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National Japanese Canadian Digitization Strategy

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1 A digitized photograph of Asahi baseball team players Jubo Sekine and Sally Nakamura, circa 1925. Photo credit: Ed and Muriel Kitagawa Collection. NNMCC 2010.30.1.1.3

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Part 1: Preamble

Indigenous Acknowledgment

We acknowledge with respect and gratitude the Indigenous peoples who are the traditional stewards of the lands and waters where we work and live. We recognize the many nations on whose traditional territories our communities call home across what is now called Canada. The acknowledgements of Indigenous nations reflect our best efforts to honour ancestral and ongoing relationships with the various lands that Japanese Canadians have settled on. We hope to continue improving our understanding of these relationships and apologize for any errors or omissions.

As Japanese Canadians, we acknowledge the severe and ongoing injustices carried out against Indigenous peoples by the colonial society of Canada, of which we are a part. In particular, we recognize the countless incidences of forced uprooting that Indigenous peoples experienced without redress or compensation. As recipients of redress for our community's uprooting, we call on the Canadian government and all Canadians to work with Indigenous leaders and community members to forge a shared path of reconciliation and justice.

About this Strategy

This document is the National Japanese Canadian Digitization Strategy, developed by the Nikkei National Museum & Cultural Centre (NNMCC) in partnership with the Japanese Canadian Cultural Centre (JCCC). This project is funded by the Government of Canada Digital Access to Heritage - Museums Assistance Program.¹ Since 2010, the NNMCC and JCCC have worked collaboratively on grant-funded digitization projects, which are chosen internally based on milestone anniversaries, fonds/collections that are similar in theme, or fonds/collections at risk of deterioration and loss. The need for an official digitization strategy was identified in order to broaden the scope and content of our digital fonds/collections and to facilitate greater access to Japanese Canadian history and heritage. In addition, this strategy will allow the NNMCC and JCCC to share professional knowledge with smaller Japanese Canadian community-driven organizations across Canada. Included are the Village of New Denver's Nikkei Internment Memorial Centre (NIMC), the Kamloops Japanese Canadian Museum & Archives (KJCA), and the Sunshine Valley Tashme Museum.

Goals

The goal of this strategy is to increase the preservation and access of records created by and about Japanese Canadians. Digitization is a time-consuming process. This strategy is a tool to help users prioritize digitization projects.

Use this strategy to help categorize fonds/collections based on their physical condition, time periods, and subjects of records. Once categorized, users of this strategy can determine projects of high priority through the summarized data of the fonds/collections.

¹ "Digital Access to Heritage - Museum Assistance Program," Canadian Heritage, Government of Canada, last modified February 17, 2022, <https://www.canada.ca/en/canadian-heritage/services/funding/museums-assistance/digital-access-heritage.html>

In the short term, this strategy can be incorporated into the strategic plans of participating institutions and be used to support the preparation of future digitization projects. The ability to identify high-priority projects is vital when allocating resources. In the long term, this strategy will be reviewed and adopted by organizations that aim to share Japanese Canadian history and heritage, and digitally preserve records according to international standards and best practices. This will lead to increased access to high-quality Japanese Canadian documentary heritage.

Methodology and Development

Research for this strategy began with online research by the NNMCC policy analyst to gather information on pre-existing digitization strategies and archival standards. The policy analyst performed online research and reached out to individual archives to learn more about how each archive prioritizes digitization projects. The Arcan-L listserv was also consulted and the project promoted to the listserv subscribers.

Research for this strategy also consisted of multiple community consultations to ensure these priorities reflect the research desires of the greater Japanese Canadian community. In spring 2022, the NNMCC conducted a public survey for anyone part of the Japanese Canadian community or interested in Japanese Canadian history and heritage. This survey was designed to understand what types or genres of archival records and objects the public wished to see more of online or sought out when performing personal and professional research. The survey was promoted on social media, the Arcan-L listserv, and in community newsletters.

