

# QIKIQTANI INUIT ASSOCIATION

## QIKIQTAAALUK TRUTH COMMISSION

### RECORDS AND ACCESS POLICY

Approved by the QIA Board of Directors on November 2006



# Approval and revisions to the QIKIQTAAALUK TRUTH COMMISSION RECORDS AND ACCESS POLICY

Approved by the Board of Directors

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## QIKIQTAALUK TRUTH COMMISSION RECORDS AND ACCESS POLICY

### 1. DESCRIPTION OF THE QTC RECORDS

The Qikiqtani Inuit Association (QIA) is the custodian of the Qikiqtani Truth Commission (QTC) records, a collection of digital and paper items that includes:

- an Access™ database
- individual testimonies in audio, video and transcript formats from the QTC hearings and from previous QIA interviews
- copies of archival documents in PDF format from various archives in Canada and the United States
- paper copies of archival documents
- permissions to copy the records
- copies of complete and partial published works
- reports written for the QTC
- QTC correspondence
- Copies of historic images from various archives in Canada and the United States.

The rights for many of the items, such as the testimonies, are either owned by the QIA outright or assigned to the QIA for non-commercial use; the rights to other items are owned by others, including the Government of Canada, authors and publishers.

The items owned by QIA or for which the QIA has rights to reproduce and disseminate the materials will become part of the QTC Public Collection; the full set of records, including the Public Collection, will become part of the QTC Archives.

This interim policy is concerned with the entire set of records, including items for which QIA has limited rights, such as copies of photographs and articles from journals and newspapers that were copied for QTC research purposes only. A final policy is being written to address the materials that QIA chooses to keep in the QTC archives, which may only be a subset of the full records.

### 2. TERMINOLOGY

- QTC – Qikiqtani Truth Commission
- QIA – Qikiqtani Inuit Association

- QTC Records – everything collected for and produced from the QTC’s work, including the database, individual testimonies, archival records, published works, reports, correspondence, permission forms, etc.
- QTC Archives – all assets (printed and digital) that will be retained in perpetuity to document the work of the QTC
- QTC Public Collection – all assets that will be selected for dissemination to the public, whether through specific requests or general distribution

### **3. PURPOSE OF THE QTC RECORDS POLICY**

- To ensure that access to QTC records meets QIA expectations and obligations concerning copyright, privacy and liable
- To ensure that the everything in the QTC Archives remains readable in the future, independent from its current format
- To ensure that individuals and organizations using or retaining QTC Records are aware that responsibilities come with the privilege of access
- To provide a foundation for the selection of records of the QTC Public Collection.

### **4. PRINCIPLES**

The following principles guide QIA in providing access to the QTC research materials and publications:

- QIA will maintain control over access to the QTC Records. The means that the QIA may refuse access to the QTC Records.
- Access to and use of QTC Materials will support the use of Inuktitut and the production of materials in Inuktitut to the greatest extent possible.
- The dissemination of reliable information about Inuit communities, individuals, experiences and knowledge is the primary goal of access to QTC Records.

### **5. POLICY OBJECTIVES**

The objectives of this policy are:

- To ensure clarity of process in providing access to QTC Materials
- To ensure that QIA’s rights and obligations are respected by anyone accessing and using QTC Records for various types of projects, such as histories, creative works, learning products, scholarly research and films
- To ensure that QIA’s interests and expectations concerning access to QTC Records are fully respected by the institution that will retain the QTC Archives.

**6. SCOPE**

This policy applies exclusively to QTC Records in any format, including testimonies, images, articles, copies of archival documents, texts and videos, that were produced or collected for the QTC and are currently in the custody of QIA in digital or other formats or transferred to one or more institutions for any purposes. Furthermore, this policy addresses both the materials for which QIA is the owner of all rights, the materials with limited rights, such as copies of photographs, and materials in the database that cannot be distributed because they were collected for research purposes only.

**7. APPLICATION**

This policy applies to all requests by individuals and organizations, including QIA and its staff, to use QTC Records for research, publication or distribution of any kind by individuals, organizations, business and government agencies.