

Giant Mine Oversight Board

Information Resource Management—Operational Plan, 2022-2023

Purpose

This document provides an overview of the goals and objectives, priorities, and guidelines developed by the Giant Mine Oversight Board (GMOB) to support Information Resource Management (IRM), which is defined as the management of sources of information and evidence created and/or gathered as part of GMOB's efforts to support its oversight of the remediation and perpetual care of the Giant Mine site and its research program.

This document was prepared by GMOB with the support of Dr. Laura Millar, a consultant with 35+ years experience in records, information, and archives management, with additional input from members of the community.

Background

As stated in the *Giant Mine Remediation Project Environmental Agreement, 2015*, the role of GMOB is to provide independent oversight for the project to remediate the Giant Mine site (the Project). A core requirement of this oversight role is to “build public confidence in the Project and enhanced transparency and accountability in relation to the Project” (Section 2.1 (d)).

As part of this responsibility, GMOB is establishing a “publicly accessible repository of records that it considers relevant to its responsibilities” (Section 3.3 (c) ii). GMOB will also be involved with a perpetual care plan for the site, including ensuring the ongoing management of records and information, to ensure transparency, accountability, and continuity of care into the future (Section 4.2 (a)).

GMOB also manages a focussed research program to find a permanent solution for the arsenic trioxide stored underground at Giant Mine (Section 7.1).

To support these outcomes, GMOB has formalized the management of all sources of information and evidence, including its own corporate records as well as resources from external parties or legacy institutions.

GMOB Principles

GMOB's core principles, outlined below, are integral to its work, including its responsibility for information resource management.

- **Trust** – evidence and confidence that the agencies and individuals involved in the remediation process are doing what they committed to do and are ensuring the safety of the people and the land.
- **Transparency** – governments and decision makers are open and accountable for processes and decision-making.
- **Communication and Engagement** – meaningful dialogue and the legitimate exchange of knowledge and ideas takes place, rather than a one-way information flow that has historically characterized government-community communications and engagement activities.

- **Reconciliation** – the decisions and actions of past governments and corporate interests are acknowledged, and an apology is made for the impacts that these decisions and actions have had on the Yellowknives Dene First Nation (YKDFN) and North Slave Métis Alliance (NSMA) membership and the people of the Yellowknife/Great Slave Lake region in general.
- **Social License** – credibility established between and among the Giant Mine remediation core partners, ensuring that the process is legitimate and results in trust and community support.
- **Culture** – the role and importance of tradition and culture are understood along with how the different technical applications and approaches to remediation can honour traditions and provide opportunities to rebuild and strengthen social capital.
- **Knowledge** (Western scientific and Indigenous/ Traditional Knowledge) – notwithstanding past efforts, that serious effort is made to view the Project from both Western and Indigenous perspectives and accord equal value to each.
- **Community** – the Giant Mine Remediation Project process is used to strengthen human communities and make them fundamentally better.

Scope

To create an authentic, trustworthy, and accessible repository of information and evidence about the Giant Mine, GMOB adopts an inclusive approach to the concept of information resources, which include the following:

- A. GMOB's corporate records and archives
- B. GMOB's research program records and archives
- C. archives created by other public and private agencies and individuals
- D. library resources in all forms or media
- E. traditional knowledge
- F. oral histories.

Specific definitions for the different sources and forms are included later in this document.

Vision

GMOB's vision for the management of information resources is as follows:

All sources of information and evidence relevant to the history, development, administration, and remediation of the Giant Mine site and the GMOB research program will be managed in a manner that is transparent, accountable, secure, trustworthy, inclusive, respectful, socially responsible, and culturally appropriate.

Goal

To achieve this vision, GMOB will endeavour to create, collect, preserve, and make available authentic sources of information and evidence, in all forms or media from diverse sources, that document the history, development, administration, and remediation of Giant Mine, as well as to support the GMOB

research program to find a permanent solution for the arsenic trioxide stored underground at the site. GMOB will ensure that any resources under its care are managed in keeping with the organization's guiding principles and following international and national standards and best-practice principles for the different resources in question.

