

# Presentation to the 2011 National Claims Research Workshop

## Claims Research at LAC

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# Claims Research at LAC



## ***Introduction:***

1. Research at LAC (*Offsite and Onsite*)
2. Considerations related to ATIP
3. Research Strategies: Claims Research
4. What is changing and what will stay the same at LAC
5. Resources

# 1. Research at LAC

## *Offsite Research using LAC's website*

- Use the LAC website to find archival material.
- Consultation of files or items is sometimes possible over the website:
  1. **Microform Digitization** (digitized microfilm reels from different collections)
  2. **Archives Search** (digitized finding aids, files, maps, photos)
  3. **ArchiviaNet** databases with digital copies

**You can order material to consult or copy based on the references you find on the LAC website.**

# 1. Research at LAC

## ***Offsite Research using LAC's website***

- Search tools are available on website
  - databases, guides, finding aids
- Some finding aids available on website to find references to files or items
- Some files can be viewed on website
- Many RG 10 files are microfilmed and can be borrowed through interlibrary loan

# 1. Research at LAC

## ***Preparing for Onsite Research at LAC***

- **Even if you intend to spend time researching onsite, please visit the LAC website first to prepare and avoid surprises.**
- **You can register for a user pass and preorder material to view during your visit through our website (preorder no less than 5 working days before your visit).**
- **Remember to:**
  - ***Include complete references when preordering material***
  - ***Put in place your permission to access restricted (Code 32) records***

# 1. Research at LAC



***Onsite Research is necessary when...***

- The finding aids I need to use are available onsite only (eg: 10-376 (paper)).
- The material I need to review is not on the website, and is not on microfilm.

***Usually you can begin your research online, but it is likely you will need to visit our onsite facilities to complete your research.***

# 1. Research at LAC



## ***Onsite Research***

### ***Timeframes for delivery of archival material onsite:***

- **No wait time:**

- Microfilm (in self serve cabinets)

*Note: Restricted microfilm-film containing Code 32 material-  
can only be retrieved within service hours.*

- **24-48 hours:**

- Ordering original material (textual)
- Photographs
- Cartographic records

# 1. Research at LAC

## ***Copies: LAC Reprography services***

**Copies can be made of documents in any format by LAC Reprography Services for a cost, onsite or from a distance.**

- **Copy formats:** Photocopy, digital copy, copy on CD/DVD, etc.
- Orders for copies can be submitted through the LAC website at <http://www.collectionscanada.gc.ca/copies/index-e.html>
- or by filling out our onsite copy request form.

***NOTE: LAC can also make certified copies of documents upon request. There is no cost for this service. Unless specified in the reprography request, the copies provided are not certified.***



# 1. Research at LAC

## ***Onsite: Self-Serve copies***

- Facilities to make self-serve copies are also available for a fee during service hours.
  - Photocopiers for published material
  - Digital copies from microfilm or microfiche
- You can make digital copies of Code 90 documents that are on microfiche or microfilm onto a USB key for free.
- You can take pictures of a document or finding aid using a digital or non-digital camera for free.

## 2. Considerations related to ATIP

### ***Conditions of Access:***

***Access codes are different for Record Groups (RGs) and Manuscript Groups (MGs)***

- RGs:
  - Code 90: Open
  - Code 32: Restricted (ATIP)
- MGs:
  - Code 90: Open
  - Code 10: Closed
  - Code 18: Donor restriction on access (see fonds level description to view what the restriction is)
- **See “Conditions of Access” part of description in *Archives Search* to find access code.**

## 2. Considerations related to ATIP

### **Access Code 90:**

- Files designated Code 90 are open for research and can be viewed or copied.

### **Access Code 32:**

- Some files are designated with Code 32, which means they must be reviewed by LAC's Access to Information and Privacy (ATIP) Division before being released for research.

***What does the need for an ATIP review of one or more files mean to the research process?***

## 2. Considerations related to ATIP

### ***ATIP review of records for Claims research means:***

1. Include documentation with request to consult material showing that the request is an 8(2)(k) application under the *Privacy Act*. (See next slides for details)
2. Include specific references to files in your request.
3. Plan extra time for ATIP review of files.
4. Offsite researchers please note: There is a charge for photocopies of files (\$0.40/ page), but there is no charge to view them onsite.

