



# ALGONQUIN NATION DOCUMENT MANAGEMENT SYSTEM

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# OVERVIEW OF ANS DOCUMENTS

- The Algonquin Nation Secretariat has done Comprehensive Claims research Specific Claims research beginning 1995/96 and 1998/99
- Documents collected include: photocopies, photos, audio recordings (interviews), maps (overlays, digital copies), books, and digital scans (pdfs)
- Genealogy Database
- Document Database
- Hard copies are stored at the Timiskaming Reserve office, digital copies are currently stored on external hard drives
  - Having multiple hard drives protects the data should one drive break or become lost
  - Concerns with hard copies are mostly water and fire damage – and actual adequate storage space

# THE DOCUMENT MANAGEMENT PROCESS

- When researching the decision was made to collect everything
- This allowed for a more complete picture of the historical record vs a claim by claim approach
- Once a document is collected, it is transcribed and entered into the document database
- ANS uses DBTextwoks, which is a text based, fully customizable and searchable database
- The database allows for multiple users and password protected levels of access
  - Each user requires a license
- Using the various fields we are able to tag each record with as much data as possible in order to make the record easier to find when writing reports

# BENEFITS

- Transcribing our documents at the outset saved a lot of time when the Minimum Standard was introduced
- One of the key features of the database is each document has a unique record number (RN) that stays with it forever
  - This is helpful when records are used in multiple different reports
- The user is immediately alerted if they are attempting to enter a number that is already taken
- Can create pdfs of the records as well as forms for data entry and reports
- When providing a copy of a record for a report/narrative a pdf of the record and a scan of the document are combined and placed in to a Master Folder
- Once a document is in the Master Folder it's easy to include in document collections
- Having each RN tagged makes it easy to produce document lists

# EXAMPLE OF ANS DATABASE HOME SCREEN

The screenshot displays the 'Algonquin Nation Secretariat - Land Rights Database' search interface within the Inmagic DB/TextWorks 17.0 application. The window title is 'Inmagic DB/TextWorks 17.0 - Answ1 <Immediate> - [Query]'. The interface includes a menu bar (File, Edit, Records, Display, Search, Sets, Maintain, Tools, View, Window, Help) and a toolbar with various icons. The search fields are organized as follows:

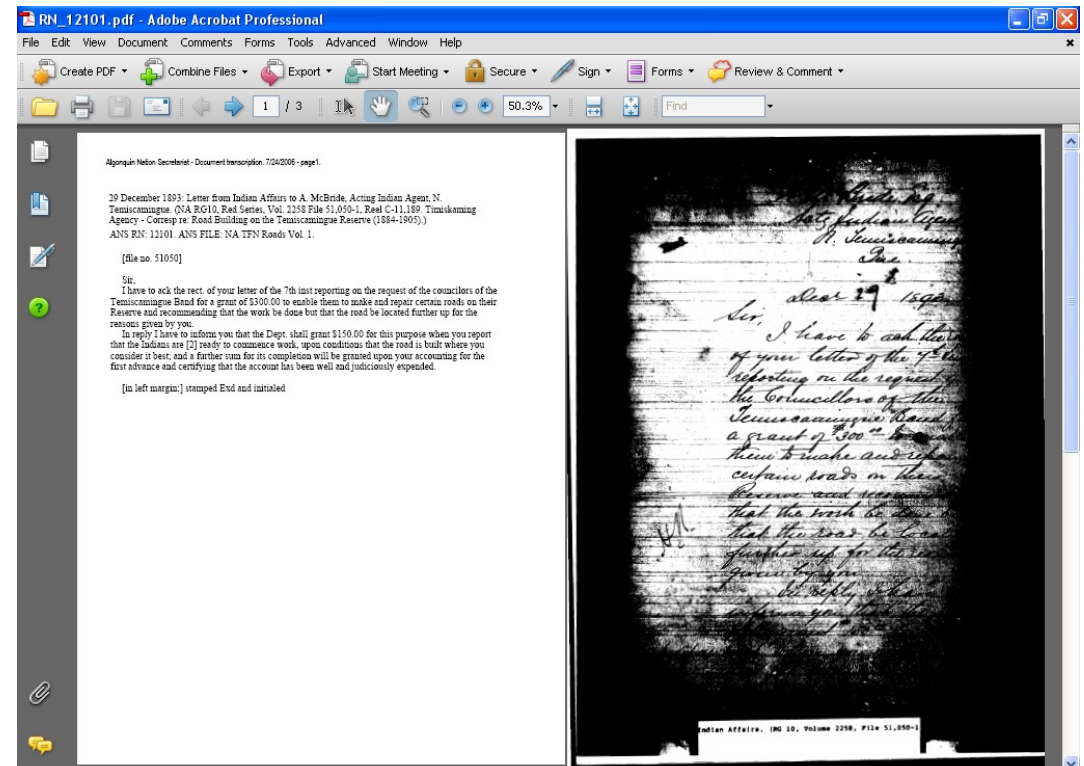
- AND**  **RN** **AND**  **Date** **AND**  **Type of record**
- AND**  **Source of data** **AND**  **ANS File**
- AND**  **Claim** **AND**  **Access** **AND**  **To/From**
- AND**  **Transcription/Comments**
- AND**  **MISC** **AND**  **Keyword**
- AND**  **Any word search (searches across all fields in data base)**
- AND**  **Band/First Nation** **AND**  **Modified** **AND**  **Sets**

The status bar at the bottom shows 'Current Set: none', 'AND 0 Updates Pending', and 'NUM'.

- Key to the ANS database is the record number **(RN)** which is a unique number given to every document in the ANS document collection
- Each field is customizable to aid in searches
- Can add/edit groups of records as needed to make flagging documents easier

# EXAMPLE OF COMPLETED DOCUMENT

- A completed document includes the full entry from the database – this has the RN, source, transcript, dates, band, claim – and a scan of the document
- This is document RN\_12101
- Page 1 contains the contents of the database and pages 2 and 3 are the scan of the copy held by ANS
- Since the copy isn't the greatest, it would be wise to try and get a photograph of the original document
- When the copies obtained in the 90s aren't great we will try to get photos of the original



# GOING FORWARD

- As technology has changed and made digitization more cost effective, we have shifted our focus from paper copies to digital copies
  - This includes scanning from reels, scanning original documents with scanners, and photographing original documents
  - By shifting towards digital records, physical storage space is less of an issue
  - In the future, we hope to be able to digitize our complete holdings
- We are looking into cloud storage as a complement to the hard drives that the digital data is currently stored on
  - Security and access are the main concerns

## IN CLOSING

- Having records individually numbered reduces confusion when producing reports and document collections
- Being able to readily find records when needed reduces time and stress when putting together reports and document collections
- Having a standard process that the entire team is familiar with will also facilitate managing the records
- Keeping completed records in a master folder makes it easier to know what records still need to be scanned
- When feasible it is best to transcribe the documents once collected so you don't have to do it later