

Oneida Tribe of Indians of Wisconsin

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Oneidas bringing several hundred bags of corn to Washington's starving army at Valley Forge, after the colonists had consistently refused to aid them.



UGWA DEMOLUM YATEHE
Because of the help of this Oneida Chief in cementing a friendship between the six nations and the Colony of Pennsylvania, a new nation, the United States, was made possible.

MEMORANDUM

TO: L. Gordon McLester
FROM: Bob Christjohn
DATE: September 16, 1986
SUBJECT: Records Management Status Report

Upon my arrival with the Tribe in January, 1983 as Assistant Administrator, it was my opinion that not only the Tribal Accounting records but critical enterprise and program records were in total disrepair. This was the general consensus of the Tribal Controller, Tribal Administrator and other key managers. Because of extremely fast growth, in both Enterprise and Program minimal efforts, this area was only a natural occurrence. In addition, the Management Team did not place a high value on records with the confirmed growth of an organization that grew into its present position of an annual budget that exceeds \$40 million and a work force of nearly 350 people.

The major turn of events that can be attributed to developing what is becoming a favorable records management system was a BIA 638 grant to improve Tribal records. This operation was taken on by Oneida Nation Museum with the intent ~~to develop an archival~~ *to develop an archival/records management* system for future generations. The grant was not to be used as an archival process but a tool to support management records, provide records for the tribal government and afford records that could be

RECORDS MANAGEMENT STATUS REPORT

September 16, 1986

Page 2

used by existing tribal operations. With an archival/records system was founded on a less than favorable foundation. All 638 efforts had to be developed as a clear management tool. In addition, the 638 grant clearly directed the Tribe that the confirmed record system would become part of the Tribes indirect cost pool. This also does not lend itself to an archival or historic process.

The present Records Manager has been part of the indirect cost pool to develop operational records. However, the Oneida Archival objectives have not been abandoned. We have not violated the 638 contract of money spent to develop the system and at no time has the Tribe implemented activities that would jeopardize the strict rules related to indirect cost as a management service to present operations. This was accomplished by the following:

1. The original record system was developed under the auspicious of the Oneida Nation Museum.
 - a. This allowed the Museum to get a firm handle on what specific archival activities would be implemented.
 - b. It also affords the Museum a clear picture of what previous records are not recorded and this leads specific activities to fill void.
 - c. The Museum staff was also afforded training in records management and now have a firm skill that not only can be used in archival activities, but also are a valuable tool to assist management in record management development.

RECORDS MANAGEMENT STATUS REPORT

September 16, 1986

Page 3

2. Now that records management is part of indirect cost pool with a clear responsibility to afford a central records system for all Tribal operations, the system affords the Tribe a clear tool to develop an ongoing archival record.
 - a. The Museum is an ongoing part of Tribal operations and clearly eligible for support from the indirect cost pool.
 - b. The Tribe now has a limited, archival record of tribal activities. However, with various efforts at the Smithsonian, _____ and _____, local or individual tribal collection, the Museum Director has started a out standing collection of photos, newspaper articles, school records, some limited family historic, official government reports that go back to the 1850's. These documents are worthy of acceptable scholarly research as a primary and secondary resource. The present records system support on this particular issue affords support on security reproduction and cataloging.
 - c. Because the Museum originally was charged with developing the official records system, there is now an advanced system of micro filmed records that will remain in tact for archival records.
3. Managements and the Business Committee support to insure that the present records system would some day provide a sound inter base for archival purposes is now in place.

RECORDS MANAGEMENT STATUS REPORT

SEPTEMBER 16, 1986

Page 4

Primary 638 proposal goals and objectives 1983 proposal:

1. Recognize economy of scale is not like for a Tribe the size of Oneida. Microfilm and other basic material will not be brought in any major volume. Also the required equipment is extremely costly and will not be used on a cost effective manner. Namely equipment will stand idle for periods of time while jobs are prepared for filming and final evaluation.
2. From a tribal program and enterprise point of view, the existing need for record retention and general use vary from department to department. Thus a flexible system will be developed.
3. Hire staff that has records management skills or demonstrate the ability to be trained by an accredited consultant:
 - a. Training must include on-the-job training.
 - b. Develop a theoretical outline related to record management principles.
 - c. Develop analytical skills for the purpose of working with Oneida Tribe records.
 - d. Develop inventory of existing records and required skills to catalog and evaluate same.
 - e. Develop and define a manageable skill level to develop retention and disposition schedules.
 - f. Develop skills that will afford a working knowledge of equipment to operate a records system.
 - g. Develop skills to establish a records storage facility.

RECORDS MANAGEMENT STATUS REPORT

SEPTEMBER 16, 1986

Page 5

- h. Develop skills to evaluate equipment, selection and implementation of same.
 - i. Develop skills that will allow for the development of tribal policy and procedures
4. Items a to i listed above are the key objectives that require an on-going working knowledge that may be developed not only by the consultant but the records management staff must acquire an extremely proficient skill level to work independently in a 12 month period. In addition, to consultant training support the grant there will be a need to provide key Tribal staff training in forms of on-site workshops.
- a. All clerical staff will be afforded long training. This is critical and, far more important than training directors.
 - b. Both Directors and department clerical staff will have to provide input to records management staff and consultant to insure state and federal compliance regulations are followed on individual contractual basis. This process will be established during the local workshop process.
 - c. Local workshops will provide basic records management tasks to be accomplished on departmental level.
 - d. Local work shops will provide department level guide lines pending tribal records management policies with intent to train and acquire feed back to maintain a flexible system.

