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TEXTUAL RECORDS

3.0. GENERAL RULES

3.0A. Preliminary rule

3.0A1. Scope

The rules in this chapter may be used to describe textual records that constitute a fonds or a part thereof as instructed in 1.0A1. Textual records are defined as written records, whether handwritten, typescript, published¹, or generated by any other means, which are accessible to the naked eye without the aid of a machine.

For multiple media fonds, see chapter 2. For textual records in electronic form, see chapter 9. For textual records on microform, see chapter 10.

3.0A2. Multilevel description

For instructions on the use of multilevel description for preparing descriptions of a fonds and its parts, see 1.0A2.

3.0B. Sources of information

3.0B1. Chief source of information. The chief sources of information for textual records are as follows²:

1. for a fonds, all of the material in the fonds;
2. for a series, all of the material in the series;
3. for a file, all of the material in the file, including the file folder(s) or other container;
4. for an item, prefer in this order:
 - (a) information found on the title page, caption or colophon (if any of these exist);
 - (b) the item itself.

¹ If published documents are to be described as part of a fonds, the rules in this chapter apply. If they are to be described bibliographically see AACR2R, Chapter 2.

² For all levels of description other than the item (fonds, series, file) the chief source of information for a sub-division is the same as the chief source for that level.

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3.0B2. Prescribed source of information

The prescribed source(s) of information for each area of description of textual records is set out below. Enclose information taken from outside the prescribed source(s) in square brackets, unless otherwise instructed in specific rules.

AREA	PRESCRIBED SOURCES OF INFORMATION
Title and statement of responsibility	Chief source of information
Edition	Chief source of information
Date(s) of creation, including publication, distribution, etc.	Chief source of information
Physical description	Any source
Publisher's series	Chief source of information
Archival description	Any source
Note(s)	Any source
Standard number	Any source

3.0C. Punctuation

For the punctuation of the description as a whole, see 1.0C.

For the prescribed punctuation of elements, see the following rules.

3.0D. Levels of detail in the description

See 1.0D.

3.0E. Language and script of the description

See 1.0E.

3.0F. Inaccuracies

See 1.0F.

TEXTUAL RECORDS

3.0G. Accents and other diacritical marks

See 1.0G.

3.1. TITLE AND STATEMENT OF RESPONSIBILITY AREA

Contents:

- 3.1A. Preliminary rule
- 3.1B. Title proper
- 3.1C. General material designation
- 3.1D. Parallel titles
- 3.1E. Other title information
- 3.1F. Statements of responsibility

3.1A. Preliminary rule

3.1A1. Scope

See 1.1A1.

3.1A2. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Enclose the general material designation in square brackets.

Separate general material designation terms with a comma.

Precede each parallel title by an equals sign.

Precede each unit of other title information by a colon.

Precede the first statement of responsibility by a diagonal slash.

Precede each subsequent statement of responsibility by a semicolon.

3.1B. Title proper

3.1B1. Formal title proper. At all levels of description, transcribe a formal title proper as instructed in 1.1B1.

Calculs d'intérêt

(Formal title proper for a file, transcribed from file folder)

Signing authority

(Formal title proper for a file, transcribed from file folder)

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Report of the Royal Commission on National Development in the Arts,
Letters and Sciences
(*Formal title proper for an item, transcribed from title page of draft report*)

3.1B2. Supplied title proper. At all levels of description, if no formal title proper appears prominently in or on the chief source of information for the unit being described, supply a title as instructed in 1.1B2-1.1B4.

3.1B3. Supplied title proper for a fonds. When describing the fonds as a whole, supply a title proper as instructed in 1.1B3.

Fonds Charles Nolan Lamarque

Moodie, Strickland, Vickers, Ewing family fonds

Banff Society for Preventive Social Services fonds

Fonds de la famille Bowen

Treasury Board of Canada fonds

3.1B4. Supplied title proper for parts of a fonds (e.g., series, file, item). When describing a part of a fonds, e.g., a series, file, or item, which lacks a formal title proper, compose a brief descriptive title as instructed in 1.1B4.

