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# Minimum Standard Process Guide

Developed by the Lesser Slave Lake Indian Regional Council  
Treaty and Aboriginal Rights Research Program

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## Introduction

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In order to ensure Specific Claims meet Aboriginal Affairs and Northern Development Canada's [Minimum Standard](#), the Lesser Slave Lake Indian Regional Council Treaty and Aboriginal Rights Research Program (LSLIRC-TARR) has developed a process to manage this requirement. The process that has been developed and implemented is described in this guide.

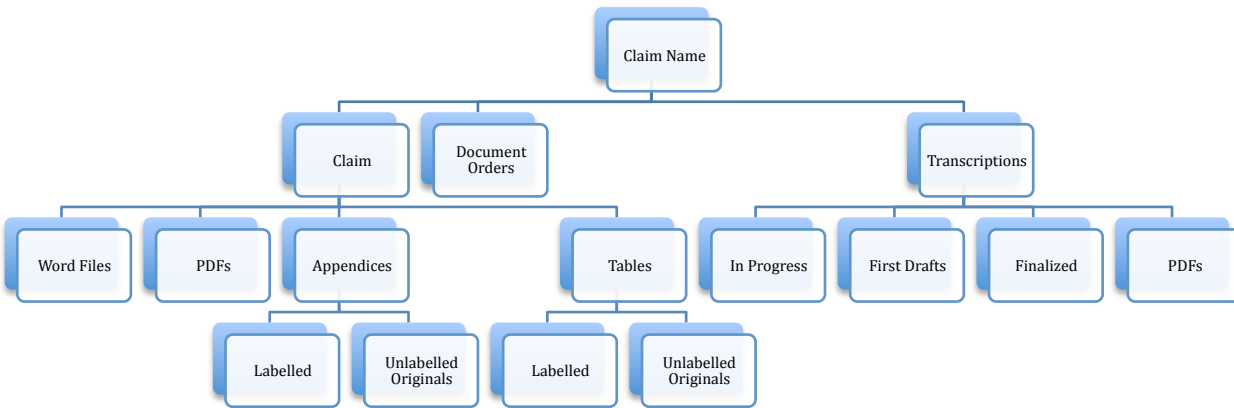
The work required to ensure a claim will meet the Minimum Standard consists of seven sequential steps:

- 1) Establish an organized folder system;
- 2) Format the claim using the LSLIRC-TARR Style Manual (or your own organizations);
- 3) Ensure supporting documents are properly cited, included in the index of appendices, and numbered;
- 4) Ensure a complete copy of each supporting document is provided;
- 5) Identify supporting documents requiring transcription and draft transcriptions;
- 6) Finalizing transcriptions by conducting a peer review;
- 7) Apply digital labels to supporting documents.

Please note, throughout the remainder of this document Specific Claims are referred to as "claims".

## 1.0 File Organization

It is important to keep claim documents organized as they progress through the folder system and are reviewed. Prior to beginning Minimum Standard work, set up the following folder structure on your workstation:



The relevance of each folder to the Minimum Standard process is outlined below.

## **2.0 Claim Formatting**

LSLIRC-TARR has recently developed a style manual describing the formatting required for LSLIRC-TARR claims entitled “Style Manual - Specific Claims Formatting.”

In order to preserve the version of the claim as submitted to the First Nation, create a “v2” of the claim’s word file(s) in the “Word Files” folder and make any necessary edits.

## **3.0 Citations for Supporting Documents**

When working with completed claims, particularly those completed before Minimum Standard was introduced in 2008, a review of the claim text is required to ensure all documents referenced are properly cited and included in the index of appendices in accordance with Minimum Standard. When reviewing the claim, ensure:

- Each document referenced within the claim text is footnoted, assigned an appendix number and included in the list of appendices;
- Each footnote referencing an appendix includes a date and a complete archival reference;
- The composer and/or recipient of the document is accurately identified in the document’s citation;
- Appendix numbers are sequential, except where a single document is referenced multiple times in the claim;
- Any edits made to footnote citations are also made to the index of appendices;
- Any changes made to a document’s appendix number are also made to its file name.

Required changes may become more apparent further into the Minimum Standard process as labelling and transcription work is carried out. As such, do not PDF the claim text for printing until the end of the process, as the PDF signifies completion.

## **4.0 Copies of Supporting Documents**

Minimum Standard requires “complete copies of primary documents and relevant excerpts of secondary documents relied upon to support...the claim.” Review the “Unlabelled Originals” appendices folder to ensure a copy of each appendix is provided and named appropriately. Appendices should be named as per LSLIRC-TARR naming conventions, prefaced by the appendix number so files are listed sequentially within folders. For example:

- 1 – Library and Archives Canada, RG 10, Volume 4006, File 241209-1, Letter from Superintendent General of Indian Affairs to Sir John A. Macdonald, 5 November 1883
- 2 – Library and Archives Canada, RG 10, Volume 3708, File 19502 Part 1, Letter from Dieudonne Desjarlais to the Minister of the Interior, 4 February 1890

Make a list of any appendices for which copies are missing. If copies cannot be located, prepare document requests to the appropriate institutions. The documents that are re-ordered should be tracked in an excel document and all documents related to document orders should be stored in the "Document Orders" folder. Upon receipt of the document, indicate "received" in the excel tracking document.

## **5.0 Identifying Documents Requiring Transcription**

Supporting documents submitted with a claim “must be legible and complete” according to the Minimum Standard as explained in Annex A of the Policy and Process Guide. At this point in time, a more detailed review of the “Unlabelled Originals” folder should be undertaken to identify any incomplete documents (e.g. pages cut off, missing) or documents with illegible text. Complete copies of all sources referenced in the claim are required.