The NNMCC and JCCC hosted group community consultation sessions, both online and in-person, for anyone of Japanese Canadian ancestry. The sessions were also open for anyone part of the Japanese Canadian community or interested in Japanese Canadian history and heritage. These sessions helped to delve more deeply into the topics identified in the survey. In addition, the sessions offered participants the chance to connect with each other and discuss their personal histories and experiences. Approximately 200 individuals participated in the survey and community consultation sessions. These sessions were promoted on social media, the Arcan-L list-serv, and in community newsletters.

Forty Japanese Canadian community members from across Canada were invited to participate as consultants for this strategy. Their roles included one-on-one meetings with the NNMCC and JCCC to discuss this strategy as well as Japanese Canadian history and heritage. In addition, the consultants read two advance drafts of this strategy and offered feedback on content, writing, grammar, and clarity.

Disclaimer

The following policy is not a complete reflection of the entire Japanese Canadian community. It is a sampling from across the country. Approximately 200 community members voluntarily participated in consultation sessions with the NNMCC and JCCC. Community members were contacted directly by the NNMCC and JCCC or discovered the survey and sessions through online promotion, newsletter announcements, or word-of-mouth. Participants offered their personal perspectives on what areas/themes in Japanese Canadian history and heritage they would like to see made available in a digital format. This included research interests, areas that have been neglected in the public eye, and types of records they would like to see (e.g. census records, photographs, sound recordings, etc).

The strategy was devised from these community sessions and filtered through the combined industry knowledge of the NNMCC and JCCC staff.

This strategy is a living document and is subject to change upon review.

Part 2: Framework to Categorize and Identify Priority

The following framework lists the criteria to identify high priority fonds/collections for digitization. The criteria are grouped into sections:

- Criteria 1. The physical condition, research demand, and informational value
- Criteria 2. Milestone anniversaries and time periods
- Criteria 3. Women, LGBTQ2S+ people, and people with disabilities
- Criteria 4. Thematic/subject categories

How to use: Read through the below lists and check all boxes that apply to the fonds/collections. Upon completion, you will have a summary of the digitization needs and subjects of the fonds/collections. Use this framework to create summaries of each fonds/collections. By doing so, you will compile a quickly accessible resource to help you decide which fonds/collections to digitize next.

Criteria 1: Physical Condition, Research Demand, and Informational Value

The selection of digitization projects is first determined by three factors:

- The fonds/collections physical condition,
- The fonds/collections in highest demand by researchers, and
- The fonds/collections with high informational value and/or copyright/privacy concerns.

How to use: Use the below checklist to determine if the fonds/collections is at risk of physical deterioration by either the passage of time or frequent use by researchers. In addition, determine if the fonds/collections is in high demand by researchers and has informational value, including privacy and copyright concerns.

Physical condition

- This fonds/collections includes high-risk records (film, sound recordings, damaged records/objects).
- Specify:**
- This fonds/collections is at risk and has a significant chance of decay without intervention.
- This fonds/collections is in good enough condition to undergo digitization procedures.
- Other:

Research demand

- This collections is frequently accessed / in high demand
- The physical size of this fonds/collections is awkward or physically too heavy to be retrieved from storage on a regular basis.
- Other:

Informational value (Y/N responses)

- Have parts of this fonds/collections already been digitized? Yes / No
 - If yes, does the rest of the fonds/collections add important informational value or context to the pre-existing digital items and records? Yes / No
 - If no, does this fonds/collections have adequate contextual information available for accurate metadata description? Yes / No
- Are there any privacy implications with digitizing the fonds/collections?² Yes / No
- Are there any copyright issues with digitizing the fonds/collections?³ Yes / No

This section was created under the guidance of the University of Saskatchewan Archives & Special Collections

Criteria 2: Milestone Anniversaries and Time Periods

Fonds/collections possess wide date ranges, as many are ongoing or cover extensive periods of time. Depending on the project, priority may be given to fonds/collections that expand over more than one era or priority may be given to a fonds/collections that cover a very specific period of time or milestone event. Records that represent Canadian injustices and the lasting effects on the community are a top priority.