Objectives

In keeping with the limitations described later in this document, GMOB will:

- create, manage, and make available its own corporate archives;
- create, manage and make available its own research program archives;
- identify and retain relevant copies of archives created by other agencies and individuals;
- identify, describe, and preserve relevant publications and associated library resources;
- identify and describe relevant archival materials, library resources, and related resources held by other agencies or individuals;
- work with Indigenous communities to identify and catalogue relevant traditional knowledge;
- capture selected oral histories.

GMOB will adhere to international and national standards and best-practice principles for the care of these resources, recognizing that different protocols are required to manage different materials. All standards and principles will be documented in GMOB procedures to support clarity and transparency.

GMOB will provide access to all these sources of information and evidence, while respecting appropriate legal, social, or other requirements for privacy and confidentiality, as well as physical or cultural property rights.

GMOB will ensure that all sources of information and evidence remain accessible over time, in keeping with GMOB's responsibility to support and be a part of a perpetual care plan for the Giant Mine site.

Limitations

GMOB acknowledges the impossibility of establishing a comprehensive, complete source of all information and evidence about the Giant Mine. Recognizing this limitation, GMOB's goal is to create a repository of information and evidence that is relevant, flexible, and expandable.

GMOB will retain selected original materials or physical or digital copies where appropriate. GMOB will also identify and describe appropriate materials in the custody of other agencies or individuals, to provide access to information from and about a diverse range of resources.

The task of identifying, collecting, and/or describing artifacts, natural specimens, or other objects belonging to other institutions is beyond GMOB's responsibility. GMOB will retain relevant information about such materials when this information is found in other resources, but GMOB will not collect or retain such items itself.

Definitions for the different sources and forms are included later in this document, along with applicable policies, procedures, and guidelines for the management of different resources.

Supporting documentation

Documentation created to support information resource management for GMOB includes the following:

1. *Giant Mine Remediation Project Environmental Agreement, 2015.*
2. *Giant Mine Oversight Board: Five-year Review of the Giant Mine Remediation Project Environmental Agreement, 2021.*
3. *Information Resource Management Mandate, 2022*, which outlines the vision, mission, and mandate for information resource management for GMOB.
4. *IRM Operational Plan, 2022-2024*, which outlines GMOB's strategic and business objectives, actions, and priorities for information resource management.
5. Policies, procedures, and guidelines for different areas of IRM administration, generated or adapted by GMOB, including:
 - A. corporate records and archives management (including digital and physical records management, access and privacy administration, retention and disposition, and preservation of and access to corporate archives);
 - B. arsenic trioxide research records and archives management (including digital and physical records management, access and privacy administration, retention and preservation of and access to research archives)
 - C. external archival research, collection, and copying (including documentation strategies and methodologies, as well as best-practices for research and selection)
 - D. library collections management (including the selection, acquisition maintenance, retention, and disposition of published materials and library resources);
 - E. collection and administration of oral histories (including the identification of suitable candidates for interviews or recordings and the documentation and management of legal, cultural, or personal rights and responsibilities);
 - F. identification and documentation of artifacts and material culture held by other agencies or individuals;
 - G. identification and documentation of traditional knowledge (including communications with Indigenous communities about suitable processes and protocols).
 - H. resource description, cataloguing, and discovery (including cataloguing and descriptive processes for library and archival materials as well as best-practice methods for the description of oral, physical, material, or traditional knowledge resources);
 - I. public outreach and communications (specifically to raise awareness of the existence and scope of resources and to promote open and transparent public use).

