can ensure that everyone's valuable information resources are protected, preserved, and accessible in the long term.

There can be no history without evidence of the past: information found in artifacts, oral traditions, and all manner of documents. Biographers need both oral evidence and archival documents to analyse the past, understand the present, and prepare for the future. The story of your people is worth preserving and telling. Secure a place in history - keep a record!





## **Appendix I: Glossary of Selected Archival Terms**

**Accession:** 1. The act of transferring legal and physical control of records and papers to the archives or records centre. 2. The materials which have been transferred to the archives.

**Acquisition:** The act of obtaining records for the archives, through donations, transfers, loans, or purchase.

**Administrative value:** The usefulness of the records to the creating office for the conduct of its day-to-day business.

**Appraisal:** 1. The act of determining the worth of records and papers to either the creator or the archives based on primary values, such as their administrative, legal, or financial usefulness, or secondary values, such as their historical, informational, evidential, and research values. 2. The monetary evaluation of historical materials.

**Archival value:** The permanent and continuing/enduring worth of records based on their administrative, legal, financial, or historical usefulness.

**Archives:** 1. The noncurrent records of an individual, organization, or institution kept for their continuing value. 2. The agency or institution responsible for the care of archival materials. 3. The building or other repository housing archival records. Private papers are also referred to as manuscripts.

**Arrangement:** The act and result of physically organizing records in accordance with archival principles such as provenance and original order. The process includes sorting, packing in file folders and boxes, labelling, and shelving.

**Conservation:** The physical care and maintenance of archival materials, including cleaning, storage, and repair.

**Collection:** A body of archival material deliberately brought together for some reason other than in the process of daily activities. Some collections are based on subject content, geographical information, or type of record.

**Description:** The act of establishing intellectual control over records by identifying their contents, important subjects, and historical significance. Records are described in finding aids.

**Enduring Value:** The continuing usefulness or significance of records, based on the administrative, legal, fiscal, evidential or historical information they contain, justifying their on-going preservation.

**Evidential value:** The worth of the records in providing adequate and authentic documentation of the organization and activities of an agency.

**File:** 1. To place records in a predetermined location according to a specific classification scheme. 2. A group of records organized and kept in a predetermined physical order in a folder.

**Fonds:** A term of French origin for the records or papers of a particular individual, institution, or organization. Previously, archivists used the terms record groups and manuscript groups.

**Informational value:** The usefulness of records based on the information they contain about the creating agency (individual, institution or organization) or other people, subjects, places, times, events and activities.

**Item:** The smallest unit of archival material, such as the individual letter, report, photograph, or reel of film.

**Legal value:** The worth of records for legal purposes, such as to prove ownership, custody, or legal rights and responsibilities.

**Oral History:** Recorded information about the past experiences of people ("informants" or "interviewees") who participated in or whose lives were affected by the events being researched, usually for historical purposes. Oral history is a methodology used by "interviewers" (either as individuals or representing sponsoring organizations) to shed light on the undocumented and to fill in gaps in the written record. Oral history materials include the original tape recordings (audio, video, digital), any copies made, transcriptions produced, and photographs taken of the informants during such interviews.

**Oral Tradition:** The oral transmission of a peoples' cultural heritage by its Elders. The recording of these orally-transmitted stories provides a means to preserve personal, family, community and national beliefs and practices deemed important to pass along to the next generation.

**Original order:** The order and organization in which records were created and/or stored by the creator or office of origin.

**Provenance:** The office of origin, or person or agency that created or collected records in the course of their activities. This definition differs from the museum definition of provenance, which refers to the successive ownership or possession of an item, not its creation.

**Record Group:** A body of organizationally-related records created or collected by the same individual or agency as part of its functions and activities.

Records: 1. Recorded information, regardless of physical format or characteristics. 2. Documents or other material created by business or government agencies in the course of their daily activities.

Records management: The act of controlling the creation, use, and disposition of records created by an office or agency. Records management helps to improve economy and efficiency in the office, ensure the regular transfer of valuable records to a records centre, and control the regular disposal of records no longer worth keeping.

Repository: A place where archival materials are housed.

Respect des Fonds: Respect for the integrity and original order of a fonds, for the patterns established by the records creator or office of origin.

Series: Records or groups of records arranged in accordance with a particular filing system or maintained as a unit because of their relationship to one another. Series may be organized by original order, subject, function, or type of material.

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The definitions given above were drawn mainly from archival manuals produced in Canada and the United States. More extensive glossaries are available on-line by visiting the following websites:

- [http://aabc.bc.ca/aabc/msa/appendix\\_glossary\\_of\\_terms.htm](http://aabc.bc.ca/aabc/msa/appendix_glossary_of_terms.htm)  
Appendix to the Archives Association of British Columbia *Manual for Small Archives*
- [http://www.sfu.ca/archives/indx/indx\\_glossary.html](http://www.sfu.ca/archives/indx/indx_glossary.html)  
Simon Fraser University Archives glossary of terms relating to Archives, Records Management, Freedom of Information and Protection of Privacy.
- <http://www.library.guelph.on.ca/hip/ead/glossary.cfm>  
Glossary prepared by and for Guelph Public Library, Local History Archives.
- [http://www.cdncouncilarchives.ca/RAD\\_Glossary\\_revised\\_Aug2003.pdf](http://www.cdncouncilarchives.ca/RAD_Glossary_revised_Aug2003.pdf)  
Appendix D to the Canadian Council of Archives *Rules for Archival Description (RAD)*

## **Appendix II: Steps to Establishing an Archival Programme**

Creation of an Archives Committee, which should

- include representatives from band council, community groups, and businesses;
- be given a clear mandate to develop an archival programme;
- call an open community meeting to discuss the idea and solicit support.