How to use: Identify if the fonds/collections represents an anniversary milestone, significant event, or Canadian injustices. Next, identify if the fonds/collections spans pre, during, and/or post-Second World War years. These general era designations have been chosen according to the significant changes in the Japanese Canadian community as a direct result of unjust policies by the Canadian government.

- Does this fonds/collections represent an anniversary milestone, significant event, or Canadian injustices in Japanese Canadian history?

Specify:

- What are the general time periods of the records (fonds/collections may span one or multiple time periods)?

Prewar (pre-1939)

War years (approximately 1939-1945)

Postwar (post-1945)

List the year range(s):

² Refer to provincial and territorial websites for detailed descriptions and guides.

³ "A Guide to Copyright," Government of Canada, last modified August 27, 2019, https://www.ic.gc.ca/eic/site/cipointernet-internetopic.nsf/eng/h_wr02281.html

Criteria 3: Women, LGBTQ2S+ People, and People with Disabilities

The history and representation of women, LGBTQ2+ people, and people with disabilities are consistently underrepresented in digital fonds/collections.⁴ We have identified that these demographics should have a high priority when selecting projects due to the overarching significance of making these records and fonds/collections more available.⁵

How to use: Identify if the fonds/collections possesses records that represent a traditionally underrepresented demographic of people.

- Does this fonds/collections represent underrepresented demographics of individuals?
 - Women
 - LGBTQ2S+ people
 - People with disabilities
 - Other:

Criteria 4: Thematic/Subject Categories

The following list is a summary of key subjects in Japanese Canadian history and heritage.

How to use: Determine which thematic/subject categories the fonds/collections falls under. These categories are not mutually exclusive. A single fonds/collection can span many categories.

The following categories are ordered alphabetically, not in order of priority.

Art, Cultural Activities, and Food

This category covers Japanese Canadian cultural activities, arts, sports, literature, and culinary history.

- Film
- Fine arts
- Food and recipes (e.g. family recipes, recipes from Japan, recipes adapted in Canada)
- Horticulture
- Martial arts
- Music
- Oral traditions/folklore
- Performance arts

⁴ "Women in the Archive," New York Historical Society, accessed May 31, 2022, <https://www.nyhistory.org/womens-history/women-in-the-archive>

⁵ "About us - Historical Inequalities Statement," The ArQuives, last modified January 19, 2021, <https://arquives.ca/about>

- Poets, writers, and literature (fiction and nonfiction)
- Sports (professional and recreational)
- Textile arts
- Other:

Canadian Politics

This category covers Japanese Canadian politicians and participants in politics, as well as choices made by the Canadian government that resulted in any racially-motivated targeting of Japanese Canadians pre, during, and post-Second World War.

- Canada's immigration policies
- Canadian politicians who promoted racist policies
- Canadian politicians who supported Japanese Canadians
- Canada's racist policies
- Canada's role in Redress
- Japanese Canadian politicians
- RCMP investigations
- Use of the War Measures Act
- Other:

Civil Rights, Protest, and Activism

This category covers civil rights movements, protests, and other forms of activism undertaken by the Japanese Canadian community. This includes any civil rights movements that have been led or supported by the Japanese Canadian community.

- Activism
- Anti-racism
- Human rights
- Redress movements
- Resistance
- Voting rights
- Other:

Connections with Indigenous Communities

This category includes any connections, tensions, and partnerships with Indigenous communities in Canada.

- Community name:

Connections with Other Communities

This category includes any connections, tensions, and partnerships with other ethnic/cultural communities in Canada.

- Community name:

Dispossession and Losses

This category includes information related to the seizure and sale, without consent, of goods and assets, as well as intangible losses.

- Intangible losses (friendships, sense of home/community, education, etc.)
- Records and studies attesting to the economic losses sustained by Japanese Canadians
- Records of auction sales and other forced sale of property
- Records of ownership, sale, deeds, etc.
- Stories of neighbours or friends who stored or held property for Japanese Canadians and who returned it after
- Unlawful looting and vandalism
- Other:

Events and Celebrations

This category includes any events, celebrations, or anniversaries hosted by Japanese Canadian communities.