Definitions

The following definitions have been adopted by GMOB to support information resource management. These definitions are included again within the operational guidelines to support clarity.

archives	<p>Documentary materials created, received, used and kept by a person, family, organization, government or other public or private entity in the conduct of their daily work and life and preserved because they contain enduring value as evidence of and information about activities and events.</p> <p>Also defined as the agency or institution responsible acquiring and preserving archival materials and making those items available for use, or as the building or other repository housing archival collections.</p> <p>GMOB's corporate archives are the subset of GMOB's corporate records preserved because they contain enduring value as evidence of and information about GMOB's activities and events.</p> <p><i>Source: Laura Millar, Archives: Principles and Practices (2017).</i></p>
artifacts	<p>Any three-dimensional object purposely manufactured, used, moved or otherwise modified by human beings at a specific time and space in history, including all waste materials and by-products, as distinguished from a natural object.</p> <p><i>Source: Adapted from Government of Canada and other definitions: see https://www.pc.gc.ca/en/culture/arch/page2/doc2; https://www.merriam-webster.com/dictionary/artifact</i></p> <p><i>Note: the definition for artifacts is included for clarity, but the task of identifying, collecting, and/or describing artifacts, specimens, material culture, or other tangible objects is beyond GMOB's responsibility.</i></p>
documentary evidence	<p>Records that are deemed to be objective representations of actual recollections, decisions, opinions or ideas and so provides confirmation or proof.</p> <p><i>Source: Laura Millar, Archives: Principles and Practices (2017).</i></p>
information	<p>Data, such as facts, concepts, or instructions, that have been given meaning through communication, interpretation, or processing.</p> <p>Records and archives are a form of information that hold evidential value.</p> <p><i>Source: Adapted from ISO 9000: 2015, Quality Management Systems: Fundamentals and Vocabulary, Definition 3.8.2.</i></p>
information resources	<p>All sources of information or evidence, including archival materials, published resources, and other sources of information or evidence from public and private agencies and individuals, managed by GMOB in pursuit</p>

	<p>of its responsibility to document the history, operations, management, and remediation of the Giant Mine site and in support of its research program focussed on finding a permanent solution for the underground arsenic trioxide stored at the site.</p> <p>This term is used to encompass both “information” generally and “documentary evidence” more specifically, but it is recognized that the two concepts are significantly different, as defined.</p> <p><i>Source:</i> Adapted from allied information management definitions.</p>
library resources	<p>Any sources of information, usually but not always published, collected, maintained, and made available to support research, learning, corporate, or personal needs. Such resources may include books, periodicals, newspapers, films, maps, prints, microforms, digital media, audiovisual materials, databases, and other formats.</p> <p>Library resources are often distinguished from archival materials by virtue of their differing informational and evidential values and the different methodologies required to administer each type of resources appropriately.</p> <p><i>Source:</i> Adapted from allied information management definitions.</p>
oral histories	<p>Recordings created through interviews to collect memories, information and observations about past events from an individual or a group of people through questions or discussions that solicit thoughts, opinions, and perspectives of the interviewee(s). Oral histories may include audio recordings, audiovisual recordings, transcripts or summaries of interviews.</p> <p><i>Source:</i> Adapted from <i>The Online Dictionary for Library and Information Science</i>.</p> <p>https://products.abc-clio.com/ODLIS/odlis_about.aspx#oralhistory.</p>
records	<p>Information, regardless of medium, form, or format, created, received, and maintained as evidence and as an asset by GMOB, in pursuit of legal obligations or in the transaction of business. The evidential value of records may be historical, legal, administrative, fiscal, or other.</p> <p>The term “records” is intended to be widely interpreted and includes such diverse forms of information and evidence as: textual records such as memos, reports, invoices, contracts, etc.; electronic records such as emails, databases, Internet or Intranet content, etc.; social media content, such as instant messages, Twitter messages, wikis, blogs, podcasts, etc.; publications, including reports, books, and magazines; films; sound recordings; photographs; documentary art; graphics; maps; and artefacts.</p>

