

## **INAC File Examples Cheat Sheet**

**(please consult FA 10-376 for subject and code lists)**

### **1872-1923: Red and Black Series**

The Red and Black Series used various filing registry systems that with few exceptions did not correlate to subject or location codes.

Example file numbers:

- **10,055**
- **10,077**

### **1923-1949: Duplex Numeric System**

Subject-based duplex numeric headquarters central registry filing system  
Consisted of 5 independent subject-based filing systems

#### **1. First Series files**

First Series file numbers are composed of a subject code followed by an agency code;

Example;

**75-18**

- 75 is the subject code for Agent's Reports
- 18 is the agency code for the Maniwaki Agency

75-18, then, pertains to agent's reports from the Maniwaki agency.

#### **2. Thousand Series**

Thousand Series file numbers consist of the thousand series subject block + the agency code.

Example 1;

**8153**

- 8000 is the file block for Enfranchisements
- 153 is the Agency code for New-Westminster Agency

8153, then, pertains to Enfranchisements from the New-Westminster Agency.

Example 2;

**23027**

- 23000 is the file block for Roads
- 27 is the Agency code for the Scugog Agency

23027, then, pertains to Roads under the administration of the Scugog Agency.

#### **3. School File Series**

The School File Series did not use a consistent file classification system. Earlier files dating to the late 19th/ early 20th centuries appear to consist of an Agency code + School number + subject block. Later files dating to the 1940s and 50s appear to consist of a two part file number with a different set of responsibility centre and subject codes. Since LAC's holdings from this series are all available electronically, the researcher should rely on keyword searches to locate records of interest.

#### **4. Land Sale Series**

Land sale file numbers are comprised of four elements;

Agency responsibility centre code + sale + reserve # + land parcel

Example:

### **131A-9-46**

- 131 is the agency code for Lesser Slave Lake Agency
- “A” indicates this is a first sale ( B would be the second sale, C would be the third, etc.)
- 9 is the reserve number for Beaver Reserve
- 46 is the parcel of land

131A-9-46, then, relates to sales of surrendered Indian lands from Beaver Reserve.

LAC has a list of the Agency responsibility centre codes available to researchers in FA 10-376.

## **5. Engineering and Construction File Series**

Construction and engineering files consist of file IA 1000 to IA 1872

File examples:

**IA-1145-1**

**IA-1156-3**

### **1950-1980s: Modified Duplex Numeric System**

Modified duplex numeric file numbers are comprised of two parts:

Agency or District responsibility centre code + subject code

Example :

**157/25-1**

- 157 is the responsibility centre code for the Queen Charlotte Agency
- 25-1 is the subject code for Indian Education-General

157/25-1 then, relates to general files on Indian Education related to the Queen Charlotte Agency

In 1966, INAC switched from using Agency responsibility codes to District responsibility codes.

### **1980s- Present day: Block Numeric System**

A subject block numeric system file is comprised of a subject primary number, a secondary subject number, and sometimes a tertiary subject number. The subject primary number is preceded by a prefix, identifying the program to which the file relates. These prefixes are also commonly referred to as series. ie., the “e-series” refers to records created under this system relating to the Indian and Inuit Affairs Program.

Prefixes:

- A- Administrative
- E- Indian and Inuit Affairs Program
- N-Northern Affairs
- B- Office of Native Claims

Example:

**E4332-15**

- E= Indian and Inuit Affairs Program
- 4332= Housing, On Reserve
- 15 = Housing Policy Review

This file relates to Housing Policy Review of the Indian and Inuit Affairs Program on Reserve Housing activities.

