



C/TFN Archives Preservation Policy

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

The C/TFN Archives identifies, acquires, preserves, and makes accessible the Government of C/TFN's (GC/TFN) 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

The purpose of this policy is to ensure the long-term *preservation* of CTFN *archival records* for the benefit and use of future generations.

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*. The Archives observe C/TFN cultural protocols.

3. Definitions

Archival Records: Records that have lasting administrative, operational, legal, fiscal, cultural or historical value selected for long-term preservation in an archives

Conservation: specific actions taken to stabilize and repair individual archival items to prevent further deterioration. These treatments are carried out by trained professionals and may include cleaning, mending, deacidification, or other techniques that maintain the item's physical integrity and usability.

Preservation: activities and strategies undertaken to protect and extend the lifespan of archival materials. This includes maintaining appropriate environmental conditions, implementing storage solutions, and developing policies to minimize deterioration or loss while ensuring continued access to the materials.

Records: documents created or received and retained in the day-to-day operations of business. These include, but are not limited to, documents, maps, drawings, photographs, letters, papers, audio and video recordings, and any other thing on which information is recorded or stored by

graphic, electronic, mechanical or other means, but does not include a computer program or any other mechanism that produces records.

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 Preservation Policy applies to all the *archival records* the C/TFN Archives acquires.

5. Scope Limitations

C/TFN Archives reserves the right to refuse records if there are inadequate resources to ensure their long-term *preservation*. Resources include sufficient space, human resources, or skills to apply *conservation* actions. The C/TFN Archives will work with donors to locate an alternate repository for the records in question.

6. Roles and Responsibilities

6.1 GC/TFN Executive Council

Approves policies and authorizes staff roles and responsibilities.

6.2 GC/TFN Management Board

Recommends policies for approval to Executive Council

6.3 GC/TFN Heritage Director

Responsible for the overall operation of the Archives.

Reviews and recommends policies and procedures for approval by GC/TFN Management Board.

6.4 GC/TFN Archivist

Responsible for the day-to-day management of the Archives.

Develops preservation procedures and guidelines.

Utilizes current technical research and expertise for the preservation of collections.

Maintains appropriate archival storage and security conditions for areas where records are stored, processed, handled, copied and consulted.

Maintains permanent treatment records and ensures that all treatments are carried out according to accepted professional standards.

Develops and maintains an up-to-date Emergency Management Plan for the C/TFN Archives that incorporates risk assessment, preparedness, response, salvage and recovery.

Manages the CTFN Archives' in-house and outsourced reproduction of photographic negatives, prints and audio tapes for its own collection, making sure they conform to specified standards.

Develops migration strategies for digital records in collaboration with C/TFN Information Technology support to ensure long-term electronic preservation needs are satisfied.

Consults relevant experts and organizations for preservation or conservation related support and advice.

7. Related Documentation

7.1 C/TFN Archives Mandate and Acquisition Policy

7.2 C/TFN Archives Access Policy

7.3 C/TFN Archives Emergency Management Plan (in development)

8. Implementation

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

9. Review Dates:

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*