Development of a mission statement and mandate, which should outline

- the purpose and goals of the archives, and;
- the specific plan regarding the type of material the archives will acquire and under what conditions the archives will accept material.

Approval and endorsement of the archives policy,

- first by the community council, who would then;
- present the mission statement, mandate and policy documents to the community at large, to illustrate council's support for the archives and encourage community participation and support.

Completion of an archival survey under the authority of the Archives Committee, which should

- provide a simple overview of the nature (oral and written), extent, and condition of the records found in the community;
- indicate the potential extent of the archives' holdings, and allow the archivist to plan for the future;
- ideally, be carried out by a professional archivist who can, with the assistance of community volunteers, assess the enduring historical value of the records;
- be recorded in a report submitted to the community council, for use in future planning.

Development of a proposal for an archival programme, which should

- incorporate the results of the inventory into a proposal to manage the records under a common programme;
- outline staffing requirements: who should work in the archives (paid employees or volunteers), what will they do, and how will they be paid;
- outline facility needs and supplies to operate a programme;
- investigate alternative funding sources, depending on whether or not

the community council can and will ensure on-going funding on an annual basis.

Creation of a central facility for the records, which should

- provide a secure area with adequate temperature, humidity and lighting controls;
- include areas for records processing, storage, staff, and research;
- have space for the future growth of record holdings;
- consider co-operation with an existing Aboriginal cultural centre that may already have library and/or museum components sharing overhead expenses.

Ongoing activities of the Archivist and/or staff include

Acquiring appropriate material and actively gathering records from the community - whether as a donation from a person or an organization in the community, or transfer from the council

- enlisting the community council's support to encourage community members to place their important records - including maps, photographs, videos, sound recordings, scrapbooks, diaries, and correspondence in the archives for long-term preservation;
- appraise all potential acquisitions to determine whether the material meets the criteria established in the mandate statement and is of permanent historical value and relevant to the community.

Gaining legal control over archival holdings and documenting the archives' ownership of records, through completing a Deed of Gift form for all donations to transfer ownership of records from the donor to the archives

Gaining intellectual control over archival holdings, knowing what material is in the archives, and where it came from, through

- recording key information about each "accession" of material, assigning each acquisition a unique Accession number for identification and control purposes;
- creating an Accession Record as the primary source of information about what is in the accession, where it is stored, who donated it and when.

Gaining physical control over archival holdings, storing them properly, and securing them against theft, damage, and environmental or human hazards, through

- organizing the contents of each Accession following the principles of provenance, original order, and levels of arrangement (fonds, series, file, item);
- placing the organized material in containers suitable for each type of material;
- marking all storage containers with the Accession number and a box number;
- once everything is organized, filed, labeled and boxed, shelving the containers in appropriate storage areas, according to a consecutive numbering system that puts each new accession in next vacant space on the shelf .

Making archival materials available for use by the creators, donors, and the general public, by

- creating archival descriptions and listings of the material;
- entering this information into a database, if possible, or a paper-based finding aid system;
- providing reference services to the band council, members of the community, and the general public.

### **Appendix III: Sample Archives Mandate**

The mandate of the archives, as well as the duties and responsibilities of the archivist, should be set out in the form of a policy resolution adopted by the band council or governing body of an Aboriginal organization. The example below illustrates the essentials for such a mandate statement.

#### **The Mission**

The mission of the archives is to identify, acquire, preserve, and make available archival material, as well as the material of individuals and organizations associated with [insert name of community or institution], deemed to be of long-term or permanent value, so as to preserve the history of the [insert name of community or institution] .

#### **The Archives**

The archives takes responsibility for providing services that ensures proper management and control of all records.

- The archives will provide proper facilities, environment, and resources to preserve the archival material in its care for as long as possible.
- The archives will ensure the preservation and accessibility of all archival records.
- As a public institution, the archives will be open and equally accessible to all researchers. Archival material will be made available for research under conditions that accord with sound archival practices, the availability of resources, any and all legal or ethical obligations, and the physical integrity of the materials.
- The archives endeavours to promote a greater awareness and appreciation of the history and heritage of the [insert institution or community name] through the acquisition and presentation of archival records and cooperation with other heritage organizations and archival institutions.

#### **The Archivist**

The archivist will see to the administration of the archives and its staff, as well as actively participate in the management, disposition, and preservation of the records, current and non-current, of [insert name of institution or community] The duties and responsibilities of the archivist include the following:

- systematic identification and acquisition of records of long-term or permanent value, through conducting surveys of active and non-active records;



- assistance to the [community or organizational] council in determining the disposition of all records and coordination of the identification of materials of longterm or permanent, and therefore archival, value;
- preparation of draft schedules for the disposition of records identified as not of long-term or permanent value, to be reviewed by the institution's committee in charge of records management;
- coordinating an ongoing oral history programme
- service on appropriate committees, especially those concerning the management of information;
- ensuring the arrangement and description of archival materials in accordance with professional archival standards;
- ensuring the preservation of archival materials through the implementation of appropriate conservation measures;
- making archival records available for research ;
- ensuring the proper handling of archival materials among staff and researchers through periodic workshops or other methods;
- conducting tours of the archives, and making periodic presentations to staff and others in the community to foster greater awareness of the archives, its function, and research uses;
- preparing regular archival displays to promote the institution and its history as an integral part of the community.