- Anniversaries
- Auxiliary groups
- Bazaars and markets
- Community festivals
- Holidays
- Reunions
- Other:

Experiences

This category includes any records that relate to individual or personal experiences of all Japanese Canadians. This includes personal stories, everyday life experiences, and memories.

- Challenges and barriers
- Childhood and growing up
- Education and schooling
- Establishment and re-establishment of life and community in new towns and cities
- Everyday life experiences
- Experiences at different ages

- Individual stories and experiences
- Personal stories/biographies/memoirs
- Other:

Forced Dispersal, Internment / Incarceration

This category includes any records or objects related to the forced dispersal/uprooting of Japanese Canadians.

- Deportation/Exile to Japan
- Detention sites
- Forced labour
- Forced removal from BC Coast and islands
- Forced uprooting east of the Rockies
- Internment/Incarceration camps
- Prisoner of war camps
- Rebuilding of community
- Return to British Columbia
- Self-supporting sites
- Sugar beet farms
- Work camps
- Other:

Genealogy and Family History

This category includes any records used for genealogy research, family histories, and tracing of lineage.

- Ancestral homes
- Birth/Death/Marriage notices
- Cemeteries and burial plots
- Census data
- Citizenship records
- Family trees
- Japanese family registry documents (e.g. koseki)
- Passenger lists and immigration records
- Other:

Identity

This category includes any records that relate to Japanese Canadian identity and/or loss of identity/culture.

- Generational identity
- Loss of language and cultural identity
- Maintenance of language and cultural identity
- Mixed ethnicity
- Mixed marriages
- Reclamation of language and cultural identity
- Other:

Immigration

This category includes records and objects related to Japanese immigration into Canada.

- Emigration from Canada to Japan (not due to forced dispersal)
- Individual or family circumstances surrounding emigration from Japan
- Limits on Japanese immigration in Canada
- Modern immigration into Canada
- Picture Brides and marriage
- Other:

Maps and Locations

This category includes any records that pinpoint and cover specific locations of Japanese Canadian communities or maps and records that show the locations.

- Locations of Japanese Canadian communities across Canada (pre and postwar)
- Maps or visual records that show the exact or approximate location of communities and other landmarks
- Other:

Military and War

This category includes any records that relate to Japanese Canadian involvement in the military or war efforts.

- Japanese Canadians with ties to global conflicts
- Japanese Canadian participation in First World War
- Japanese Canadian participation in Second World War
- Japanese Canadian participation in the Korean War
- Modern Japanese Canadians in the military/war veterans
- Peacekeeping
- Other:

Newspapers, Publications, and Media

This category includes any records of Japanese Canadian publications, newspapers, and other media.

- Community newsletters
- Newspapers
- Television/Radio
- Other:

Organizations

This category includes any organizations created and/or operated by Japanese Canadians for the benefit of the community and beyond.

- Cultural centres
- Japanese language schools
 - Associations that operated the schools
 - Community employment and volunteering with the schools
 - Former and current students
- Museums and archives
- National organizations (e.g. National Association of Japanese Canadians)
- Research committees
- Volunteer and local organizations (e.g. Tonarigumi, Japanese Social Services)
- Other:

Religion and Churches

This category includes records and objects related to religious organizations affiliated with Japanese Canadians and Japanese Canadian participation in religion.

- Christianity
- Church schools and education provided by religious organizations
- Japanese Canadian involvement in churches/religious work
- Shintoism and Buddhism
- Temples and churches
- Other:

Trauma, Racism, and Mental Health

This category includes any records that show trauma, racism, and mental health challenges in the Japanese Canadian community. This category is not specific to wartime trauma, but is all-encompassing of any mental health discussions.

- Anxiety, loneliness, fear
- Casual racism, targeted racism, systemic racism
- Mental illness and mental health

- Trauma, intergenerational trauma, post-traumatic stress disorder
- Other:

Workers, Industry, Careers, and Labour

This category includes any records that present evidence of Japanese Canadian workers, industries, careers, and labour. This category does NOT include forced labour and work camps (see Forced Dispersal, Internment/Incarceration).