	<p>The term “records” also includes data with evidential value, such as datasets or the content of databases and, as appropriate, the systems used to manage digital data (the “system of record”).</p> <p>GMOB’s corporate records are those records created, received, and maintained by GMOB in pursuit of its legal obligations or in the transaction of business.</p> <p><i>Source: Adapted from ISO 15489-1: 2016, Information and Documentation: Records Management, Part 1: Concepts and Principles, Definition 3.14 and ISO 30300: 2011, Information and Documentation: Records Management, Core Concepts and Vocabulary, Definition 3.1.7.</i></p>
<p>traditional knowledge</p>	<p>That body of knowledge, values, beliefs and practices passed from one generation to another by oral means or through learned experience, observation and spiritual teachings, and pertains to identity, culture and heritage. This body of knowledge reflects many millennia of living on the land. It is a system of classification, a set of empirical observations about the local environment and a system of self-management that governs the use of resources and defines the relationship of living beings with one another and with their environment.</p> <p><i>Source: Adapted from Government of the Northwest Territories guidance and with input and guidance from Indigenous communities in the Northwest Territories.</i></p> <p>https://www.enr.gov.nt.ca/sites/enr/files/documents/53_03_traditional_knowledge_policy.pdf.</p>

Operational guidelines

GMOB will follow consistent, best-practice principles for the management of the six different categories of information resource included in its *IRM Mandate*: A. GMOB's corporate records and archives; B. GMOB's research program records and archives; C. archives created by other public and private agencies and individuals; D. library resources in all forms or media; E. traditional knowledge; and F. oral histories.

Specific guidelines are highlighted below. Additional information is captured separately in policies, procedures, and guidelines specific to the different resources.

A. GMOB's corporate records and archives

Description:

GMOB's corporate records include all operational documentation, from meeting agendas and minutes to reports, memoranda, financial records, legal agreements, emails, text messages, and associated communications captured, received, and used to further the operations of GMOB and to provide evidence of and information about GMOB's activities and events.

GMOB's corporate archives are that subset of records preserved because they contain enduring value as evidence of and information about GMOB's activities and events.

Not all records have enduring archival value, but all records – regardless of physical form, medium of creation, or location of storage – will be managed in keeping with national and international best-practice principles for records and archives management.

2022-2023 Priorities:

1. GMOB will ensure records retention and disposal schedules are accurate and up to date and will enforce their use consistently.
2. GMOB will store physical and digital corporate archives securely, including duplication and/or redundant digital backup as needed, to ensure they remain safe, authentic, and accessible sources of evidence.
3. GMOB will establish protocols for managing emails, text messages, and other digital communications to ensure essential evidence is preserved while ephemeral communications are removed consistently and efficiently.
4. GMOB will develop protocols for long-term storage of corporate archives and other documentation, to support its responsibilities as a supporter of the perpetual care plan for the Giant Mine site.

Standards, protocols, and guidance:

GMOB will adhere to the following foundational standards, protocols, and guidance for records and archives management, including digital storage:

- Canadian Council of Archives, *Rules for Archival Description*, 1999-2008 (available at <http://www.cdncouncilarchives.ca/archdesrules.html>)
- International Organization for Standardization (ISO), *Information and documentation – Records management – Part 1: Concepts and principles (ISO 15489:1, 2016)*, 2016.

- International Organization for Standardization (ISO), *Information and documentation – Records management – core concepts and vocabulary (ISO 30300:2020)*, 2020.
- International Organization for Standardization (ISO), *Information and Documentation – Trusted third party repository for digital records*, ISO 17068:2017.
- Laura Millar, *Archives: Principles and Practices*. 2d edition. Facet, 2017.

Additional comments:

[[add]]

B. GMOB’s research program records and archives

Description:

GMOB’s research program records and archives include all documentary materials created, received, used, and retained by GMOB specifically relating to the GMOB research program, which seeks a permanent solution for the arsenic trioxide stored underground at the site.

2022-2023 Priorities:

1. GMOB will document processes for identifying, collecting, and/or describing research documentation from external sources, to ensure the processes are consistent, transparent, flexible, and achievable.
2. GMOB will store physical and digital copies of research documentation securely, including duplication and/or redundant digital backup as needed, to ensure they remain safe, authentic, and accessible sources of evidence.
3. GMOB will establish and enforce protocols for capturing, digitizing, storing, and describing research documentation to comply with national and international standards and thus ensure sustainability and consistency of management.
4. GMOB will establish protocols for the responsible use of research documentation, balancing public access with appropriate legal, social, or other requirements for privacy and confidentiality as well as physical or cultural property rights.