## Appendix IV: Agreement regarding Oral History Interviews

I (*Interviewee*), \_\_\_\_\_ ,  
hereby agree that the \_\_\_\_\_ [*number*] recording(s) conducted on  
the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ at (*Location*) \_\_\_\_\_  
will, subject to Canadian copyright law, become the property of  
\_\_\_\_\_ [*name of institution*]

and, subject to any restrictions initialled below, will be used under guidelines established  
by that repository.

I further agree that copies of the recording(s) may be given to

\_\_\_\_\_ [*name(s) of institution(s)*]

and, subject to the same restrictions, will be used under guidelines established by that  
repository.

RESTRICTIONS (*Please initial*)      None \_\_\_\_\_ or \_\_\_\_\_

1. The recording(s) will be closed to researchers for \_\_\_\_\_ years. During this period, the  
recording(s) may be used only with my written permission.

2. The recording(s) may be used only

I understand that any conditions initialled above apply during my lifetime only and that I  
will notify the archives of any change to my address.

Signed: (*interviewee*) \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Agreed to (*interviewer*) \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

- For each person interviewed, a signed Agreement must accompany the recordings.  
Please ensure that the form is completed in full.
- Please indicate the number of years any restrictions are to be in effect, in the space  
provided.
- Both the interviewee and the interviewer must sign the form in the spaces provided.

[Reproduced courtesy of the Canadian Oral History Association.]

## **Appendix V: Archival Resources**

### ***ANLA Preservation Policies and Procedures Manual for Small Archives***

Published by the Association of Newfoundland and Labrador Archives (ANLA), this handbook aims to provide guidance for small archival institutions as they develop an administrative framework for the preservation of their holdings. The manual includes sections on preventive conservation, environment and storage, staff training, user policies, copying and reformatting, and other preservation issues. Price: \$10.00 (tax included) plus \$3.00 postage. Available at <http://www.anla.nf.ca>

### ***ANLA Resource Binder for Small Archives***

Published by the Association of Newfoundland and Labrador Archives, this is a manual of archival practice aimed at the small archival institution. It offers an introduction to the world of archives, directed to volunteer and part-time archivists, students, and others who need to manage their organization's records. The binder includes sections on appraisal, arrangement, description, basic preservation measures, emergency and disaster preparedness and other special topics of interest to the small archival institution. Price: \$40.00 (tax included) plus \$3.00 postage. Available at <http://www.anla.nf.ca>.

### ***The Archivist's Toolkit***

The *Archivist's Toolkit* has been designed as a community resource for use by those working primarily in small and medium-sized archives in British Columbia. It is available on-line, from the Archives Association of British Columbia at <http://aabc.bc.ca/aabc/toolkit.html>.

### ***Basic RAD: Understanding the Rules for Archival Description***

*Basic RAD* offers an introduction to the preparation of fonds- and series-level descriptions using the Rules for Archival Description prepared in October 1997 by Jeff O'Brien, Saskatchewan Council for Archives and Archivists (SCAA) Outreach Archivist. Available at <http://lib74123.usask.ca/outreach.html#pubs>.

### ***Canadian Conservation Institute: publications and guidelines***

The Canadian Conservation Institute (CCI) is a Special Operating Agency within the Department of Canadian Heritage. Through conservation science, treatment and preventive conservation, CCI supports the heritage community in preserving Canada's heritage collections to ensure access to them by current and future generations. The CCI website offers its Newsletter, Notes, technical bulletins and other publications, as downloads or for purchase, plus links of interest on research and development, at <http://www.cci-icc.gc.ca>. CCI advisory services are also available by telephone, toll-free at 1-866-998-3721.

### ***International Records Management Trust publications***

The International Records Management Trust (IRMT) is a United Kingdom registered charity, and works with governments throughout the world to develop new strategies for managing public sector records. The IRMT web site illustrates how the Trust can help to improve public resource management through consultancy services and educational materials as well as research and development programmes. On the site, the IRMT Download Centre offers a glossary, manuals, assessment tools, research reports, press releases, videos and other materials. As well as short documentary videos by the IRMT on records management issues available for download, this site offers links to other websites of interest. Available at <http://www.irmt.org/download.html>

### ***Introduction to Archival Organization and Description: Access to Cultural Heritage***

An excellent introduction to fundamental archival principles and practices for beginning and novice archivists. It was written by Michael J. Fox and Peter L. Wilkerson, edited by Suzanne R. Warren, and published by the Getty Information Institute in 1998. Available from the Society of American Archivists for \$20.00 US (Non-members), \$14.00 US (Members). Available at <http://www.archivists.org/catalog/index.asp>

### ***Manual for Small Archives***

This manual is designed to help persons in small archives with limited access to training, few employees, restricted finances and time. It attempts to explain archival principles and practices, offer guidelines and suggestions for various archival activities, and provide information on available resources, such as archival publications, regional and national associations, and other supplies and services for archives. The Archives Association of British Columbia also has the Manual for Small Archives available on-line at <http://aabc.bc.ca/aabc/msa/default.htm>

## *Saskatchewan Grants Cookbook*

This guide to writing the Canadian Council of Archives (CCA) grant applications for archives in Saskatchewan, 2002-2003, was prepared by the Outreach Office, Saskatchewan Council for Archives and Archivists (SCAA). It includes background information on the various grants, reference guidelines, frequently-asked questions, and helpful tips. Available on-line at <http://lib74123.usask.ca/outreach.html#pubs>

## **Appendix VI: Archival Training Programmes**

Several provincial and territorial archival associations offer training programmes intended for people who have been hired to work as archivists (full time or part time) but who have little or no training in the field. This training offers excellent opportunities to meet fellow archivists in a particular regional area who can be a source of information and encouragement to new archivists. The following archival associations offer courses and/or workshops.