- Employment in Canada
- Indentured servitude
- Japanese Canadian career paths
- Japanese Canadian companies and employers
- Restrictions on careers/industry
- Rural economic development by Japanese Canadians
- Small business and entrepreneurship
- Underpaid or unpaid labour
- Unions
- Other:

Prioritization for Digitization Projects

Summaries of all information from above should be stored in a quickly accessible format and location, preferably on a digital shared drive for easy sharing and access. When choosing digitization projects, refer back to these summaries to determine which fonds/collections are of the highest priority.

The prioritization of fonds/collections will be in line with institutional mandates and policies. Each fonds/collections will present its own challenges and needs, as well as individual institutional challenges and needs. Priority of digitization, therefore, is different based on each institution.

Appendix A: Strategy Authors and Partners

Authoring Organizations

Nikkei National Museum & Cultural Centre

Musqueam First Nation, Squamish Nation, Tsleil-Waututh Nation, Kwikwetlem First Nation.
Burnaby, British Columbia

centre.nikkeiplace.org



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2

The Nikkei National Museum & Cultural Centre’s mission is to honour, preserve and share the history and heritage of Japanese Canadians and Japanese culture in Canada. Since September 22, 2000, the multi-use cultural space, featuring a Japanese Canadian garden, has offered unique programming, exhibits, and events, as a community place open to all. With the addition of family and community stories every year, we ensure the legacies of people of Japanese ancestry in Canada live on into the future.



3

- 1 The Nikkei National Museum & Cultural Centre building, designed by architect Raymond Moriyama, in Burnaby, BC. Photo credit: NNMCC
- 2 Preserved collections in archival storage at the Nikkei National Museum & Cultural Centre in Burnaby, BC. Photo credit: NNMCC, 2021
- 3 Preserved film reels in archival storage at the Nikkei National Museum & Cultural Centre in Burnaby, BC. Photo credit: NNMCC, 2021

Japanese Canadian Cultural Centre

Mississaugas of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee, and the Wendat peoples.

Toronto, Ontario

jccc.on.ca



1



2



3

Founded in 1963, the Japanese Canadian Cultural Centre (JCCC) is a not-for-profit organization that celebrates the unique culture, history, and legacy of Japanese Canadians for the benefit of all Canadians under our mandate: "Friendship through Culture." This spirit of inclusion has been central to the JCCC's success and over 50% of our membership are of non-Japanese heritage. The JCCC offers a wide variety of Japanese cultural programs for its 5,200 members and over 210,000 annual visitors throughout the year. Through its Heritage Department, the JCCC is committed to collecting, documenting, preserving, and sharing the history of Japanese Canadians.

1 Exhibit space inside the Japanese Canadian Cultural Centre in Toronto, ON. Photo credit: Blue Rhino Design, 2021

2 "Maru: Immigration Stories" exhibit at the Japanese Canadian Cultural Centre in Toronto, ON. Photo credit: Blue Rhino Design, 2021

3 The Japanese Canadian Cultural Centre building featuring the Ikeda Tower in Toronto, ON. Photo credit: KPMG

Partner Organizations

We, the NNMCC and JCCC, also want to thank the support of the following organizations involved in this project.

National Association of Japanese Canadians

Anishinaabeg, Cree, Oji-Cree, Dakota, and Dene Peoples, and the homeland of the Métis Nation.
Winnipeg, Manitoba (NAJC headquarters)

najc.ca



1

Established in 1947, the NAJC is the only national organization in Canada that represents the Japanese Canadian community. Under the umbrella of the national body, the NAJC has member organizations across Canada. The NAJC negotiated the historic Redress Settlement on behalf of all Japanese Canadians who suffered injustices and acts of discrimination during and after the Second World War. The mission of the NAJC is to promote and develop a strong Japanese Canadian identity and thereby to strengthen local communities and the national organization. To strive for equal rights and liberties for all persons—in particular, the rights of racial and ethnic minorities.