Standards and protocols:

In addition to the foundational standards and protocols listed above, GMOB will incorporate requirements outlined in:

- International Organization for Standardization (ISO), *Digital Records Conversion and Migration Process*, ISO 13008:2012.
- International Organization for Standardization (ISO), *Information and Documentation – Implementation Guidelines for Digitization of Records*, ISO 13028:2010.

Additional comments:

[[add]]

C. Archives created by other public and private agencies and individuals

Description:

Third-party archival documentation includes all documentary evidence created by agencies other than GMOB, which GMOB has identified as broadly relevant to the history, development, administration, and remediation of the Giant Mine site, beyond the corporate archives identified in A above and the research documentation identified in B above.

GMOB seeks out relevant archival materials from external parties and identifies and describes the materials found and/or obtains physical or digital copies of materials, which are added to GMOB's information management systems.

2022-2023 Priorities:

1. GMOB will document processes for identifying, collecting, and/or describing third-party archival documentation to ensure the processes are consistent, transparent, flexible, and achievable.
2. GMOB will store physical and digital copies of third-party archival documentation securely, including duplication and/or redundant digital backup as needed, to ensure they remain safe, authentic, and accessible sources of evidence.
3. GMOB will establish and enforce protocols for capturing, digitizing, storing, and describing third-party archival documentation to comply with national and international standards and thus ensure sustainability and consistency of management.
4. GMOB will establish protocols for the responsible use of third-party archival documentation, balancing public access with appropriate legal, social, or other requirements for privacy and confidentiality as well as physical or cultural property rights.

Standards and protocols:

In addition to the foundational standards and protocols listed above, GMOB will consider the guidance provided by archival and library research manuals and handbooks, including:

- Alexis E. Ramsey, Wendy B. Sharer, Barbara L'Eplattenier, and Lisa S. Mastrangelo (eds.), *Working in the Archives: Practical Research Methods for Rhetoric and Composition* (Southern Illinois University Press, 2009).

Additional comments:

[[add]]

D. Library resources in all forms or media

Description:

Library resources include any source of information (usually but not always published) that has been collected, maintained, and made available by a library or information agency with the goal of supporting research, learning, corporate, or personal needs. Such resources may include books, periodicals, newspapers, films, maps, prints, microforms, digital media, audiovisual materials, databases, and other formats.

Library resources are often distinguished from archival materials by virtue of their differing informational and evidential values and in keeping with the different methodologies required to administer the resources appropriately.

GMOB identifies and collects, copies, and/or catalogues or describes publications and associated library resources relevant to its efforts to document the history, development, administration, and remediation of the Giant Mine site, including historical, scientific, administrative, and other information. Information about the management of arsenic trioxide is included in scope but is not the only type of scientific documentation relevant to GMOB's work.

2022-2023 Priorities:

1. GMOB will document processes for identifying, collecting, copying, and/or cataloguing or describing publications and associated library resources to ensure the processes are consistent, transparent, flexible, and achievable.
2. GMOB will store physical and digital copies of publications and associated library resources securely, including duplication and/or redundant digital backup as needed, to ensure they remain safe, authentic, and accessible sources of evidence.
3. GMOB will establish and enforce protocols for capturing, digitizing, storing, and describing publications and associated library resources to comply with national and international standards and thus ensure sustainability and consistency of management.
4. GMOB will establish protocols for the responsible use of publications and associated library resources, balancing public access with appropriate legal, social, or other requirements for privacy and confidentiality as well as physical or cultural property rights.

Standards and protocols:

In addition to the foundational standards and protocols listed above, GMOB will incorporate requirements outlined in:

- RDA Steering Committee, *RDA: Resource Description and Access* (2020).