Pacific Region Licence Appeal Board records
(*Series forms part of Department of Fisheries and Ocean fonds*)

Correspondence with Helen Lucas
(*File forms part of Margaret Laurence fonds*)

Minutes of the Planning Committee on Descriptive Standards
(*Series forms part of the Canadian Council of Archives fonds*)

3.1C. Optional addition. General material designation

3.1C1. At all levels of description, immediately following the title proper, give the general material designation *textual record*, as instructed in 1.1C.

Charles Clay fonds [textual record]

Devotee [textual record]

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National Transportation Agency hearings and reports [textual record]

Statistics Office files [textual record]

3.1D. Parallel titles

3.1D1. Transcribe parallel titles as instructed in 1.1D.

Annual Report Information Commissioner 1985-86 = Rapport annuel du
Commissaire à l'information 1985-86

3.1E. Other title information

3.1E1. Give other title information as instructed in 1.1E.

Personnel management [GMD] : searches, planning, etc.

Le miroir des jours [GMD] : [poésies]

University Archives Advisory Comm[ittee] [GMD] : minutes, agendas

Continental Congress records [GMD] : [1776-1788]

Radio and the King's death [GMD] : [script]

3.1F. Statements of responsibility

3.1F1. Transcribe explicit statements of responsibility appearing in conjunction with a formal title proper as instructed in 1.1F.

Not wanted on the voyage [GMD] / Timothy Findley

Jean Rivard [GMD] : pioneer / A. Gérin-Lajoie ; translated by Gwendoline
Constance Oswald

Vente par la succession de Joseph Laflamme à M. Ernest Audet [GMD] /
Paul Grenier

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3.2. EDITION AREA

Contents:

- 3.2A. Preliminary rule
- 3.2B. Edition statement
- 3.2C. Statements of responsibility relating to the edition

3.2A. Preliminary rule

3.2A1. Scope

See 1.2A1.

3.2A2. Punctuation

For instructions on the use of spaces before or after prescribed punctuation, see 1.0C.

Precede this area by a full stop, space, dash, space.

Precede the first statement of responsibility following an edition statement by a diagonal slash.

Precede each subsequent statement of responsibility by a semicolon.

3.2B. Edition statement

3.2B1. Give the edition statement as instructed in 1.2B.

Draft 5

5e version

[Rev. draft]

[Version préliminaire]

3.2C. Statements of responsibility relating to the edition

3.2C1. Transcribe a statement of responsibility relating to one or more editions but not to all editions as instructed in 1.2C.

Hortense Smythe and her descendents / compiled by Mary Smythe. – 2nd ed. / edited by Leanna Smythe Rutherford

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3.3. CLASS OF MATERIAL SPECIFIC DETAILS AREA

Contents:

3.3A. Preliminary rule

3.3A. Preliminary rule

This area is not used for textual records.

3.4. DATE(S) OF CREATION, INCLUDING PUBLICATION, DISTRIBUTION, ETC., AREA

Contents:

3.4A. Preliminary rule

3.4B. Date(s) of creation

3.4C. Place of publication, distribution, etc.

3.4D. Name of publisher, distributor, etc.

3.4E. Statement of function of publisher, distributor, etc.

3.4F. Date of publication, distribution, etc.

3.4G. Place of printing, name of printer, date of printing

3.4A. Preliminary rule

3.4A1. Scope

See 1.4A1.

3.4A2. Punctuation

For instructions on the use of spaces before or after prescribed punctuation, see 1.0C.

Precede this area by a full stop, space, dash, space.

Precede a second or subsequently named place of publication, distribution, etc., by a semicolon.

Precede the name of a publisher, distributor, etc., by a colon.

Enclose a supplied statement of function of a publisher, distributor, etc., in square brackets.

Precede the date of publication, distribution, etc., by a comma.

Enclose the details of printing (place, name, date) in parentheses.

Precede the name of the printer by a colon.

Precede the date of printing by a comma.

3.4A3. In presenting information in the dates of creation, including distribution, publication, etc., area, follow the instructions set out in 1.4A3-1.4A7.

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3.4B. Date(s) of creation

3.4B1. At all levels of description, give the date(s) of creation for the unit being described as instructed in 1.4B. Do not give the date(s) of creation for textual records that are published, distributed, etc. (see rules 1.4C-1.4G).

