

Survey Questionnaire Group Assignment

Group Members:

Monica Ames, Kristof Marsolais, Cecilia McCarthy, Daniel Morales

San Jose State University

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Cover Letter

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Dear Participant,

I am part of a group of researchers that has been assigned to a task force by the Association of Canadian Archivists. The goal of our project is to determine how recordkeeping is done in your community and how it could be improved in order to properly preserve your historical resources. For this survey we are interviewing a sample of 50 representatives from First Nations tribes across Canada. When our results are collected, we will further divide our information by geographical area so that the information that we process accurately meets the needs of tribes in your area. Because you are a member of a First Nations indian tribe in Canada I am inviting you to participate in this research study by completing the attached surveys.

The following questionnaire will require approximately half an hour to complete. There is no compensation for responding nor is there any known risk. In order to ensure that all responses remain confidential please do not include your name. Copies of this project will be provided to the Association of Canadian Archivists and any tribes who would like copies of the results. If you choose to participate in this study, please answer all questions as honestly as possible within the three-week period that the survey will be open. The survey can be accessed through our website or by clicking on the link in emails sent to tribal representatives. Participation is strictly voluntary, and you may refuse to participate at any time.

Thank you for taking the time to assist in our research efforts. The data collected will provide useful information to the Association of Canadian Archivists about how they can help First Nations tribes to create and maintain record keeping programs that will benefit First Nations governance. If you would like a summary copy of this study, please email the Association of Canadian Archivists at

executive.director@archivists.ca. Completion of the online survey will indicate your willingness to participate in this study. If you need additional information or have any questions please feel free to contact the Association of Canadian Archivists at the email address above.

If you are not satisfied with the manner in which this survey is being conducted, you may make an anonymous report to the Association of Canadian Archivists by emailing the address above.

Sincerely,

The Association of Canadian Archivists Task force.

11/5/2019

Cher participant,

Je fais partie d'un groupe de chercheurs qui a été affecté à un groupe de travail par l'Association of Canadian Archivists. Le but de notre projet est de déterminer comment la tenue de documents est effectuée dans votre communauté et comment elle pourrait être améliorée afin de préserver correctement vos ressources historiques. Dans le cadre de cette enquête, nous interrogeons un échantillon de 50 représentants des tribus des Premières nations du Canada. Lorsque nos résultats seront collectés, nous diviserons davantage nos informations par zone géographique afin que les informations que nous traitons répondent avec précision aux besoins des tribus de votre région. Étant donné que vous êtes membre d'une tribu des Premières Nations au Canada, je vous invite à participer à cette étude de recherche en répondant aux sondages ci-joints.

Le questionnaire suivant nécessitera environ une demi-heure. Il n'y a aucune compensation pour répondre ni aucun risque connu. Afin de garantir la confidentialité de toutes les réponses, n'incluez pas votre nom. Des exemplaires de ce projet seront fournis à l'Association des archivistes canadiens et à toutes les tribus qui le souhaiteraient. Si vous choisissez de participer à cette étude, veuillez répondre à toutes les questions le plus honnêtement possible au cours de la période de trois semaines d'ouverture du sondage. Vous pouvez accéder au sondage via notre site Web ou en cliquant sur le lien dans les courriels envoyés aux représentants des tribus. La participation est strictement volontaire et vous pouvez refuser de participer à tout moment.

Merci d'avoir pris le temps de contribuer à nos efforts de recherche. Les données recueillies fourniront à l'Association des archivistes canadiens des informations utiles sur la manière dont elles peuvent aider les tribus des Premières Nations à créer et à gérer des programmes de conservation des documents qui bénéficieront à la gouvernance des Premières Nations. Si vous souhaitez obtenir un résumé de cette étude,

veuillez envoyer un courrier électronique à l'Association des archivistes canadiens, à executive.director@archivists.ca. Si vous avez besoin d'informations supplémentaires ou si vous avez des questions, n'hésitez pas à contacter l'Association of Canadian Archivists à l'adresse de courrier électronique ci-dessus.