Additional comments:

- <https://libguides.ala.org/SettingUpaLibrary/SpecialLibrary>
- Siess, Judith A. *The New OPL Sourcebook: A Guide for Solo and Small Libraries*. Medford, N.J: Information Today, 2006
- Collection management basics, <http://ala.worldcat.org/oclc/759915961>

E. Traditional knowledge

Description:

Traditional knowledge consists of that body of knowledge, values, beliefs, and practices passed from one generation to another by oral means or through learned experience, observation, and spiritual teachings, pertaining to identity, culture and heritage. This body of knowledge reflects many millennia of living on the land. It is a system of classification, a set of empirical observations about the local

environment, and a system of self-management that governs the use of resources and defines the relationship of living beings with one another and with their environment.

GMOB works directly with Indigenous communities to identify and document traditional knowledge relevant to GMOB's efforts to document the history, development, administration, remediation, and perpetual care of the Giant Mine site. Traditional knowledge is collected and managed in keeping with community priorities and requirements, while respecting the importance of open and respectful information.

2022-2023 Priorities:

1. GMOB will document processes for identifying, describing, or capturing traditional knowledge, including working with Indigenous communities and stakeholders, to ensure all processes are consistent, transparent, flexible, and achievable.
2. GMOB will store securely any resources gleaned through the process of capturing traditional knowledge, including duplication and/or redundant digital backup as needed, to ensure they remain safe, authentic, and accessible.
3. GMOB will establish and enforce protocols for managing sources of traditional knowledge to comply with community and Indigenous protocols and ensure sustainability and consistency of management.
4. GMOB will establish protocols for the responsible use of sources of traditional knowledge, balancing public access with appropriate legal, social, or other requirements for privacy and confidentiality as well as physical or cultural property rights.

Standards and protocols:

In addition to the foundational standards and protocols listed above, GMOB will respect core requirements for the management of traditional knowledge as outlined in:

- Government of the Northwest Territories, *Guidance on Traditional Knowledge* (current to 2016): <https://www.enr.gov.nt.ca/en/services/traditional-knowledge>.
- Gwich'in Tribal Council, *Gwich'in Tribal Council Traditional Knowledge Policy* (2004): <https://gwichin.ca/researcher-information>.
- International Council for Science, *Science and Traditional Knowledge: Report from the ICSU Study Group on Science and Traditional Knowledge* (2002): <https://council.science/wp-content/uploads/2017/05/Science-traditional-knowledge.pdf>.
- United Nations, *Declaration on the Rights of Indigenous Peoples* (2007): <https://www.un.org/development/desa/indigenouspeoples/declaration-on-the-rights-of-indigenous-peoples.html>.

F. Oral histories

Description:

Oral histories include recordings created through interviews to collect memories, information, and observations about past events from an individual or a group of people through questions or discussions

that solicit thoughts, opinions, and perspectives of the interviewee(s). Oral histories may include audio recordings, audiovisual recordings, transcripts, or summaries of interviews.

GMOB actively supports the creation of oral history recordings with stakeholders and community members whose experiences, memories, and opinions will enhance knowledge of and understanding of history, development, administration, and remediation of the Giant Mine site.

2022-2023 Priorities:

1. GMOB will document processes for selecting and interviewing stakeholders and community members, to ensure the processes are consistent, transparent, flexible, and achievable.
2. GMOB will pursue funding to conduct selected oral history interviews with appropriate individuals.
3. GMOB will store physical and digital copies of any recordings or transcripts generated through oral history interviews securely, including duplication and/or redundant digital backup as needed, to ensure they remain safe, authentic, and accessible sources of evidence.
4. GMOB will establish and enforce protocols for capturing, digitizing, storing, and describing oral history recordings to comply with national and international standards, to ensure sustainability and consistency of management.
5. GMOB will establish protocols for the responsible use of oral history resources, balancing public access with appropriate legal, social, or other requirements for privacy and confidentiality as well as physical or cultural property rights.

Standards and protocols:

In addition to the foundational standards and protocols listed above, GMOB will incorporate requirements outlined in:

- Canadian Oral History Association, Oral History Standards for Recording (n.d.): <https://canooha.wordpress.com>