19 Dec. 1825

1923

1856-1972

1967-1984

Mar. 1963

1942-1996, predominant 1979-1996

[193-?]

3.4B2. If the unit being described is a reproduction, give the date(s) of creation for the reproduction as instructed in 1.4B3. See also 1.1E7 and 3.8B9.

[Photocopied 196-?]

1778-1783

(File includes some transcripts that were copied in 1916 but originals predominate)

3.4C. Place of publication, distribution, etc.

3.4C1. Transcribe the place of publication, distribution, etc., of the item being described as instructed in 1.4C.

Winnipeg [Man.]

Vancouver, B.C.

New York ; Montréal

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3.4D. Name of publisher, distributor, etc.

3.4D1. Give the name of the publisher, distributor, etc., of the item being described as instructed in 1.4D.

Vancouver, B.C. : Archives Association of British Columbia

Québec : Association des archivistes du Québec

Toronto : University of Toronto Press

Montréal : Presses de l'Université de Montréal

3.4E. *Optional addition.* Statement of function of publisher, distributor, etc.

3.4E1. Add to the name of the publisher, distributor, etc., a statement of function as instructed in 1.4E.

London : Educational Service [distributor]

Ottawa : Globe [diffuseur]

3.4F. Date of publication, distribution, etc.

3.4F1. Give the date of publication, distribution, etc., of the item being described as instructed in 1.4F.

, 1988

, 1967, c1965

3.4G. Place of printing, name of printer, date of printing

3.4G1. Give the place of printing, name of printer, and/or date of printing of the item being described as instructed in 1.4G.

London : [s.n.], 1971 (London : HiTimes Press)

Cap-Saint-Ignace : [s.n.], 1990 (Cap-Saint-Ignace : Ateliers Graphiques Marc Veilleux)

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3.5. PHYSICAL DESCRIPTION AREA

Contents:

- 3.5A. Preliminary rule
- 3.5B. Extent of descriptive unit
- 3.5C. Other physical details
- 3.5D. Dimensions

3.5A. Preliminary rule

3.5A1. Scope

See 1.5A1.

3.5A2. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede each physical description by a full stop, space, dash, space *or* start a new paragraph.

Precede other physical details (i.e., other than extent or dimensions) by a colon.

Separate each part of the description of other physical details by a comma, conjunction, or preposition.

Precede dimensions by a semicolon.

3.5A3. In presenting information in the physical description area, follow the instructions set out in 1.5A3-1.5A5.

3.5B. Extent of descriptive unit

3.5B1. At all levels of description, give the linear extent for the unit being described in arabic numerals followed by the phrase *of textual records*.

47 cm of textual records

20.2 cm of textual records

Optionally, if the unit being described is 3 cm or less³, express the primary statement of extent in terms of the number of volumes, folders, pages, or leaves.

3 folders

³ Institutions may establish a different limit as a matter of policy.

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2 p.

4 v.

Optional addition. Supplement the primary statement of extent by adding the exact or approximate number of boxes, volumes, leaves, pages, etc., in parentheses.

12 m of textual records (36 boxes)

2.5 cm of textual records (100 folded leaves)

3 cm of textual records (150 p.)

3.5B2. Accruals. For textual records at an aggregate level of description, e.g., an open fonds or series, give the extent as instructed in 1.5B4. See also 1.8B19.

50 m of textual records

Note: Further accruals are expected

m of textual records

Note: Since the office began transferring records to the archives in 1982, approximately 10 metres of records have been transferred on an annual basis

3.5C. Other physical details

3.5C1. At all levels of description, if appropriate and readily ascertainable, give any physical details other than extent or dimensions that are considered important. For example, give information about the material on which the unit being described is written if it is other than paper, the presence of seals, illustrations, maps, or the type of binding.

: parchment

: ill. (some col.)

: 2 seals, pendant

: watermarks

Alternatively, give such information in a note (see 3.8B10).

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3.5D. Dimensions

3.5D1. *Optionally*, give the dimensions of the container(s) of the unit being described. If the size is uniform, give that size in centimetres to the next whole centimetre up. If the size is not uniform, give the size of the largest container and add *or smaller*. Give the size in terms of height x width. If cubic measurement is needed, add the depth. For circular shapes, give the diameter.