Si vous n'êtes pas satisfait de la manière dont cette enquête est menée, vous pouvez adresser un rapport anonyme à l'Association des archivistes canadiens en envoyant un courrier électronique à l'adresse ci-dessus.

Cordialement,

Le groupe de travail de l'Association of Canadian Archivists.

Statement of Questionnaire Design

Our main focus when developing our survey was to make sure that we were culturally sensitive when approaching tribes for their help in our research and in developing the questions that we chose for the survey. We chose to present our cover letter and questionnaire in English and French because these are the two languages that the various First Nations tribes speak and the tribe members who are approached for this study might be more comfortable reading one language over the other. We are very aware that the First Nations tribes have been subjected to many abuses and have been repressed by westerners in the past, so our questions were designed in a participatory manner to combat any feelings of repression. In the past, The Association of Canadian Archivists have successfully worked with the First Nations tribes to create standards of archival practice when preserving native artifacts, so we decided that most of our questions would solicit ideas for how these practices could be improved in the future.

The questions in our survey employ both open ended and closed ended questions so that demographic information and name of tribe can be acquired along with open ended responses that express possible ideas for improvement of the archival practices that are recommended for native resources. The decision to make a contingency question allows the participants to provide more precise information

about their record keeping practices specific to the varying materials they may hold. It is the belief of our group that if tribe members are asked for their opinion on how archival practices could be improved for their tribe, they are less likely to view our research in a hostile way. Open-ended questions reinforce this which is why every question revolves around this concept. The inclusion of a question that asks what tribe each First Nations volunteer is from allows us to assess the unique needs of each tribe and provide solutions that would more likely benefit their unique cultural practices. Others involving current recordkeeping practices and how they can be improved, or public access to tribal records, serve to identify the varying aspects of different tribes. Also, the order of the questions revolves simply around keeping any of similar subject together, like public access or assistance. Names of specific tribe members that choose to participate in the survey are kept anonymous because survey respondents might feel more comfortable with being honest if they do not feel that they may experience some retribution from other tribe members in the future for their honest assessments to outsiders.

When surveying any cultural group different from your own, you must consider any ethical implications that any interaction with the cultural group will have. Our assessment is that the ethical implications that might result from this survey include; issues with sharing information between warring tribes, the desire to see the results of any survey to make sure it does not cast the tribe in a negative light, a suspicion of any research that is connected with western practices and a desire to not be singled out for retribution by other tribe members for their honest responses to outsiders, a lack of understanding as to why archival materials should be available to the general public and concerns that private tribal practices will be shown to outsiders. Several of our solutions to these problems have been stated above, but to address the issues not stated above, we will provide copies of our research to any tribe that asks for it with specific tribal group names redacted. In addition, we will explain the importance of making select cultural materials available while still keeping private materials out of the public eye. While tribe members may still be slightly suspicious of our motivations even after these measures are taken, our explanations will at least be straight forward statements of our intentions when it comes to information that is supplied by the First Nations tribes. The goal of our research study is to improve the practices of preserving cultural

artifacts, and previously The Society of Canadian Archivists has established a pleasant partnership with the First Nations tribes. Hopefully, the different tribes that are involved in this study will understand the importance of our research and participate without reservation.

Our group decided that the best approach for accomplishing this assignment was to participate equally in all aspects of the assignment. The collaborative nature of this project requires a consensus of all group members before each section is completed. In order to accomplish our objective of equal collaboration we posted the assignment in Google Drive and group members were encouraged to participate in the creation of the assignment where they could. In instances where aspects of the assignment needed to be discussed, we expressed our thoughts through email so that group members with busy schedules could respond when they were able to.