2

- 1 The official signing of the Japanese Canadian Redress Agreement by Prime Minister Brian Mulroney and NAJC President Art Miki in Ottawa, ON. Photo credit: Gordon King, 1988. NNMCC 2010.32.55
- 2 Charles Kadota holding a placard that reads: "LIFE IN EXILE" at the Redress Rally in Ottawa, ON. Photo credit: Gordon King, 1988. NNMCC 2010.32.129

Nikkei Internment Memorial Centre

Sinixt Nation, Syilx Okanagan Nation, Ktunaxa Nation

New Denver, British Columbia

newdenver.ca/nikkei



1

The Nikkei Internment Memorial Centre (NIMC) was conceived and sponsored by the Kyowakai Society. The NIMC contains original buildings, period items and interpretive displays as well as the Heiwa Teien Peace Garden, designed by the renowned Japanese Canadian gardener, Tomomichi (Roy) Sumi. The NIMC was declared a National Historic Site in 2010, as it is located on the grounds of “The Orchard” internment camp. The NIMC is owned and operated by the Village of New Denver.



2



3

- 1 The three original internment shacks and entrance to the Heiwa Teien Peace Garden at the Nikkei Internment Memorial Centre in New Denver, BC. Photo credit: NIMC
- 2 The interior of the original 1957 internment shack at the Nikkei Internment Memorial Centre in New Denver, BC. Photo credit: NIMC
- 3 The Centennial Hall and a cherry blossom tree at the Nikkei Internment Memorial Centre in New Denver, BC. Photo credit: NIMC

Kamloops Japanese Canadian Museum & Archives

Tk'emlúpsenc te Secwépemc of the Interior-Salish Secwepemc (Shuswap) speaking peoples.

Kamloops, British Columbia

kjca.ca/history-preservation-archives



1



2

The Kamloops Japanese Canadian Museum & Archives is a subsidiary of the Kamloops Japanese Canadian Association (KJCA). This small museum and archives is run entirely by a team of volunteers. The archives committee originated in 1995 as the History Preservation Committee of the Kamloops chapter of the National Association of Japanese Canadians. This committee has collected archives and items from community members throughout the years, offering a museum display in the History Preservation Room of the KJCA's cultural centre.



3

- 1 A replica internment shack inside the Kamloops Japanese Canadian Museum & Archives in Kamloops, BC. Photo credit: KJCA
- 2 An exhibit of Japanese dolls, kimonos, and other heritage items at the Kamloops Japanese Canadian Museum & Archives in Kamloops, BC. Photo credit: KJCA
- 3 A display of literature, Japanese dolls, and a kimono at the Kamloops Japanese Canadian Museum & Archives in Kamloops, BC. Photo credit: KJCA

Sunshine Valley Tashme Museum

Stó:lō Nation, Nlaka'pamux Nation, Okanagan Nation

Sunshine Valley, British Columbia

[facebook.com/tashmemuseum](https://www.facebook.com/tashmemuseum)

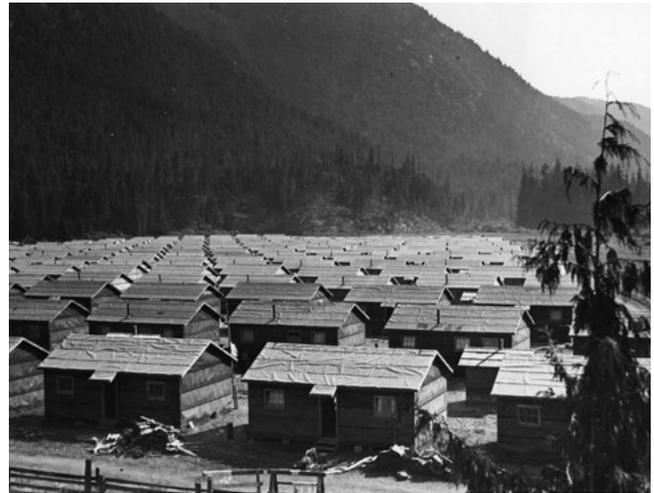


1



2

The Sunshine Valley Tashme Museum project started in 2016 and is dedicated to the history of Canada's largest Japanese Canadian internment site during the Second World War. What began as a one-room exhibit in the original Tashme butcher shop has now expanded to include eight rooms, an intricately-designed tar paper shack replica, and the original Tashme RCMP building and kindergarten schoolhouse adjacent to the museum's main structure. Guided group tours are available. The Sunshine Valley Tashme Museum is located 19 kilometres east of Hope.



