



Assignment 15 (Unit 6-2)

Identifying Issues Related to Document Quality

In this assignment, you will examine document samples to identify issues related to labeling, completeness, clarity, and legibility that may determine if the document meets the specific claims policy's minimum standard for submission.

Review the section of the Minimum Standard that relates to document submission (below).

The Minimum Standard for Document Submission

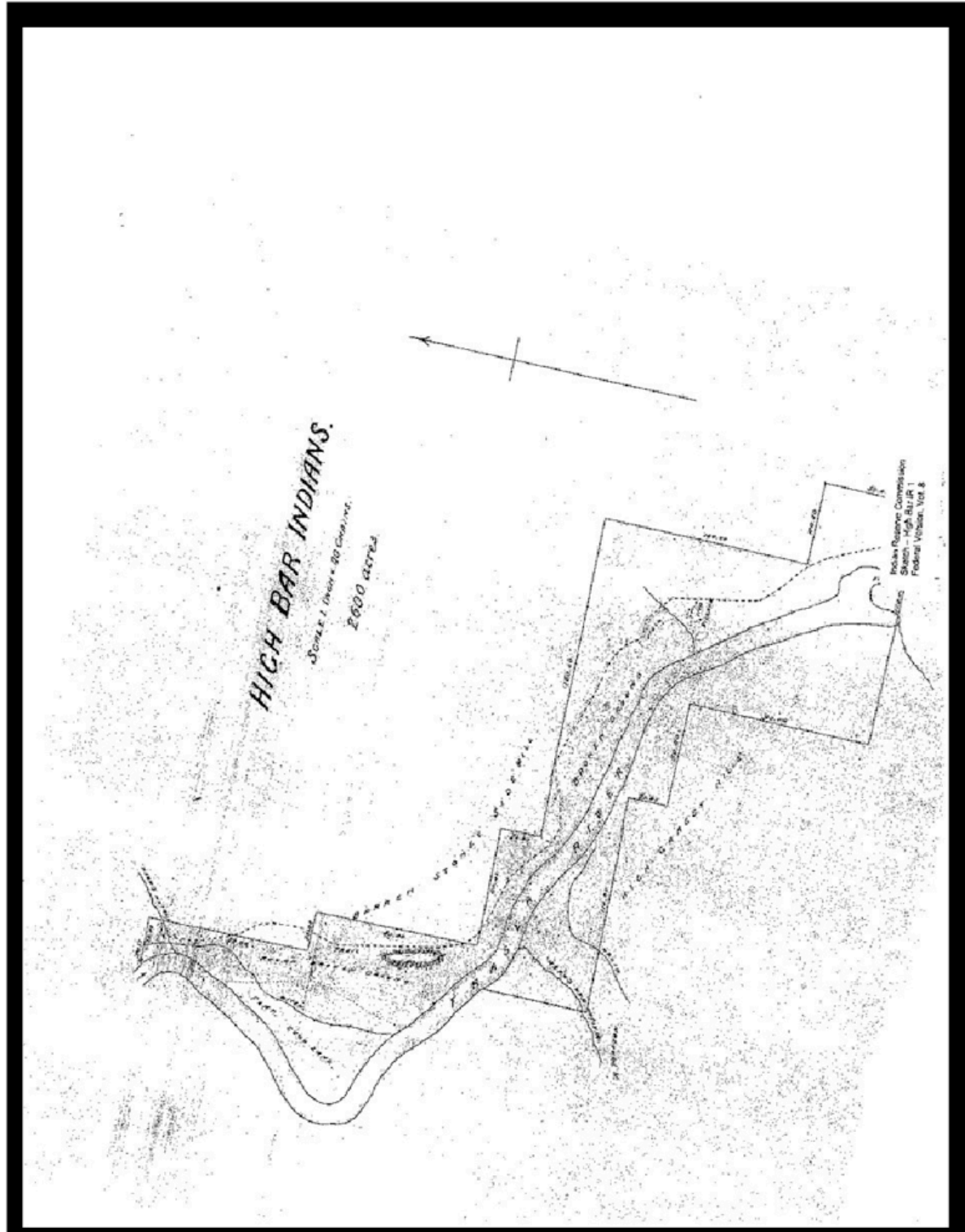
The Minimum Standard for Form and Manner has six requirements for the submission of specific claims.

Three of these are related to how support documents must be submitted:

1. All support documents submitted by a First Nation must be labeled, numbered, and referenced. That is, you have to provide information stating where each document came from (its archival source and date) in a document index.
2. Support documents can be submitted as hard copies (labeled photocopies), and/or on CD or DVD ROM.
3. Support documents must be complete (no missing pages) and must be clearly readable. If your document is older it may be in poor condition or may be handwritten. In these instances it is advisable to submit a transcript of the document along with a copy of the original document. Be careful not to write on copies of documents, staple over words, or otherwise obscure what is written on the document.