; 26 x 24 cm

; 38 x 30 cm or smaller

; 26 x 10 x 39 cm

3.6. PUBLISHER'S SERIES AREA

Contents:

3.6A. Preliminary rule

3.6B. Publisher's series statement

3.6A. Preliminary rule

3.6A1. Scope

See 1.6A1.

3.6A2. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede this area by a full stop, space, dash, space *or* start a new paragraph.

Enclose each publisher's series statement in parentheses.

Precede each parallel title by an equals sign.

Precede other title information by a colon.

Precede the first statement of responsibility by a diagonal slash.

Precede each subsequent statement of responsibility by a semicolon.

Precede the numbering within a publisher's series by a semicolon.

3.6B. Publisher's series statement

3.6B1. Transcribe the publisher's series statement as instructed in 1.6.

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3.7. ARCHIVAL DESCRIPTION AREA

Contents:

- 3.7A. Preliminary rule
- 3.7B. Administrative history / Biographical sketch
- 3.7C. Custodial history
- 3.7D. Scope and content

3.7A. Preliminary rule

3.7A1. Scope

See 1.7A1.

3.7A2. Punctuation

Precede each element of description by a full stop, space, dash, space *or* start a new paragraph for each element of description.

Separate introductory wording of an element of description from the main content by a colon followed but not preceded by a space.

3.7A3. Form of presentation of information

Follow the instructions set out in 1.7A4.

3.7A4. Citations in the archival description area

Follow the instructions set out in 1.7A5.

3.7B. Administrative history / Biographical sketch

3.7B1. Administrative history. Give a concise administrative history as instructed in 1.7B1.

The Fisheries Association of B.C. was established in 1951 as the western division of the Fisheries Council of Canada. The activities of the Association spanned the full range of interests of the British Columbian fishing industry including resource protection and development, labour contract negotiations, product development, and safety programs. In addition, the Association functioned as a liaison between the various departments of government and the B.C. fishing industry. The Association severed its ties with the Fisheries Council of Canada in 1984 to become the Fisheries Council of British Columbia

(Administrative history at the fonds level)

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Statistics Canada's roots can be traced back to the establishment in 1847 of the Board of Registration and Statistics which became part of the Bureau of Agriculture in 1855. At Confederation, responsibility for census and statistics was placed under the Department of Agriculture where it remained until 1918. In that year, the Dominion Bureau of Statistics (Statistics Canada since 1971) was created as a central statistics gathering agency. The main functions of Statistics Canada include the compilation, analysis, and publication of statistical data relative to the commercial, industrial, financial, social, and general condition of the people, and the regular undertaking of a census of population and agriculture in Canada

(Administrative history at the fonds level)

The Census Operations Division was formed in 1978-1979, consolidating activities which had previously been performed in a number of divisions, primarily Census Field. It is one of 20 Divisions of Statistics Canada involved in the collection and processing of the quinquennial census of population and housing. The mandate of the Division is to provide planning and management infrastructure, budgeting, and play a lead role in the processing and dissemination of the census of population and housing

(Administrative history at the series level forming part of Statistics Canada fonds)

3.7B2. Biographical sketch. Give a concise biographical sketch as instructed in 1.7B2.

Born in Winnipeg in 1906, Charles Clay taught at Indian Reserve schools in northern Manitoba and was a United Church missionary during the 1920s. His *Swampy Cree Legends* was published in 1938. In 1931, Clay became the literary editor of the *Winnipeg Free Press*. Later he edited the *Canadian Author and Bookman*, a Canadian Authors' Association publication, and *Fire Fighting in Canada*. He contributed articles to *Encyclopaedia Britannica* and *Grolier's Book of Knowledge Annual*. Clay was an active member of the Canadian Author's Association, the Canadian Writers' Foundation, the League of Nations Society and the Canadian Institute of International Affairs

Elphège-J. Daignault, né à Woonsocket le 8 juin 1879, y décède le 25 mai 1937. Il étudie au Collège Saint-Marie de Montréal, au Boston College (bachelier en 1900), à l'Université Columbia de New-York. Admis à la pratique du droit en 1903, il occupe diverses fonctions dont celle de membre de la Législature du Rhode Island, de juge de la cour des Tutelles et de procureur municipal de Woonsocket

3.7C. Custodial history. Give the custodial history as instructed in 1.7C.