### **Alberta**

The Archives Society of Alberta (ASA) offers the Archives Institute, a six-day intensive, immersion-style educational experience, followed by a two-week take-home processing exercise. The fundamentals of archival science are introduced and studied in order of their place in the archival process. Each component builds upon the last until the entire process of acquisition, appraisal, description, preservation and access are covered and their intricate inter-relationships revealed.

Web page: [www.archivesalberta.org/default.asp?V\\_ITEM\\_ID-49](http://www.archivesalberta.org/default.asp?V_ITEM_ID-49)

### **British Columbia**

The Archives Association of British Columbia (AABC) provides fundamental level courses, based on a prepared curriculum, to assist individuals working in community archives to gain a basic knowledge of archival work, using Canadian archival standards. These courses are also of interest to individuals who are responsible for records management and/or providing reference services for their institution and the general public. The AABC does not provide in-house staff training for individual repositories, but it can advise on options available for archives seeking to train staff. The AABC also arranges specialized workshops delivered by experts in a variety of archival topics. AABC members who attend a workshop are eligible to apply to the Travel Subsidy Fund, subject to availability.

Web page: <http://aabc.bc.ca/aabc/workshops.html>

### **Manitoba**

The Association of Manitoba Archives (AMA) offers educational and training opportunities in archival principles and practices through seminars, workshops and lectures. Topics include preservation, acquisition and appraisal, arrangement and description, electronic records, reference services, public awareness, advocacy and management. The AMA Advisory Services Programme provides assistance to member, as well as non-member institutions working to improve procedures and practices.

Web page: [www.mbarchives.mb.ca/education.htm](http://www.mbarchives.mb.ca/education.htm)

## **Newfoundland and Labrador**

The Association of Newfoundland and Labrador Archives (ANLA) provides an education and training program consisting of introductory workshops in professional principles and practices, complemented by two-day workshops in specialized topics. The education and training program is directed by the ANLA Education Committee and organized by the Professional Development and Outreach Officer (PDO). Offered annually, the five-day workshop Basic Archives introduces participants to archival language, appraisal and selection, arrangement, description and preservation. Other workshops reflect the interests and requirements of the membership. Limited financial assistance is frequently available to members.

Web page: [www.anla.nf.ca](http://www.anla.nf.ca) [Click on "What We Do" and then click on "Education Training"]

## **Nova Scotia**

The Council of Nova Scotia Archives (CNSA) offers six basic courses in archival training, given at member sites around the province. The courses include Introduction to Archives; Introduction to Preservation; Acquisition, Appraisal and Accessioning; Arrangement and Description; Introduction to the Rules for Archival Description (RAD); and Access and Reference. At the conclusion of each workshop participants will be asked to complete an assignment. The Education, Outreach and Network Archivist presents all workshops except the Introduction to Preservation, which is presented by a professional conservator. After having attended all core workshops, and passing all six assignments, participants will receive the CNSA's Archival Certificate of Completion. Additional workshops on special archival topics are offered throughout the year as well as at the CNSA's Annual Spring Conference.

Web page: [www.councilofnsarchives.ca/training/core.htm](http://www.councilofnsarchives.ca/training/core.htm)

## **Ontario**

The Archives Association of Ontario (AAO) provides formalized training for the membership of the organization and for others interested in archival duties in Ontario. The program has three streams:

- **Post-Appointment Core Training Workshops.** The two-day workshops are part of the established AAO workshop program leading to a certificate. Workshops include introduction to management of small archives; arrangement and description; introduction to records management; reference room and public service; archival appraisal; arrangement and description (inventories and finding aids); and media collections.
- **Advanced Workshops.** The two-day workshops are not part of the certificate program. Workshops cover advanced Rules for Archival

Description (RAD); ARCHEION; authority controls; copyright; exhibit design; fundraising; marketing, promotion and public relations; oral history; and preservation.

- Seminars. These one-day workshops of a topical nature are not part of the certificate program.

Web page: <http://aao.fis.utoronto.ca/pd/aao001.html>

### **Saskatchewan**

The Saskatchewan Council for Archives and Archivists (SCAA) offers workshops and other educational programs for individuals, complementing its outreach service providing advice and assistance to archival institutions.

Web page: <http://scaa.usask.ca/outreach.html>

### **Yukon**

The Yukon Council of Archives (YCA) applies for funding from the Canadian Council of Archives to provide financial assistance to individual, general and institutional members interested in developing, maintaining and enhancing the archival profession in the Yukon Territory through participation in professional development and training courses.

Web page:

<http://www.yukoncouncilofarchives.ca/sections/education/education.html>



## **Appendix VII: Archival Advisors**

Within the Canadian archival system, the provincial and territorial Archives Advisors offer a range of services for archives and archivists:

- Advice to archival institutions working to establish and improve procedures and practices;
- Advice to organizations desiring to care for their archival records; and
- Advice to organizations wishing to set up archives.

Advisory services are available by telephone, mail, fax or e-mail; by on-site visits; and by speaking engagements at regional/provincial meetings or at other gatherings. Advisory and educational services may be provided through archival workshops, on-site visits to existing or proposed archives, or manuals and other publications. Topics cover archival management and planning concerns, locating grant sources and preparing applications; development of policies and practices for the major activities of acquisition, description and preservation, access and public services. Archival Advisors work closely with their parent organizations to ensure availability of training for archivists (see Appendix VI).