3

1 Sign for the Sunshine Valley Tashme Museum in the Sunshine Valley, BC. Photo credit: Ryan Ellan, 2019

2 The interior of a replica internment shack at the Sunshine Valley Tashme Museum in the Sunshine Valley, BC. Photo credit: Ryan Ellan, 2022

3 A photograph of rows of internment shacks within the Tashme internment camp in Hope, BC. Photo credit: Leonard Frank, 1942. NNMCC 1994.69.4.28

Community Consultants

We'd like to acknowledge and thank the contributions of all community members who participated in the group sessions, the online survey, individual consultations, and draft feedback sessions. Your contributions to this strategy guided its development to help better reflect the desires and ideas of our community.

Appendix B: Digitization Standards and Best Practices

The NNMCC and JCCC adhere to the most contemporary digitization standards and best practices, as identified by international, national, and provincial bodies. These standards are subject to frequent changes. The NNMCC and JCCC also adhere to the Association of Canadian Archivists Code of Ethics and Professional Conduct.⁶

The NNMCC and JCCC have developed a Digitization Manual that provides step-by-step instructions on how to digitize different types of records. The manual is available upon request.

⁶ "Association of Canadian Archivists Code of Ethics and Professional Conduct," Association of Canadian Archivists, last modified October 18, 2017. https://archivists.ca/resources/Documents/Governance%20and%20Structure/aca_code_of_ethics_final_october_2017.pdf

Appendix C: Terms and Definitions

Archival and Digitization Terms and Definitions

Archives

An agency or institution responsible for the preservation and communication of records selected for permanent preservation.⁷

Access Copies / Derivative Files

A copy of the primary access file, often in a lower resolution and in an accessible file format (e.g. JPEG, PDF, etc.) for purposes of viewing, printing, thumbnails, websites, etc.⁸

Digital Preservation

The specific process of maintaining digital materials during and across different generations of technology over time, irrespective of where they reside.⁹

Digitization

The process of copying analogue records in any form (textual records, graphic records, photographs/negatives/etc., sound recording, moving image, or objects) to a digital form using a device such as a scanner, a camera, or any other electronic device.¹⁰

Fonds/Collections

The whole of the records that a physical or juridical person accumulates by reason of its function or activity; the highest-level archival aggregation.¹¹

Preservation File

The highest quality copy to maintain for long-term preservation. Once produced and a primary access file is created, the preservation file is stored and no longer handled.¹²

Primary Access Files (copies)

A working copy of the preservation file and is the source for all other derivatives (high resolution, low resolution, and custom resolutions).¹³

7 "Terminology Database," InterPARES Trust, last modified June 6, 2022, http://www.interpares.org/ip2/display_file.cfm?doc=ip2_glossary.pdf&CFID=29550388&CFTOKEN=86222587

8 "Indigitization, Tools for Digitizing and Sustaining Indigenous Knowledge," Indigitization, accessed May 31, 2022. <https://www.indigitization.ca/>

9 "Terminology Database," InterPares Trust

10 Indigitization

11 "Terminology Database," InterPares Trust

12 Indigitization

13 Ibid.

Metadata

Information that characterizes another information resource, especially for purposes of documenting, describing, preserving, or managing that resource.¹⁴ Metadata is information about information.

Rules for Archival Description (RAD)

Canadian archival description (metadata) standard. Aims to “provide a consistent and common foundation for the description of archival materials within a fonds (collection), based on traditional archival principles.” NNMCC and JCCC adhere to RAD.¹⁵

Japanese Canadian Terms and Definitions

The following is a quick guide to terms and definitions used by the NNMCC and JCCC. This list is subject to change, but is the most current acceptable language for describing certain events, people, or topics in the Japanese Canadian community.