## 2. Considerations related to ATIP

### Permission to consult Code 32 records if you are working for a First Nation:

- You need the proper permission on file with LAC (Band Council Resolution) authorizing you to review the files on behalf of the First Nation(s) for which you are working.
  - This is an application under the 8(2)(k) paragraph of the *Privacy Act*.
- **Documentation needed:** 8(2)k application form, BCR and letter of authorization (if applicable).
- Submit documentation by fax or mail to LAC ATIP.

## 2. Considerations related to ATIP

### Permission to consult Code 32 records if you are working for a law firm:

- Law firm gets Band Council Resolution
- You require a letter of authorization from the law firm indicating that you are working under the BCR.
- **Documentation needed:** 8(2)k application form, BCR and letter of authorization (if applicable).
- Submit documentation by fax or mail to LAC ATIP.

## 2. Considerations related to ATIP

### ***Band Council Resolution must:***

1. Contain the required amount of signatures forming the Band quorum;
2. Include the Band's written permission providing the researcher with access to restricted records relevant to the Band in question.

## 2. Considerations related to ATIP

### *How to make your ATIP request:*

**Onsite:** You can request the restricted file in the same way that you request other archival files. Include the BCR number on your request.

### **Offsite:**

#### **Fax or mail request and documentation needed to:**

Library and Archives Canada  
Access to Information, Privacy and Personnel Records Division  
395 Wellington Street  
Ottawa, ON K1A 0N4  
CANADA  
Telephone: 613-996-5115 or 1 866 578-7777 (toll free)  
Fax: 613-992-9350



## 2. Considerations related to ATIP

- Get the Band Council Resolution(s) you need before you make an ATIP request. This will ensure you do not experience additional delay when you need to see a Code 32 file during the course of your research.
- If you are working for a group of First Nations, you will need to have a Band Council Resolution from each of the First Nations to authorize you to see files concerning the band in question.

## 2. Considerations related to ATIP



- Plan extra time for the file to be reviewed if it needs to undergo an ATIP review. ATIP review can take weeks or months.
- If much of the material you need to see is Code 32 material, you may wish to speak with an ATIP Analyst to get an estimate of how long it will take for the material to be reviewed.

# 3. Research Strategies: Claims Research

## *Records at LAC for claims research include:*

- RG 2 Privy Council
- RG 6 Secretary of State
- **RG 10 Indian Affairs (R216)**
- RG 15 Department of Interior
- RG 22 and 85, Records of the Northern Affairs Branch
- MG 1 to 8 – Records of New France
- RG 1 Early land records
- MG 18 and 19 Fur trade records
- MG 17 Church records
- MG 26 Prime Minister's Papers
- MG 27 papers of politicians e.g. Clifford Sifton
- MG 29 and 30 – papers of missionaries and explorers

# 3. Research Strategies: Claims Research

## ***Online tools to identify and view files:***

### **1. Archives Search**

- Main search tool for archival documents.
- Keyword search to identify records.
- If record has been digitized, it will be attached to the record's description and visible from the website.

### **2. ArchiviaNet Databases**

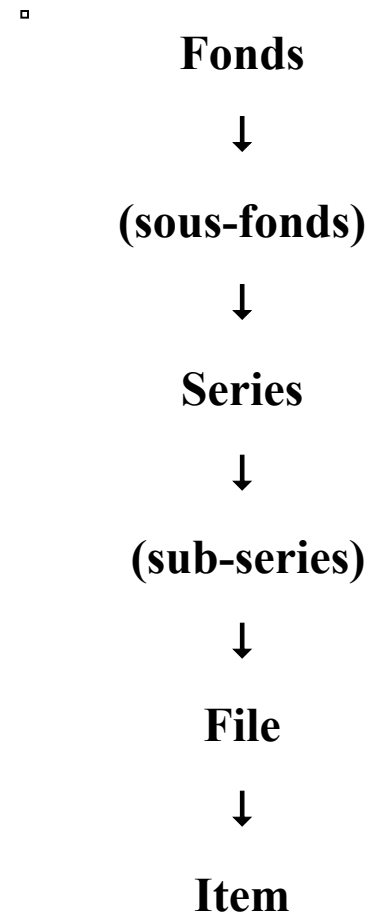
- Red and Black Series
- Orders in Council (Up to 1910)
- Cabinet Conclusions
- Treaties, Surrenders and Agreements
- Private Archives and Colonial Records

***You can view the files you locate online through these databases.***

# 3. Research Strategies: Claims Research

## ***Things to be aware of when researching in Archives Search:***

- The descriptions of material in *Archives Search* describe different hierarchical levels.
- Not all files appear in *Archives Search*-but all fonds, series, and accessions have descriptions.
- File references, if available, appear as “lower level descriptions” attached to series, sub-series and accessions OR are described in PDFs attached to the fonds level of description.