### **Alberta**

Archives Society of Alberta

Archival Advisor:

Web page: [http://www.archivesalberta.org/default.asp?V\\_ITEM\\_ID-30](http://www.archivesalberta.org/default.asp?V_ITEM_ID-30)

### **Manitoba**

Association for Manitoba Archives

Archives Advisor:

Email: [amal@mts.net](mailto:amal@mts.net)

Web page:

<http://www.mbarchives.mb.ca/advisory.htm>

### **Nova Scotia**

#### **Council of Nova Scotia Archives**

Archives Advisor:

Email: [advisor@councilofnsarchives.ca](mailto:advisor@councilofnsarchives.ca)

Web page:

[www.councilofarchives.ca/about/staff.htm](http://www.councilofarchives.ca/about/staff.htm)

### **Saskatchewan**

Saskatchewan Council for Archives and Archivists

Archives Advisor:

Email: [scaa@sasktel.net](mailto:scaa@sasktel.net)

Web page: <http://scaa.usask.ca/outreach.html>

### **British Columbia**

Archives Association of British Columbia

AABC Education and Advisory Archivist

Web page:

<http://aabc.bc.ca/aabc/advisor.html>

### **Newfoundland and Labrador**

Association of Newfoundland and Labrador

Archives, Professional and Outreach Officer:

Tel: (709) 726-2867

Fax: (709) 729-7989

Email: [anla@nf.aibn.com](mailto:anla@nf.aibn.com)

Web page: [www.anla.nf.ca](http://www.anla.nf.ca)

*[Click on "What We Do" and then click on "Advisory Services"]*

### **Ontario**

Archives Association of Ontario

Archives Advisor:

Email: [archivesadvisor@rogers.com](mailto:archivesadvisor@rogers.com)

Web page:

<http://aao.fis.utoronto.ca/aa/advisor.html>

### **Yukon**

Yukon Council of Archives

Archives Advisor:

Email: [archivesas@yahoo.ca](mailto:archivesas@yahoo.ca)

Web page: [www.yukoncouncilofarchives.ca/sections/advisor.html](http://www.yukoncouncilofarchives.ca/sections/advisor.html)

## **Appendix VIII: Archival Associations and Councils**

### **I. National Organizations**

#### **Association of Canadian Archivists (ACA)      Canadian Council of Archives (CCA)**

P.O. Box 2596, Station D

Ottawa, ON K1P 5W6

Tel: (613) 234-6977

Fax: (613) 234-8500

Email: [aca@archivists.ca](mailto:aca@archivists.ca)

Web site: <http://archivists.ca/home>

130 Albert Street, Suite 501

Ottawa, ON K1P 5G4

Tel: (613) 565-1222

Toll free number: 1-866-254-1403

Fax: (613) 555-5445

Email: [cca@archivescanada.ca](mailto:cca@archivescanada.ca)

Web site: [www.cdncouncilarchives.ca](http://www.cdncouncilarchives.ca)

#### **Bureau of Canadian Archivists (BCA)**

Email: [bca@idrc.ca](mailto:bca@idrc.ca)

Web site: <http://bca.archives.ca>

#### **Association des archivistes du Québec (AAQ)**

c. p. 423

Sillery, QC G1T 2R8

Tel: (418) 652 - 2357

Fax: (418) 646 - 0868

Email: [infoaaq@archivistes.qc.ca](mailto:infoaaq@archivistes.qc.ca)

Website: [www.archivistes.qc.ca](http://www.archivistes.qc.ca)

### **II. Provincial and Territorial Organizations**

#### **Alberta**

Archives Society of Alberta

P.O. Box 4067

South Edmonton Post Office

Edmonton, AB T6E 4S8

Tel: (780) 424-2697

Fax: (780) 425-1679

Web site: [www.archivesalberta.org](http://www.archivesalberta.org)

#### **British Columbia**

Archives Association of British Columbia

34A - 2755 Lougheed Highway, Suite #249

Port Coquitlam, BC V3B 5Y9

Email: [aabc@aabc.bc.ca](mailto:aabc@aabc.bc.ca)

Web site: [www.aabc.bc.ca/aabc](http://www.aabc.bc.ca/aabc)

#### **Manitoba**

Association for Manitoba Archives

Box 26005, Maryland Post Office

Winnipeg, MB R3G 3R3

Tel: (204) 942-3491

Fax: (204) 942-3492

Email: [ama1@mts.net](mailto:ama1@mts.net)

Web site: [www.mbarchives.mb.ca](http://www.mbarchives.mb.ca)

#### **New Brunswick**

Council of Archives New Brunswick

PO Box 1204

Station "A"

Fredericton, NB E3B 5C8

Web site:

<http://library.usask.ca:9003/cca/index.html>

#### **Newfoundland and Labrador**

Association of Newfoundland and Labrador Archives

P.O. Box 23155, RPO Churchill Sq.