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The fonds was found in the attic of a house on Centre Street S. in Calgary. The house originally belonged to Robert and Winifred Merkley. Luther was probably a boarder. Hank Beeksma, who lived in the house, found and donated the records in 1974

3.7D. Scope and content. Give information about the scope and the internal structure or arrangement of the records and about the contents of the unit being described as instructed in 1.7D.

Fonds consists of records generated in pursuit of the Solicitor General's mandate to protect public safety, including the functions of policing federal and provincial law, administering the corrections service, regulating motor vehicles and traffic safety, and planning and preparing for civil emergency. The ministry has also assisted in the administration of family law in relation to divorce proceedings, including child custody, access and maintenance, and spousal support

Item is a diary kept by Joanne Muldoon, aged fifteen, on a family vacation by car from Victoria to Loon Lake near the town of Williams Lake in the Cariboo district of British Columbia from July 1-30, 1969

3.8. NOTE AREA

Contents:

- 3.8A. Preliminary rule
- 3.8B. Notes

3.8A. Preliminary rule

3.8A1. Scope

See 1.8A1.

3.8A2. Punctuation

Precede each note by a full stop, space, dash, space *or* start a new paragraph for each.

Separate introductory wording from the main content of a note by a colon followed but not preceded by a space.

3.8A3. Form of presentation of notes

See 1.8A4.

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3.8A4. Notes relating to reproduced material

See 1.8A5.

3.8B. Notes

Make notes as instructed in 1.8B and the following subrules.

3.8B1. Variations in title. Make notes on variant titles as instructed in 1.8B1.

Commonly known as: Quality of Life surveys
(*Title proper is Social change in Canada*)

3.8B2. Source of supplied title proper. Indicate the source of a supplied title proper as instructed in 1.8B2.

Title based on contents of subseries

Title taken from record schedule

Title based on content of the file

3.8B3. Parallel titles and other title information. Make notes on parallel titles and other title information as instructed in 1.8B3.

3.8B4. Continuation of title. Complete the transcription of the formal title proper and/or other title information as instructed in 1.8B4.

3.8B5. Statement(s) of responsibility. Make notes on any statement(s) of responsibility as instructed in 1.8B5.

Written and presented by Gabor Kodaly

Full name: Edward J. Chapman

3.8B6. Signatures and inscriptions. Make notes on signatures, inscriptions, or monograms, etc., which appear on the unit being described. Indicate where such signatures and inscriptions appear.

Signed by the author

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The author's initials appear in the lower right corner

3.8B7. Attributions and conjectures. Make notes on authors to whom the unit being described has been attributed as instructed in 1.8B6.

3.8B8. Edition. Make notes relating to the edition as instructed 1.8B7.

This version appears to have been created sometime between the 2nd and 3rd draft

3.8B9. Date(s) of creation, including publication, distribution, etc. Make notes on dates as instructed in 1.8B8.

File includes some copies of the material transcribed in 1970

There are a number of gaps in the records for the period 1956-1961

File includes some transcripts that were copied in 1916 from originals in the Library of Congress, Washington, D.C.

3.8B9a. Date(s) of accumulation. Make notes relating to date(s) of accumulation of the unit being described as instructed in 1.8B8a.

3.8B10. Physical description. Make notes on important physical details that are not included in the physical description area, or elsewhere in the description, especially if these affect the use of the unit being described. See also 1.8B9.

Holographs

Galley proofs

Handwritten

Holograph, annotated (carbon copy)

Typescripts (some photocopies)

Seal missing

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3.8B10a. Physical condition. Make notes on the physical condition of the unit being described as instructed in 1.8B9a.

Textual records heavily foxed

Some of the correspondence in series 2 is illegible due to water damage

3.8B10b. Conservation. Make notes on any specific conservation treatment including copying as instructed in 1.8B9b.