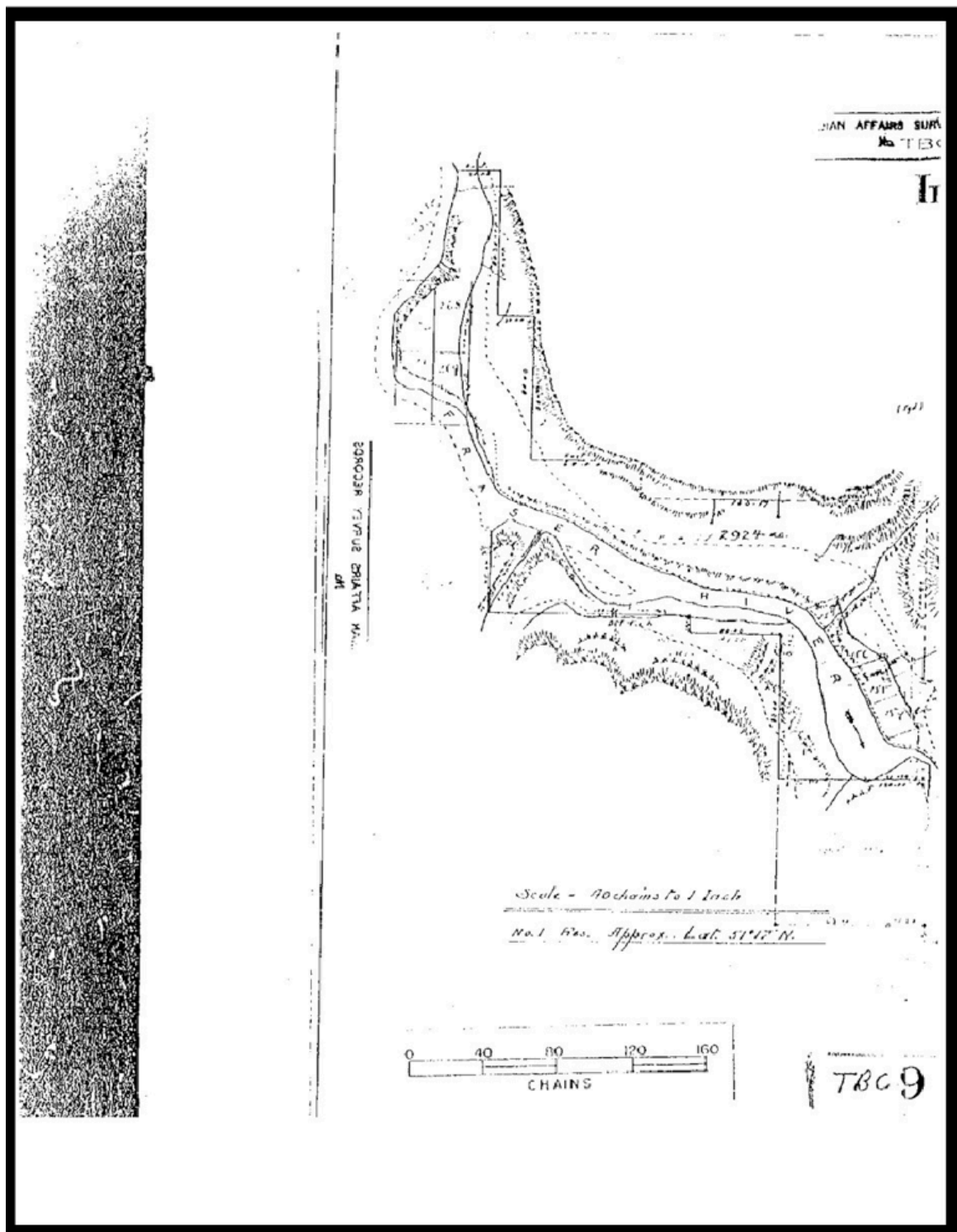


Document 2



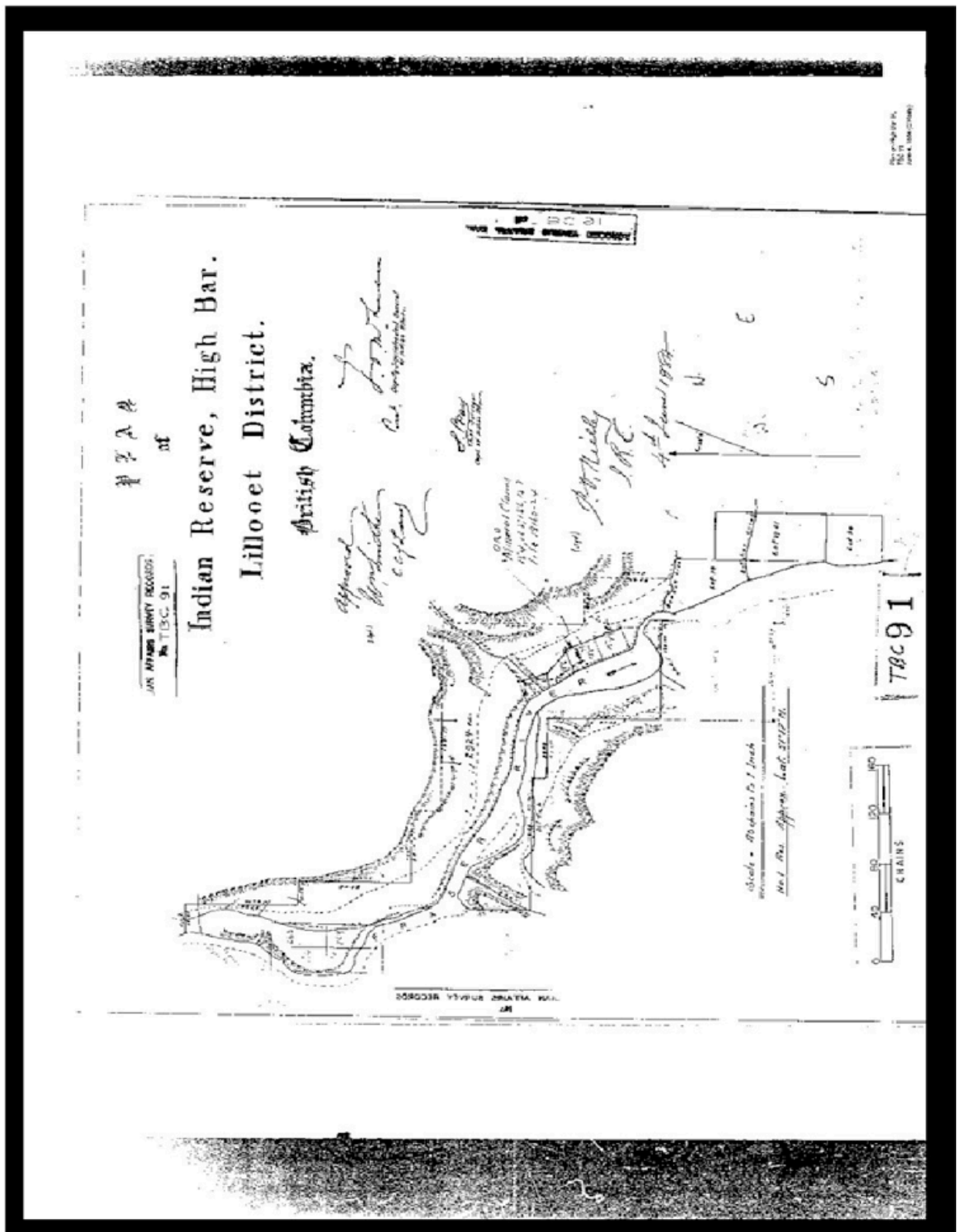


Document 3



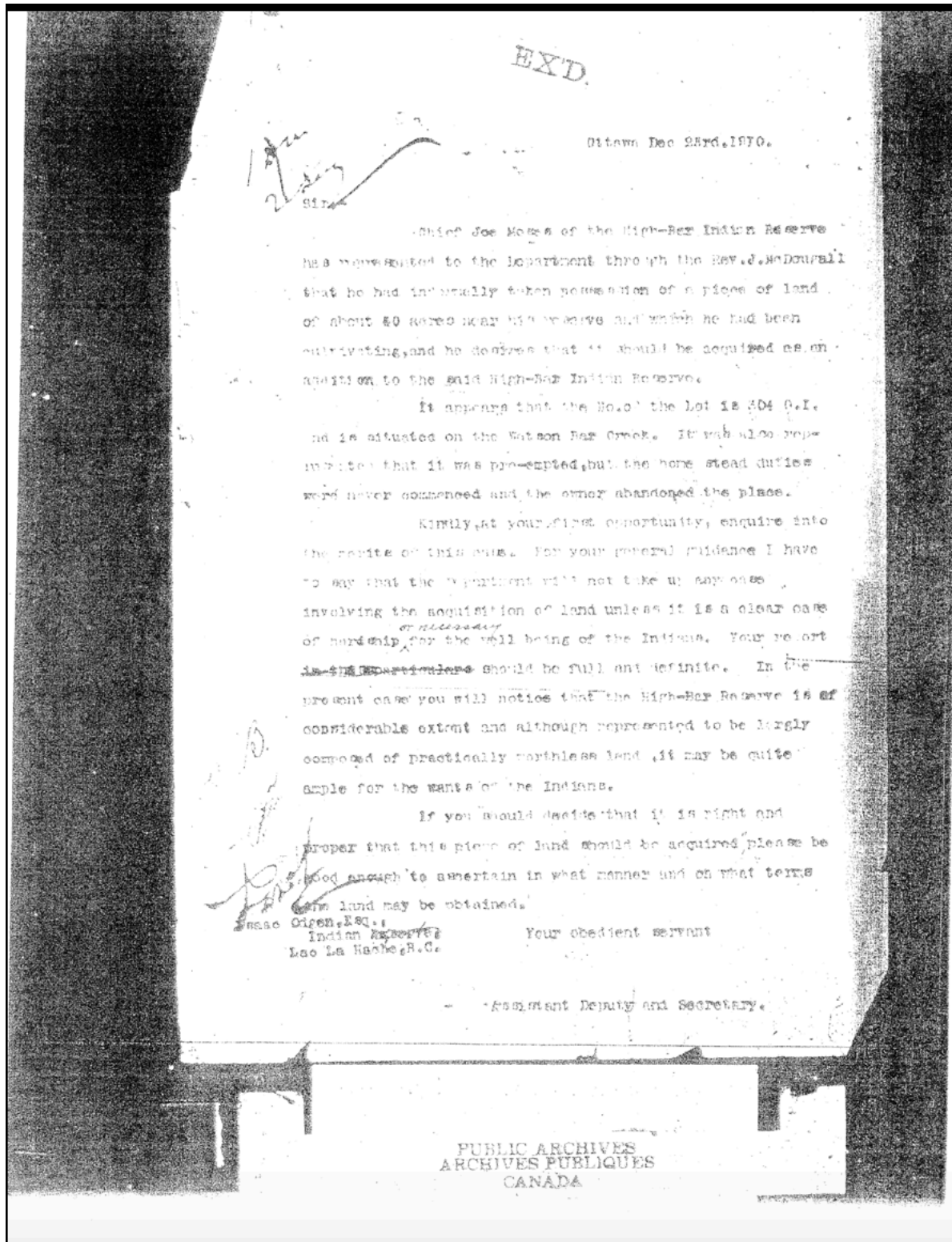


Document 4





Document 5



EXD.

Ottawa Dec 25rd. 1870.

Sir,

Chief Joe Moses of the High-Bar Indian Reserve has represented to the Department through the Rev. J. McDougall that he had actually taken possession of a piece of land of about 40 acres near his reserve and which he had been cultivating, and he desires that it should be acquired as an addition to the said High-Bar Indian Reserve.

It appears that the No. of the Lot is 404 C.I. and is situated on the Watson Bar Creek. It was also reported that it was pre-empted, but the homestead duties were never commenced and the owner abandoned the place.

Kindly, at your first opportunity, enquire into the merits of this case. For your general guidance I have to say that the Department will not take up any case involving the acquisition of land unless it is a clear case of hardship, ^{or necessity} for the well being of the