



Carcross/Tagish First Nation Archives Access Policy

Mandate of the Carcross/Tagish First Nation (C/TFN) Archives

The C/TFN Archives identifies, acquires, preserves, and makes accessible the Government of Carcross Tagish First Nation's (G/CTFN's) records of enduring value and those of its predecessor organizations, as well as private records related to the culture or Traditional Knowledge of Carcross/Tagish First Nation peoples and traditional territory.

1. Purpose of Policy

The purpose of this policy is to guide the granting of access to archival records held by the C/TFN Archives while respecting cultural protocols, legal requirements and privacy of individuals and organizations.

2. Guiding Principles

The C/TFN Archives is guided by the principles of responsible governance and the preservation, control, and development of C/TFN cultural heritage and *Traditional Knowledge*.

Access to C/TFN archival records will be guided by respect for C/TFN cultural and clan protocols and the principles of OCAP®.

3. Definitions

The following definitions are used for terms in this policy.

Access: the opportunity to view, listen to and/or obtain a copy of archival records.

Archival Records: records of permanent or enduring value that are preserved for long-term use.

Enduring value: information that has lasting administrative, operational, legal, fiscal, cultural or historical value

GC/TFN Records: recorded information in physical or electronic form that is created, received and saved by individuals employed by GC/TFN in the regular course of business

OCAP: a set of First Nations information governance principles. Definitions include:

Ownership: refers to First Nations' collective ownership of their cultural knowledge, data, and information.

Control: refers to First Nations' right to govern their data and information held by C/TFN or third parties, including the conditions of access, use, and destruction.

Access: refers to First Nations' right to access their information regardless of where it is held and to determine the access conditions for that information held by the Nation or third parties

Possession: refers to First Nations' right to possess its tangible (physical records) and intangible (electronic) data and information

Traditional Knowledge: a way of life and understanding passed down from generation to generation through Elders by way of stories, training, and language. These ancestral teachings include both land-based knowledge of the environment, air, land, water and animals and knowledge of cultural expressions like story, song, art, and ceremony.

4. Scope

This policy applies to all persons seeking access to records held in the C/TFN Archives.

5. General Access Provisions

5.1 Other than Archives staff, no GC/TFN employee, contractor, Executive Council member or external user will have direct access to archival records held within the C/TFN Archives.

5.2 The C/TFN Archivist will assist all G/CTFN employees, contractors, G/CTFN Executive Council members and external users in meeting research and reference needs pertaining to GC/TFN archival records.

5.3 Access to the C/TFN Archives will be facilitated and monitored by the C/TFN Archivist. Requests for records must be made to the C/TFN Archivist in either verbal or written form.

5.4 As resources permit, finding aids for the C/TFN Archives will be made available to users as a reference guide to the holdings of the Archives.

5.5 The C/TFN Archives may require users to use copies or digital versions of records in place of originals.

6. Additional Access Provisions for Academic or Industry Researchers

In addition to 5.1-5.5, the following applies to academic or industry researchers:

6.1 The researcher must provide the C/TFN Archivist a copy of a signed Research Agreement between C/TFN and researcher in order for access to be granted.

6.2 Access for researchers will be by appointment only.

7. Limitations on Access

7.1 The C/TFN Archives is committed to preserving C/TFN records and making them available for access. At the same time, legal, organizational, cultural, or other obligations may restrict access to archival records in whole or in part.

7.2 Access to restricted archival records will be determined by the Archivist in consultation with relevant Managers and Directors and in accordance with the Traditional Knowledge Policy (if applicable). The Archivist will inform users of the conditions governing access to records.

7.3 Access may be restricted to C/TFN archival records that contain sensitive information that may result in harm to C/TFN if disclosed. Types of sensitive information may include:

- 7.3.1 Closed or in camera meetings
- 7.3.2 Policy advice and/or recommendations
- 7.3.3 Law enforcement matters
- 7.3.4 Solicitor-client privilege
- 7.3.5 Intergovernmental relations or negotiations
- 7.3.6 Financial or economic interests
- 7.3.7 Archaeological sites
- 7.3.8 Traditional Knowledge
- 7.3.9 Personal information
- 7.3.10 Confidential information

7.4 Private donors may impose reasonable restrictions on records contributed to the C/TFN Archives. Such restrictions must be documented in the Donor Agreement. Donors may access archival records that they have contributed and restricted.