RECORDS MANAGEMENT STATUS REPORT

SEPTEMBER 16, 1986

Page 5

5. There remains a key element that has not been mentioned in any of the above objectives. An issue that must be established by staff, consultants, worksop presenters, Business Committee members and the management team. THIS IS THE ISSUE OF CONFIDENTIALITY AND THE FREEDOM OF INFORMATION ACT. Because the Tribe has become a ^{Successful} leader in economic develop and has also been ~~extremely~~ successful in secure both federal and state grants, there remains a need to secure records in a manner that links itself to remain confidential on plans and methods of acquiring this apparent success. Also because the programs provide health care, druge and alcohol counseling, and host of other educational and human service activities, there is a large volume of sensitive and confidential records. This confidential material can not be breeched. Then there is the freedom of information issue that goes along with all federal and state grants. This issue must surface in any policy and must be dealt with at all levels of training. It also demonstrates a need for flexibility and must become an ongoing objective within a records management system. These two issues must be at a conflict from time to time. It is the general management philosophy will favor confidentiality.

(4)

There may be a list ~~some where~~ out there somewhere but I would share with you some of what our staff went through.

- Training must include on the job training
- Develop a Theoretical outline Related to Record Management principles
- Develop ANALICAL skills for the purpose of working with Tribal Records
- Develop inventory of existing Records and Required skills to CATALOG and evaluate the same.
- Develop and define a manageable skill level to develop Retention and disposition schedules.
- Develop skills that will afford a working knowledge of the equipment to operate a Records system.
- Develop SKILLS to establish a Records Storage Facility
- Develop skills to evaluate equipment, the selection and implementation of the same

These are some of the key objectives we felt our program manager had to work towards with the consultant.

So it's very important that you feel sure the consultant can define the need you agree on.

During this development clerical staff through out the tribe have to afford training to begin giving input to the Records manager local work shops can begin to provide basic Records Management tasks to be accomplished

The Tribal Records

A systematic
The Records Manager has started on the process
to micro film the Tribal Records such as the Tribal
minutes. This is a large undertaking and ~~time~~
^{is} taking a long time. We are working with
the Records of today and ~~they~~ at the same
time doing the recording process taking us back
back to early 1930's.

Rapid
growth
of the
Tribal

When our Records Manager (Charles Cornelius)
came on Board in 1983 the Records for each
program were sometimes kept by the program
manager or the accounting office or sometimes
in the Tribal Council office, and most of the
time they were just stored in cardboard boxes
somewhere.

Just what Records were to be kept was
another real problem.

When you look at it now things are beginning
to move ^{but slowly} and it seems that there may be a light
at the other end.

Another important point was when hiring that the
staff have Records management skills or demonstrate
the ability to be trained by an accredited consultant.
We also require that consultant that is hired
be checked thoroughly so you will get the most for
your money.

Records Management Program of Oneida Wis.

Our program in Oneida is Really different from any other Records Man Program on the other Reservation

The program started in 1983 with a BIA 638 grant to improve Tribal Records. The grant was Not to be used as a archival process but a Tool to support Management Records.

This was the only way to get support funds for a Records system. The Tribe would have liked to be funded for an archival project.

In addition, The 638 grant clearly, ^{directed} that the Record system would become part of the Tribes indirect Cost Pool.

The Present Records Manager is now part of the indirect pool to develop operational Records.

1. the original Record system was developed under the direction of The Oneida Nation Museum director
2. The Museum staff was also offered Training in The Records Management and can work to assist in the Record Management development but can also use This skill in Archival activities

give the
size
of the
Tribe
and a
little
History

#1

Gordon M. Lester

A member of The Oneida Tribal Council of Wis.
for ^{more than} 10 years and Tribal Sec The last
4 1/2 years. IAA liaison to The Records Management
Program, which is ^{to give} ~~to keep~~ The Tribal Council A
direct link to The program

(6)

- TRUST By The people and Their willingness to share Their materials This is happening
This is also a measure of Success
- Communication Centers
- Re-enforce the need for the Records
- Developing a Tribal history (Conf in July)
and Keeping a Record of history
Land Claims
- Working with The Smithsonian
different places you may find material
Indian Schools - Calif - Chicago - Russia
- The Rapid growth



Oneida Council of the Thames

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Sept. 20/80

To: Whom It May Concern

Please be advised that Arnold
Antone, Charles Cronlius, Ray, George and
Vickie Antone have been appointed to the
Council of the Thames Land Claims Committee.
Further be advised that all four named
individuals are registered members of the
Oneida Settlement located in Ontario, Canada.

Yours truly,

Chief W. L. Day