Illegible documents should be flagged using a Mac colour label feature, or by creating a tracking sheet. Once documents have been identified, search for existing transcriptions for the relevant documents in the transcription tracking excel document prior to beginning new transcriptions. If one exists it may be copied for use, but a new footer label will need to be applied (see below). If a transcript is found, or once a new transcript is complete, add the citation information to LSLIRC-TARR’s transcription tracking sheet in order to reduce duplication of work.

Refer to page four of UBCIC’s Draft Transcription Guidelines for criteria to use when determining which documents require transcription. Generally, handwritten documents and copies of poor quality will require transcription. The instructions below should be used as a supplement to UBCIC’s Draft Transcription Guidelines when beginning to transcribe documents. A transcription should replicate the original document as closely as possible. This includes formatting (line spacing, page breaks, etc.) and spelling.

### **5.1 Folders**

- Start all transcriptions in the “In Progress” transcriptions folder.
- Once complete, move to the “First Drafts” folder.
- When all first drafts are complete, complete a peer review for errors and formatting and move to the finalized folder.
- Following the review, PDF the word files for printing.

### **5.2 Fonts and Font Size**

- Use Times New Roman when transcribing text
- Use a font size and line spacing to mimics the original document as closely is possible. In order to ensure the text from a single page of the original document stays on a single page of the transcription, a font size of 9 to 11 and a line spacing of 1.25 to 1.5 will usually be sufficient.

### **5.3 Illegible Text**

- Transcribe illegible words as “[illegible]”
- Transcribe multiple illegible words in sequence as “[----illegible----],” using the dashed to fill out the space the words took up on the original page. Square brackets are used to indicate the text was not part of the original document.

## 5.4 Misspelled Words

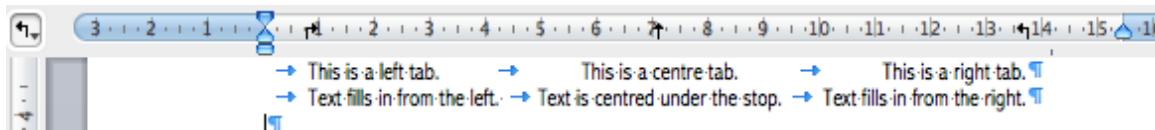
Words in original documents may be misspelled. Transcribe these words as they appear and insert “[sic]” after the word to clarify that the spelling error was in the original document and not a transcription error.

## 5.5 Page Breaks

When beginning to transcribe a new page of a document, use a page break. Page breaks ensure the text from previous pages remains separated even as other formatting changes are made. Using a page break in the place of multiple paragraph breaks (hitting the enter key) also helps ensure that the document will appear uniformly across computers. In Word for Mac 2011, page breaks are found in the “Insert” menu under “Break”.

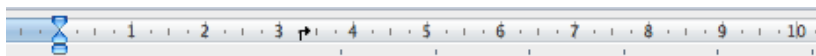
## 5.6 Tab Stops

Use tab stops to place text more precisely when transcribing documents. The icon in the top left corner of the image below shows a right tab stop. This is the tab stop selection menu, where the type of tab stop is selected. Tab stops are placed by clicking on a point on the ruler shown, and can be moved by dragging the stop along the ruler.



As shown in the image above, tab stops allow pieces of text to be spaced out at different points and aligned in different ways along a single line. Note that the first tab will move text to the first tab stop, the second to the second tab stop, and so on.

Tab stops also allow text to be spaced precisely with the use of only one tab, rather than multiple tabs. For example:



[Illegible] → Our surveyor is now in that locality with  
S.B. → instructions to select lands for Indian use provided  
[Illegible] → for in the Treaty made with them. I have therefore

In order to view tabs, line breaks, spaces, etc. within a document, enable the “show all nonprinting characters” setting. In Word for Mac 2011, the setting appears as the selected icon in the toolbar below:



## 5.7 Footers

Each transcription needs a footer including the appendix number of the original document being transcribed, the citation information and the page number.

To segregate the footer from the body of the transcription, the footer should begin with a "Border Line." Create a border line by typing three dashes "---" and hitting the return (enter) key. It will appear as the following:

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For an example of a complete transcription, please see the following page.



Office of the Commissioner

Regina, December 2, 1897

Sir.

I have the honour to draw your attention to the advisability of the Government taking some immediate steps towards arranging with the Indians not under treaty occupying the proposed line of route from Edmonton to Folly River. These Indians although few in number are said to be very turbulent, and are liable to give very serious trouble when insisted parties of miners and travelers interfere with what they consider their vested rights.

As the present time the Half-breeds of Lesser Slave Lake are dissatisfied with the presence of the Police in that District, and the numerous parties of Americans and others between that point and Peace River and the Nelson will not improve the situation. The Beaver Indians of Peace River and the Nelson are said to be inclined to be troublesome at all times, and so also are the Sicannies and Nahamies, and the Half-breed are sure to influence them.

In connection with the steps which it may be desirable to take in effecting some settlement with these Indians, I find that there are several very intelligent and experienced old residents in the Edmonton District who have large experience in dealing with these people, and who have their confidence. One of these might be very useful to the Government, if employed to accompany the Official sent out to settle with these Indians.

Rich mines are liable to be discovered at any time on the Peace, Nelson and Liard Rivers when trouble would almost certainly arise.

I have the honour to be,  
Sir,  
The Comptroller, Your obedient servant  
N.W.M. Police (Sgd) L. W. Herchmer.  
Ottawa  
Commissioner