7.5 Uncatalogued records are generally considered closed for research.

8. Reference Services

8.1 Copying and Scanning services and fees

The C/TFN Archives facilitates access to its archival records by providing copying and/or scanning services. All inquiries concerning reproductions must be referred to the C/TFN Archivist.

Resources permitting, the C/TFN Archivist will undertake a limited amount of copying and/or scanning on behalf of researchers and reasonable fees may be charged for this service. All copying and scanning must adhere to copyright law, C/TFN Archives Policies and Procedures, and any issues related to the physical preservation of the records.

8.2 Research Services and Fees

Resources permitting, the C/TFN Archivist may conduct a limited amount of research on behalf of staff, contractors, and researchers and reasonable fees may be charged for this service.

8.3 Permission for Use and Fees

The C/TFN Archives does not generally charge fees for the personal use of copies of C/TFN archival records (e.g. a photographic print or document acquired for research or other personal use) or if a staff or contractor uses the records in the course of their job duties. Written permission is required for any public use of C/TFN archival records and the C/TFN Archivist may assess a fee. Payment of the use fee does not constitute permission to reproduce works that are copyrighted.

Users must determine on their own if the use they intend to make of records invades copyright or rights to privacy. The use of records that contain Traditional Knowledge will be guided by the Traditional Knowledge policy and determined by the C/TFN Government.

8.4 Citation Format

C/TFN Archives will provide suggested citations crediting the repository and identifying items within its holdings. The general citation is: *Courtesy of the Carcross/Tagish First Nation Archives*.

8.5 Loan of Archival Records.

Responsibility for C/TFN archival records is transferred to the C/TFN Archives from GC/TFN creating offices. Unless required for administrative or legal use, the C/TFN Archives will not loan original records but will create reference copies when records are requested by the creating office after transfer.

In some circumstances, the C/TFN Archives may temporarily loan original archival records for exhibition or other use. The final decision to loan original records is made by the C/TFN Archivist in consultation with GC/TFN Executive Council.

9. Roles and Responsibilities

9.1 Executive Council

- Approves policies and authorizes staff roles and responsibilities.
- Authorizes loans of archival records in conjunction with the Archivist

9.2 Management Board

- Recommends policies for approval to Executive Council

9.3 GC/TFN Managers and Directors (all departments)

- Works with Archivist and other relevant stakeholders to determine access to restricted records.

9.4 Heritage Director

- Responsible for the overall operation of the Archives.
- Reviews and recommends policies and procedures for approval by GC/TFN Management Board.
- Assists Heritage Manager with determining appropriate access process for records that contain Traditional Knowledge.

9.5 Heritage Manager

- Determines the process for obtaining and obtains proper permissions for access and use of records that contain Traditional Knowledge.

9.6 Archivist

- Responsible for day-to-day operations of the Archives and strategic planning for access and reference services.
- Follows associated procedures and community protocols to assess access requests, and provides access to the relevant records.

Authorizes loans of archival records for exhibit or other use in conjunction with GC/TFN Executive Council.

9.7 GC/TFN staff

Responsible for following conditions outlined in this policy and associated procedures.

9.8 Academic and Industry Researchers

Responsible for following conditions of use outlined in the Research Agreement.

Responsible for determining copyright and obtaining permission for publishing C/TFN archival records.

10. Legislative Context

10.1 C/TFN Final Agreement

10.2 C/TFN Self-Governing Agreement

11. Associated Policies and Procedures

11.1 Traditional Knowledge Policy

11.2 C/TFN Archives Mandate and Acquisition Policy

11.3 C/TFN Archives Access Procedures for Staff

11.4 C/TFN Archives Access Procedures for Community

12 Implementation

This policy will be shared with GC/TFN employees and posted on the C/TFN website to enable remote access for all users.

13. Review Date

For the first three years after the policy is established, it will be reviewed annually. The policy will be reviewed every three years after that, or as needed.

Approved By: *Carcross/Tagish First Nation Executive Council*

Date: *March 27, 2025*