St. John's, NF A1B 4J9

Tel: (709) 726-2867

Fax: (709) 729-7989

Email: [anla@nf.aibn.com](mailto:anla@nf.aibn.com)

Web site: [www.anla.nf.ca](http://www.anla.nf.ca)

#### **North West Territories**

North West Territories Archives Council

NWT Archives

P.O. Box 1320

Yellowknife, NT X1A 2L9

Web site: [www.pwnhc.ca/nwtac/nwtac.html](http://www.pwnhc.ca/nwtac/nwtac.html)

**Nova Scotia**

Council of Nova Scotia Archives  
6016 University Ave.  
Halifax, NS B3H 1W4  
Tel: (902) 424-7093  
Fax: (902) 424-0628  
Web site: [www.councilofnsarchives.ca](http://www.councilofnsarchives.ca)

**Ontario**

Archives Association of Ontario  
1444 Queen Street East, Suite #205  
Toronto, ON M4L 1E1  
Tel: (416) 533-9592  
Fax: (416) 533-1481  
Email: [aao@aao.fis.utoronto.ca](mailto:aao@aao.fis.utoronto.ca)  
Web site: <http://aao.fis.utoronto.ca>

**Québec**

Réseau des Archives du Québec (RAQ)  
a/s/ Archives nationales du Québec a  
Montréal  
535, Avenue Viger Est  
Local 5.27.1  
Montreal, QC H2L 2P3  
Email: [rdaq@banq.qc.ca](mailto:rdaq@banq.qc.ca)  
Web site: [site.rdaq.qc.ca/raq](http://site.rdaq.qc.ca/raq)

**Yukon**

Yukon Council of Archives  
Box 31089  
Whitehorse, YK Y1A 5P7  
Fax: (867) 393-6253  
Email: [yukoncouncilofarchives@yahoo.ca](mailto:yukoncouncilofarchives@yahoo.ca)  
Web site: [www.yukoncouncilofarchives.ca](http://www.yukoncouncilofarchives.ca)

**Nunavut**

Archives Council Nunavutmi  
P.O. Box 580, Bldg 215  
Pond Inlet, NU X0A 0S0  
Email: [pondinletarchives@yahoo.ca](mailto:pondinletarchives@yahoo.ca)  
Web site: [www.cdncouncilarchives.ca/nunavut\\_list.html](http://www.cdncouncilarchives.ca/nunavut_list.html)

**Prince Edward Island**

Archives Council of Prince Edward Island  
P.O. Box 1000  
Charlottetown, PE C1A 7M4  
Email: [acpei@gov.pe.ca](mailto:acpei@gov.pe.ca)  
Web site: [www.archives.pe.ca](http://www.archives.pe.ca)

**Saskatchewan**

Saskatchewan Council for Archives and  
Archivists  
202-2080 Broad Street  
Regina, SK S4P 1Y3  
Website: <http://scaa.usask.ca>

## **Appendix IX: Heritage Centres and Pan-Canadian Institutions/Organizations**

### **1. Heritage Centres**

The following list identifies a representative selection of heritage/cultural centres established by First Nations, Inuit and Métis communities and organizations. Whether attached administratively to the community councils or to other agencies, these centres serve as gateways to primary resources for public education and research, especially at the local level.

#### **Avataq Cultural Institute**

PO Box 230, Inukjuaq  
Nunavik, QC J0M 1M0  
Email: [avataq@avataq.qc.ca](mailto:avataq@avataq.qc.ca)  
Web site: [www.avataq.qc.ca](http://www.avataq.qc.ca)

#### **Brant Museum and Archives**

57 Charlotte Street  
Brantford, ON N3T 1N4  
Tel.: (519) 752-2483  
Fax: (519) 752-1931  
Email: [information@brantmuseum.ca](mailto:information@brantmuseum.ca)  
Web site: [www.brantmuseum.ca](http://www.brantmuseum.ca)

#### **Blackfoot Crossing Historical Park**

PO Box 1639  
Siksika, BC T0J 3W0  
Tel.: (403) 734-5171  
Fax: (403) 734-2346  
Email: [info@blackfootcrossing.ca](mailto:info@blackfootcrossing.ca)  
Web site: [www.blackfootcrossing.ca](http://www.blackfootcrossing.ca)

#### **Dakota Ojibway Tribal Council Cultural Centre**

5000 Crescent Road West  
Portage la Prairie, MB R1N 0A1  
Tel.: (204) 988-5383  
Fax: (204) 947-5179  
Email: [admin@dotc.mb.ca](mailto:admin@dotc.mb.ca)  
Web site: [www.dotc.mb.ca](http://www.dotc.mb.ca)

#### **Gwich'in Social and Cultural Institute**

P.O. Box 46  
Tsiigehtchic, NT X0E 0B0  
Tel.: (867) 953-3613  
Fax: (867) 953-3820  
Web site: [www.gwichin.ca](http://www.gwichin.ca)

#### **Inuit Heritage Centre, Baker Lake**

P.O. Box 149, Baker Lake, NU X0C 0AC  
Tel.: (867) 793-2598  
Fax: (867) 793-2315  
Email: [blheritage@netkaster.ca](mailto:blheritage@netkaster.ca)  
Web site: [www.bakerlake.org](http://www.bakerlake.org)

#### **Inuvialuit Cultural Resource Centre**

P.O. Box 2120  
Inuvik, NWT X0E 0T0  
E-mail: [irc@irc.inuvialuit.com](mailto:irc@irc.inuvialuit.com)

#### **Kitikmeot Heritage Society**

P.O. Box 2160  
Cambridge Bay, NU X0B 0C0  
Tel.: (867) 983-3009  
Fax: (867) 983-3397  
Email: [heritage@polarnet.ca](mailto:heritage@polarnet.ca)  
Web site: [www.kitikmeotheritage.ca](http://www.kitikmeotheritage.ca)