### 3. Research Strategies: Claims Research

#### *Things to be aware of when researching in Archives Search:*

- Finding aids for RGs appear in *Archives Search* as “lower level descriptions” in descriptions of series and accessions
- Finding aids for MGs are usually attached to the fonds level description as PDF documents.
  - Note: *Archives Search* does not search the content of these PDF finding aids.
  - To search the content of the PDF, open it and use the “Find” option in your web browser to search for keywords.

# 3. Research Strategies: Claims Research

## ***Online tools that explain how to search:***

### **1. Archives Search**

- Help screens

### **2. Aboriginal People's Guide to the Records of the Government of Canada**

- *New version of guide launching in Winter 2011-2012*
- New content in guide explains how to search RG 10 / R216 and RG 15 / R190 in *Archives Search*.
- New content also explains how to search in *Archives Search* by finding aid number.

# 3. Research Strategies: Claims Research

## ***Types of records in RG10:***

- Loans and grants
- Social records
- Education records
- Estates records
- Military records
- Band council minutes
- Land records
- Resource management records
- Legacy
- Indian Register
- Census records
- Vital Statistics records
- Paylists
- Membership/status
- Treaty records
- Band funds
- Case files
- Enfranchisement
- Administrative records
- Reports



### 3. Research Strategies: Claims Research

#### *Things to be aware of when researching in RG 10:*

- File coverage is not the same for all bands-we have more information about some bands than others.
- Headquarters records are more complete than field office records.
- Files exist under the name of the band, the administering agency, and names of individual people.
- Records for all bands are affected by the file classification system of the department, which changes depending on the time period of interest. The file classification system determines the file number.

### 3. Research Strategies: Claims Research

#### **FILE CLASSIFICATION SYSTEMS (RG 10)**

Pre-confederation: letterbooks, correspondence, etc.

- Red Series and Black Series (1872-1964)
- Subject-based registry systems:
  - Thousand Series (1833-1970)
  - First Series (1834-1970)
  - School Files Series (1879-1953)
- Modified duplex numeric system (1844-1983)
- Block Numeric System (mid-1980s onward)

### 3. Research Strategies: Claims Research

#### ***New resources for Claims research:***

***Nine RG 10 finding aids being added to website in Fall 2011:***

- 10-55
- 10-67
- 10-88
- 10-92
- 10-105
- 10-115
- 10-133
- 10-150
- 10-152

***In progress***

**(data entry and editing):**

- 10-160
- 10-182 (Guide- Research in RG 10)

# 3. Research Strategies: Claims Research

## ***New resources for Claims research:***

### ***In progress:***

- ***Pilot project to digitize RG 10 Departmental Letterbooks 1871-1880***
  - *Digitization of microfilmed letterbooks by UBC and University of Saskatchewan*
  - *Addition of detailed descriptions and metadata to digitized version by the universities*
  - *Scheduled for completion summer 2012*
  - *Digital product of this project will be hosted on the university website(s), and linked to LAC site*
- ***Creation and posting of other tools***
  - *Suggestions for other tools and finding aids welcomed.*

## 4. What is changing and what will stay the same

### ***What is changing:***

- Arrangement of information on LAC web site (web site redesign 2010-2012)
- Addition of blogs on website to support research.
- The number of files and finding aids that are online is increasing as more material is being digitized.
- Facilities at 395 Wellington St. are being redesigned.

## 4. What is changing and what will stay the same

### ***What will stay the same:***

- If a file is digitized, it will remain accessible through the LAC website.
- ArchiviaNet databases useful for Claims research will stay on website after website redesign.
- Original paper records that are part of the permanent collection (ie: not accessions) remain accessible through our ordering process.

# 5. Resources



- **Library and Archives Canada Website:**  
<http://www.collectionscanada.gc.ca/index-e.html>
- **INAC website: Specific Claims section.**  
Outlines what is required when submitting a Specific Claim to INAC.  
<http://www.ainc-inac.gc.ca/al/ldc/spc/index-eng.asp>
- **LAC presentation to 2010 National Claims Research Workshop**  
Further information about consulting material onsite and searching in *Archives Search*.

# Conclusion



- Questions?
- For assistance with research questions, or questions about our services, please contact [Reference@lac-bac.gc.ca](mailto:Reference@lac-bac.gc.ca) or call 1-866-578-7777.

***Thank you!***