Questionnaire

- 1. Please introduce yourself and your tribe.**
- 2. How does your tribe create and maintain their physical (non-oral history) records?**
 - a. Describe how your tribe creates and maintains paper records. What has been successful? What issues have you encountered?**
 - b. Describe how your tribe creates and maintains electronic records. What has been successful? What issues have you encountered?**
 - c. Describe how your tribe creates and maintains records in other formats, such as wampum belts or other traditional**

recordkeeping practices. What has been successful? What issues have you encountered?

- 3. How prevalent is oral history in your tribe currently? Does your tribe record these histories in physical, maintainable formats, such as audio or visual recordings?**
- 4. How well do your tribe's current recordkeeping practices serve your needs? If your tribe's current recordkeeping practices don't fit your needs, how could your tribe's wellbeing be improved with more systematic recordkeeping? For instance, could systemic recordkeeping assist the tribe in resolving current or historical grievances with the Canadian government or other tribes?**
- 5. What are your thoughts on providing public access to your tribe's information and history? What limits would you place or want placed on access to sensitive cultural records?**
- 6. Is it important that your tribe maintain direct physical and intellectual control over your records? Alternately, if creating an internal archive is not feasible for your tribe, would you be willing to have your records stored in another institution for safekeeping?**
- 7. Are you satisfied with the current availability of resources about the archival process, like the Aboriginal Archives Guide? What other resources would your archive and/or staff benefit from (i.e. grant-writing workshops, new technology training/resources, etc.)?**
- 8. Taking your answer to the previous question into account, what is the greatest challenge you think the tribe faced (or would face) when setting up an archive?**

Questionnaire

- 1. Veuillez vous présenter et présenter votre tribu.**

2. **Comment votre tribu crée-t-elle et conserve-t-elle ses archives physiques (histoire non orale)?**
 - a. **Décrivez comment votre tribu crée et conserve des registres papier. Qu'est-ce qui a réussi? Quels problèmes avez-vous rencontré?**
 - b. **Décrivez comment votre tribu crée et conserve des archives électroniques. Qu'est-ce qui a réussi? Quels problèmes avez-vous rencontré?**
 - c. **Décrivez comment votre tribu crée et conserve des enregistrements dans d'autres formats, tels que les ceintures de wampum ou d'autres pratiques traditionnelles d'archivage. Qu'est-ce qui a réussi? Quels problèmes avez-vous rencontré?**
3. **Quelle est la prévalence de l'histoire orale dans votre tribu en ce moment? Votre tribu enregistre-t-elle ces histoires dans des formats physiques et maintenables, tels que des enregistrements audio ou visuels?**
4. **Dans quelle mesure les pratiques de tenue de documents actuelles de votre tribu répondent-elles à vos besoins? Si les pratiques de tenue de documents de votre tribu ne répondent pas à vos besoins, comment pourrait-on améliorer son bien-être avec une tenue de registres plus systématique? Par exemple, la tenue de dossiers systématique pourrait-elle aider la tribu à résoudre ses doléances actuels ou passés auprès du gouvernement canadien ou d'autres tribus?**
5. **Que pensez-vous de l'accès public aux informations et à l'histoire de votre tribu? Quelles limites placeriez-vous ou voudriez-vous attribuer à l'accès à des documents culturels sensibles?**
6. **Est-il important que votre tribu conserve un contrôle physique et intellectuel direct sur vos archives? Sinon, si la création d'archives internes n'est pas réalisable pour votre tribu, seriez-vous disposé à faire**

conserver vos archives dans une autre institution pour les garder en sécurité?

- 7. Êtes-vous satisfait de la disponibilité actuelle des ressources sur le processus d'archivage, comme le Guide des archives autochtones? De quelles autres ressources vos archives et / ou votre personnel bénéficieraient-ils (par exemple: cours sur la de rédaction de demandes de subvention, formation / ressources en matière de nouvelles technologies, etc.)?**
- 8. En tenant compte de votre réponse à la question précédente, quel est le plus grand défi auquel la tribu a fait face (ou serait susceptible de faire face) lors de la création d'une archive?**