#### **Metepenagiag First Nation Cultural Centre**

PO Box 293  
Red Bank, NB E9E 2P2  
Tel.: (506) 836-6141  
Fax: (506) 836-7593  
Web site: <http://www.metepenagiag.com>

#### **Métis Resource Centre**

506-63 Albert Street  
Winnipeg, MB R3B 1G4  
Tel.: (204) 956-7767  
Fax: (204) 956-7765  
Email: [metisrc@mts.net](mailto:metisrc@mts.net)  
Web site: [www.metisresourcecentre.mb.ca](http://www.metisresourcecentre.mb.ca)

**Mi'kmaq Resource Centre,**  
Cape Breton University  
P.O. Box 5300  
Sydney, NS B1P 6L2  
Tel.: (902) 563-1660  
Fax: (902) 563-1941  
Web site: [www.cbu.ca](http://www.cbu.ca)

**Nunatta Sunakkutaangit  
Museum**

P.O. Box 1900  
Iqaluit, NU X0A 0H0  
Tel.: (867) 979-5537  
Fax: (867) 979-4533  
Email: [museum@nunanet.com](mailto:museum@nunanet.com)

**Saskatchewan Indian Cultural  
Centre**

2553 Grassroad Road East  
Saskatoon, SK S7T 1C8  
Tel.: (306) 373-9901  
Fax: (306) 955-3577  
Web site: [www.sicc.sk.ca](http://www.sicc.sk.ca)

**Teslin Tlingit Council Archives**

P.O. Box 133  
Teslin, YK Y0A 1B0  
Tel.: (867) 390-2532  
Fax: (867) 390-2204  
Email: [admin@ttc-teslin.com](mailto:admin@ttc-teslin.com)

**U'mista Cultural Society**

P.O. Box 253, Front Street  
Alert Bay, BC V0N 1A0  
Tel.: (250) 974-5403  
Fax: (250) 974-5499  
Email: [info@umista.ca](mailto:info@umista.ca)  
Web site: [www.umista.org](http://www.umista.org)

**Wikwemikong Interpretive / Heritage  
Centre**

64 Beach Road  
Wikwemikong, ON P0P 2J0  
Tel.: 705-859-2385  
Fax: 705-859-2980  
[www.wikwemikongheritage.ca](http://www.wikwemikongheritage.ca)

**Nk'Mip Desert and Heritage Centre**

1000 Rancher Creek Rd.  
R.R. 1, Site, 53, C1  
Osoyoos, BC V0H 1V0  
Tel.: (250) 495-7901  
Fax: (250) 495-7912  
Toll free: (in BC) (888) 495-8555  
Web site: [www.nkmipdesert.com](http://www.nkmipdesert.com)

**Oldman River Cultural Centre**

PO Box 70  
Brockton, AB T0K 0H0  
Tel.: (403) 965-3939  
Fax: (403) 965-2289  
Email: [oldmancc@telusplanet.net](mailto:oldmancc@telusplanet.net)

**Six Nations of the Grand River -  
Woodland Cultural Centre Library**

184 Mohawk Street  
P.O. Box 1506  
Brantford, ON N3T 5V6  
Tel.: (519) 759-2650, ext. 221  
Fax: (519) 759-8912  
Web site: [www.woodland-centre.on.ca](http://www.woodland-centre.on.ca)

**Tr'ondëk Hwëch'in First Nation**

P.O. Box 599  
Dawson City, YK Y0B 1G0  
Tel.: (867) 993-6768  
Fax: (867) 993-6553  
Email: [cultural.centre@gov.trondek.com](mailto:cultural.centre@gov.trondek.com)  
Web site: [www.trondek.com](http://www.trondek.com)

**Wagmatcook Culture & Heritage Center**

10765 Hwy 105  
PO Box 30029  
Wagmatcook, NS B0E 3N0  
Tel.: (866) 295-2999  
Fax: (902) 295-1487; (902) 295-3306  
Web site: [www.wagmatcook.com](http://www.wagmatcook.com)

## **2. Pan-Canadian Institutions / Organizations**

The larger Canadian archival system is primarily represented by Library and Archives Canada (LAC), the Canadian Council of Archives (CCA), with its member provincial and territorial councils of archives, and the national and regional professional associations. The listing below includes national bodies representing the cultural heritage interests of First Nations, Inuit and Métis, and the urban Aboriginal communities.

### **Anglican General Synod Archives**

80 Hayden Street  
Toronto, ON M4Y 3G2  
Tel.: (416) 924-9199  
Fax: (416) 968-7983  
Web site: [www.anglican.ca/about/departments/General-Secretary/archives/index.htm](http://www.anglican.ca/about/departments/General-Secretary/archives/index.htm)

### **Assembly of First Nations**

Trebla Building  
473 Albert Street Suite 810  
Ottawa, ON K1R 5B4  
Tel.: (613) 241-6789  
Fax: (613) 241-5808  
Web site: [www.afn.ca](http://www.afn.ca)

### **Association of Canadian Archivists Special Interest Section on Aboriginal Archives**

P.O. Box 2596, Station D  
Ottawa, ON K1P 5W6  
Tel.: (613) 234-6977  
Fax: (613) 234-8500  
Email: [aca@archivists.ca](mailto:aca@archivists.ca)

### **Canadian Council of Archives**

130 Albert Street, Room 501  
Ottawa, ON K1P 5G4  
Tel.: (613) 565-1222  
Fax: (613) 565-5445  
Email: [cca@archivescanada.ca](mailto:cca@archivescanada.ca)  
Web site: [www.cdncouncilarchives.ca](http://www.cdncouncilarchives.ca)