Certain terms which we identify as NOT using on this list are of course not erased from our vocabulary; rather, if we say them, it is only in a context where we explain how the government or others used them and the context of where it appears in a record. We also explain why we do not support the use of these terms, usually while providing an alternate term.

Deportation/Deportees

To refer to those who went to Japan after the end of the war, NOT **repatriation**, which is an inaccurate term since many of those who went were Canadian citizens who had never been to Japan. Other acceptable terms are **exile**, **second forced uprooting**, and **second forced dispersal** (the latter two can refer to both going to Japan or going east of the Rockies in the same time period).

Dispossession

To describe the seizure and sale, without consent, of goods and assets of Japanese Canadians left behind in the restricted zone. **Forced sale** is also used.

Forced Dispersal

The preferred blanket term for any of the events related to government policies against Japanese Canadians in the 1940s, especially those that required them to leave the West Coast. It includes those who went to internment camps, work camps, sugar beet farms, or anywhere else. **Forced removal** or **forced uprooting** are also acceptable terms, but are generally considered to be more specific than forced dispersal.

We do NOT use the terms **dispersal**, **removal**, or **uprooting** without the word “forced.”

Forced uprooting may be used, but not necessarily to refer specifically to the events related to Canadian governmental policy in 1945/1946. Another acceptable term for this is **second uprooting**.

We do NOT use the terms **evacuation** or **relocation** which we believe to be euphemisms insufficient to describe the harshness of what actually occurred. We do NOT use the terms **final relocation** or **permanent removal**.

¹⁴ “Terminology Database,” InterPares Trust

¹⁵ Rules for Archival Description

Hastings Park

Not to be referred to as Manning Pool. Other names that describe its function in relation to holding Japanese Canadians in 1942 are currently not used by the museum, but this is open for further discussion, should other terms be adopted elsewhere in the community.

Internment/Internees/Incarceration

Although we recognize that the term “internment” is technically inaccurate since a government is not allowed to intern its own citizens, we use the term “internment” due to its recognizability and common usage in the community due to the term’s use in the Redress Agreement. **Internment camps, internment sites, incarceration camps, incarceration sites, or detention camps** are both acceptable and are more or less interchangeable.

Japanese Nationals

Acceptable term for Japanese Canadians who were not Canadian citizens by birth or naturalization.

Naturalized Canadians

Used to describe those born in Japan who immigrated to Canada and became Canadian citizens. We primarily use this term to describe those Japanese-born Canadian citizens who became British subjects and then later citizens before the Second World War, most of whom were subject to internment and/or forced dispersal by the Canadian government in the 1940s.

Nikkei

Preferred blanket term for all people of Japanese ancestry, regardless of birthplace or citizenship. We also use **Japanese Canadian**. We do NOT use the term **Canadian-born Japanese** as it implies that these people are/were Japanese rather than Canadian.

We do NOT use the term **enemy aliens**. “Enemy alien” was specifically used in a poster dated February 7, 1942 but not in any subsequent orders in council or other notices. However, many Nikkei were treated as such. We use the term **Japanese Canadians** as a blanket term for all people of Japanese ancestry living in Canada, both Japanese nationals and Canadian citizens by birth or naturalization.

Restricted Zone

To refer to the geographical area along the West Coast of BC which Japanese Canadians were forced to leave. We do not use the term “protected zone” or “evacuation zone.”

Road Camps

Work camps is also an acceptable term, and can be used interchangeably. People detained in prisoner of war camps are **prisoners**, NOT **rebels**, unless they have been specifically identified as such due to their individual preference or activities related to protesting government policies.

Self-Supporting Camps (or sites, or locations)

Used to describe the locations where families were responsible for paying their expenses out of pocket. Interior housing centres/projects or interior settlements are euphemisms and are NOT to be used.

Sugar Beet Farms

NOT sugar beet projects (government euphemism).

Appendix D: Works Cited

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