Indians. Your report ~~in this particular~~ should be full and definite. In the present case you will notice that the High-Bar Reserve is of considerable extent and although represented to be largely composed of practically worthless land, it may be quite ample for the wants of the Indians.

If you should decide that it is right and proper that this piece of land should be acquired, please be good enough to ascertain in what manner and on what terms the land may be obtained.

Isaac O'Brien, Esq.,
Indian Agent,
Leo La Roche, R.C.

Your obedient servant

Resident Deputy and Secretary.

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CANADA



Write your observations about each document in the space provided below.

Document 1

Document 2

Document 3

Document 4

Document 5



Assignment Summary

You may have noticed the following issues with each of these documents:

Document 1:

- The copy is clear, but detail on map is too small to read.
- Archival source label provides minimal information.
- The label should include the date to allow easy cross-referencing in document index.

Document 2:

- This copy is very poor; it is crooked and incomplete, illegible, and has incomplete labeling.
- The label obscures some of the map detail.

Document 3:

- This copy is only a partial copy of the entire map. It is illegible, incomplete, unclear and has no document label.
- Detail on the map is too small to read
- There is no date, surveyor or signatory name and no index number.

Document 4:

- This document is a complete copy of the map, with title, date, surveyor and signatories, plus a complete index number.
- The archival source label is well placed at bottom right so that no archival information is blocked, but is still very small.

Document 5:

- This document is a poor, very pale copy of a typewritten letter.
- If the original document is a poor copy, a transcript must be included with the document.
- No label offering archival source information has been affixed to the copy.
- The reference label attached to the microfilm (at bottom centre of page) is also incomplete.