Rebound in 1987 as two volumes for conservation purposes

Letter encapsulated

3.8B11. Publisher's series. Make notes on important details of publisher's series as instructed in 1.8B10.

3.8B12. Alpha-numeric designations. Make notes of any important numbers borne by the unit being described as instructed in 1.8B11.

ISR study no. 56

3.8B13. Immediate source of acquisition. Make notes on the immediate source of acquisition as instructed in 1.8B12.

Transferred from the Dept. of Indian Affairs in 1968, 1972, 1976, 1980, 1984, and 1988

Donated to the archives by the creator

3.8B14. Arrangement. Make notes on the arrangement as instructed in 1.8B13.

The original filing scheme of these records was reconstructed during archival arrangement on the basis of file markings on the documents. Documents which could not be incorporated in the scheme because they lacked markings are filed chronologically at the end of the series

3.8B15. Language. Make notes on the language of the unit being described as instructed in 1.8B14.

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Most of the sermons are in Cree

Correspondence is primarily in French and German

3.8B16. Originals and reproductions

3.8B16a. Location of originals. Make notes on the location of originals as instructed in 1.8B15a.

Originals in possession of Library of Congress, Washington, D.C.

3.8B16b. Availability of other formats. Make notes on the availability of other formats as instructed in 1.8B15b.

Microfilm copy created and distributed by the Provincial Archives of Nova Scotia

3.8B17. Restrictions on access, use, reproduction, and publication. Make notes on restrictions as instructed in 1.8B16.

Closed until 2020 unless permission in writing is received from the office of origin

Access to this series is closed unless permission received in writing from donor

A signed research agreement with Ontario Ministry of Health must be obtained before access can be provided

Access to the records in the subseries is governed by the Access to Information and Privacy Acts. The application case files contain personal information on individuals: address, telephone, date of birth, citizenship status, including native status. There are also some comments on the record, e.g., fishing violation charges, reasons for appeals. Once a licence is issued, the fact becomes public knowledge; it is a "discretionary benefit of a financial nature" granted by the Minister. Therefore, information on the licence itself may be released (when issued, the area, if transferred, name of the vessel or person). The only exception concerns the individual quota of a halibut or black cod licence which cannot be released because each quota is unique rather than a universal quota like geoduck. Part of the halibut and black cod quota originates from past landings on the vessel and any income information is considered confidential

TEXTUAL RECORDS

3.8B18. Finding aids. Make notes on finding aids as instructed in 1.8B17.

Finding aid: A Guide to the Archives of the Oblates of Mary Immaculate : province of Alberta-Saskatchewan / [prepared by] Brian M. Owens and Claude M. Roberto. – Edmonton, Alta. : Missionary Oblates, Grandin Province, 1989

File list available

3.8B19. Associated material. Make notes on associated material as instructed in 1.8B18.

Records of the parish of Immaculate Conception, Stand Off, Alta., are also located in the diocesan archives in Cardston, Alta.

3.8B20. Accruals. Make notes on accruals as instructed in 1.8B19.

Since the office began transferring records to the archives in 1982, approximately 10 metres of records have been transferred to the archives on an annual basis

3.8B21. Related groups of records in different fonds. Make notes regarding related groups of records as instructed in 1.8B20.

Other records relating to the administration of Indian lands in British Columbia, besides those in the Black (Western) Series of the Department of Indian Affairs, may be found in the Royal Commission on Indian Affairs for British Columbia fonds

(Note for the fonds of the Board of Reserve Commissioners set up in 1876 to settle the Indian reserve question in British Columbia)

3.8B21a. Related groups of records within the same fonds. Make notes regarding related groups of records within the same fonds as instructed in 1.8B20a.

3.8B22. General note. Use this note to record any other descriptive information considered important as instructed in 1.8B21.

TEXTUAL RECORDS

3.9. STANDARD NUMBER AREA

Contents:

- 3.9A. Preliminary rule
- 3.9B. Standard number

3.9A. Preliminary rule

3.9A1. Scope

See 1.9A1.

3.9A2. Punctuation

Precede this area by a full stop, space, dash, space *or* start a new paragraph.

3.9B. Standard number

See 1.9B.