### **Congress of Aboriginal Peoples**

867, boul St. Laurent Blvd.  
Ottawa, ON K1K 3B1  
Tel.: (613) 747-6022  
Fax: (613) 747-8834  
Email: [reception@abo-peoples.org](mailto:reception@abo-peoples.org)  
Web site: [www.abo-peoples.org](http://www.abo-peoples.org)

### **Gabriel Dumont Institute (GDI)**

Room 210, College West,  
University of Regina,  
Regina, SK S4S 0A2  
Tel.: (306) 347-4100  
Fax: (306) 565-0809  
Web site: [www.gdins.org](http://www.gdins.org)

### **Hudson's Bay Company Archives**

Manitoba Archives Building  
200 Vaughan Street  
Winnipeg, MB R3C 1T5  
Tel.: (204) 945-4949  
Fax: (204) 948-3236  
EMail: [hbca@gov.mb.ca](mailto:hbca@gov.mb.ca)  
Web site:  
[www.gov.mb.ca/chc/archives/hbca](http://www.gov.mb.ca/chc/archives/hbca)

### **Inuit Tapiriit Kanatami**

(Photo Archives)  
170 Laurier Avenue West, Suite 510  
Ottawa, ON K1P 5V5  
Tel.: (613) 238-8181  
Fax: (613) 234-1991  
Email: [info@itk.ca](mailto:info@itk.ca)  
Web site: [www.itk.ca](http://www.itk.ca)



Association  
of Canadian  
Archivists

P.O. Box 2596, Station D, Ottawa, ON K1P 5W6  
phone 613 234-6977 fax 613 234-8500  
email [aca@archivists.ca](mailto:aca@archivists.ca) [www.archivists.ca](http://www.archivists.ca)

**Library and Archives Canada**

395 Wellington Street  
Ottawa, ON K1A 0N4  
Tel.: (613) 996-5115  
(866) 578-7777  
(toll free in Canada and the USA)  
Web site: [www.CollectionsCanada.gc.ca](http://www.CollectionsCanada.gc.ca)

**Métis National Council**

350 Sparks St., Suite 201  
Ottawa, ON K1R 7S8  
Toll free (800) 928-6330  
Tel.: (613) 232-3216  
Fax: (613) 232-4262  
Email: [info@metisnation.ca](mailto:info@metisnation.ca)  
Web site: [www.métisnation.ca](http://www.métisnation.ca)

**National Association of Friendship Centres**

275 MacLaren Street  
Ottawa, ON K2P 0L9  
Tel.: (613) 563-4844  
Fax: (613) 594-3428  
Email: [nafcgen@nafc.ca](mailto:nafcgen@nafc.ca)  
Web Site: [www.nafc-aboriginal.com](http://www.nafc-aboriginal.com)

**National Residential School Survivors' Society**

Unit #2 - 450 Frontenac Street.  
Rankin Reserve  
Sault Ste. Marie, ON P6A 5K9  
Tel: (705) 942-9422  
Toll free: (866) 942-9422  
Fax: (705) 942-8713  
Email: [info@nrss.ca](mailto:info@nrss.ca)  
Web site: [www.nrss.ca](http://www.nrss.ca)

**Presbyterian Church in Canada Archives and Records Office**

50 Wynford Drive  
North York, ON M3C 1J7  
Tel.: (416) 441-111  
Web site: [www.presbyterianarchives.ca](http://www.presbyterianarchives.ca)

**Research Centre for the Religious History of Canada**

Saint Paul University  
223 Main Street  
Ottawa, ON K1S 1C4  
Fax: (613) 782-3005  
Email: [crh-rc-rhc@ustpaul.ca](mailto:crh-rc-rhc@ustpaul.ca)  
Web site: <http://www.ustpaul.ca/RCRHC>

**Sisters of Charity of Montreal**

(Grey Nuns)  
138 rue Saint-Pierre  
Montréal, QC H2Y 2L7  
Tel.: (514) 842-9411  
Fax: (514) 842-0142  
Email: [mmyassgen@sgm.qc.ca](mailto:mmyassgen@sgm.qc.ca)  
Web site: [www.sgm.qc.ca/sgm/anglais](http://www.sgm.qc.ca/sgm/anglais)

**The Heritage Centre**

c/o La Société historique de  
Saint-Boniface  
340 Provencher Boulevard  
Saint-Boniface, MB R2H 0G7  
Tel.: (204) 233-4888  
Fax: (204) 231-2562  
Email: [shsb@escape.ca](mailto:shsb@escape.ca)  
Web site: [www.shsb.mb.ca](http://www.shsb.mb.ca)

**Treaty and Aboriginal Rights Research Centre (TARR)**

520 - 167 Lombard Avenue  
Winnipeg, MB R3B 0V3  
Tel: (204) 943-6456  
Fax: (204) 942-3202  
Toll free: 1-888-802-8277  
Web site: [www.tarr.mb.ca](http://www.tarr.mb.ca)

**United Church of Canada**

Tel.: (416) 585-4563  
Fax: (416) 585-4584  
Email: [info@unitedchurcharchives.ca](mailto:info@unitedchurcharchives.ca)  
Web site: [www.unitedchurcharchives.ca](http://www.unitedchurcharchives.ca)





Association  
of Canadian  
Archivists

P.O. Box 2596, Station D, Ottawa, ON K1P 5W6  
phone 613 234-6977 fax 613 234-8500  
email [aca@archivists.ca](mailto:aca@archivists.ca) [www.archivists.ca](http://www.archivists.ca)