

REVISED – MAY 8, 2014

Appendix 1 – Contents of Reels and Image/Index Requirements*

Samples are provided as a separate document, as part of the RFP – Refer to Appendix “H”

*refinements to these requirements to be identified during Project Design process

Immigration Records (Primary Record Collection)

The records are historical records of Records of Landing from 1953 – 1972

Years	# Reels	Approx # 'pages'	Form type
1953-1955	316	884,800	Variable: Typewriter primarily , some handwritten, some with information on lines, others in boxes <ul style="list-style-type: none"> • Records of Landing • Chinese Records of Landing (2 pages – photo second page) • Cross Index Cards (and partially filled out record of landing forms that also act as Cross Index Cards as per sample documents) • Alpha separators (blank page with a single surname or a few characters from a surname – these do not need to be imaged or captured) as per sample documents • miscellaneous supplementary information (supplements) at the end of reels
1956-1960	664	1,859,200	<ul style="list-style-type: none"> • Records of Landing • Chinese Records of Landing (2 pages – photo second page) • International Embarkation And Disembarkation Cards (considered a type of ROL) • Cross Index Cards (and partially filled out record of landing forms that also act as Cross Index Cards as per sample documents) • Alpha separators (blank page with a single surname or a few characters from a surname –

			<p>these <u>do not</u> need to be imaged or captured)</p> <ul style="list-style-type: none"> • miscellaneous supplementary information (supplements) at the end of reels
1961-1963	144	403,200	<p>International Embarkation Cards appear to stop, and there is less frequency of the 2-page Chinese Records of Landing)</p> <ul style="list-style-type: none"> • Records of Landing • Chinese Records of Landing (2 pages – photo second page) • Cross Index Cards (and partially filled out record of landing forms that also act as Cross Index Cards as per sample documents) • Alpha separators (blank page with a single surname or a few characters from a surname – these <u>do not</u> need to be imaged or captured) • miscellaneous supplementary information (supplements) at the end of reels
1964-1966	231	646, 800	<p>(No more Alpha separator cards, Cross Reference cards now have Soundex Code on them that needs to be captured, 2-page Chinese Records appear to stop)</p> <ul style="list-style-type: none"> • Records of Landing • Cross Index Cards with Soundex Code (and partially filled out record of landing forms that also act as Cross Index Cards as per sample documents) • miscellaneous supplementary information (supplements) at the end of reels
1967-1972	331	993,000	<p>Includes Micronumber</p> <ul style="list-style-type: none"> • Records of Landing • miscellaneous supplementary information (supplements) at the end of reels

TOTAL	4,140,200
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Content on Reels

Original LAC reels:

The reels are 16mm reels of Records of Landing. The reels are usually in plastic cases with identification information on the outside of the case; some reels may be in cardboard cases. The year of landing (calendar year) corresponds to the reel; each reel will contain information only related to one calendar year.

CIC working copy reels - These reels will be used to capture supplementary information only.

In order to capture all supplementary records in this collection, CIC will be required to provide the Supplier with working copies of their reels. The reels are 16mm reels of Records of Landing with supplementary information spliced on to the end. The reels are in 3M cases with identification information on the outside of the case. The supplementary information can be found spliced on to the end of these reels, after the Records of Landing. These will include amendments or revocations. There might be approximately 20 of these per reel.

The Contractor will be required to take special care when cleaning these reels to only clean the spliced portions, as the rest of the reel will contain a red marking that must not be removed. Supplementary information file naming to be applied as instructed below in Filename table.

CIC will work with the vendor to establish a controlled batch schedule for the working copy reels as they will need access to them frequently.

All reels should contain an image of the operator certificate of authenticity related to the Records of Landing, but not the supplementary information which was subsequently added.

Image Requirements

- The first few images on the reel are blank. Imaging to start at first `populated` image on the reel. The leading blank images on the reel are not to be imaged, and Unique digital image identifier (metadata) is not to start with blank images.
- A Record of Landing may have more than one page
- One image/file per Record of Landing (for each applicant) (Record of Landing, Chinese Record of Landing or Embarkation card are all different types of Records of Landing)
- **PARAGRAPH DELETED**
- One file for each Cross Index Card; special file naming conventions apply as per below.

- One image/file for each supplementary information; special file naming conventions apply as per below
- One image/file for each Camera Operator's Certificate
- Every image must show all four corners of the document; Each imaged document is to have a border around it.
- All de-speckled, de-skewed and cropped
- Image any page with any marking or writing on it, except the Alpha separators
- Each media (CIC IT Security-approved, encrypted device/CD) must include one excel file that includes Index Data and Metadata for each image supplied on said media. See format/layout below.
- The contractor will also provide one complete excel file of all images supplied at the end of the project.

INDEX DATA

	Field name	Type	Length	Information
1	Reel number	Numeric	3-6 digits	The reel number is on the reel cover
2	Filename	Alpha numeric	See below	See filename section below
3	Last name	Alpha characters	Varied (no character limitation)	Spaces between words where applicable Periods cannot be included; Dashes are okay e.g. Wallace-Lee is okay e.g. St. Georges should be St Georges DO NOT CAPTURE: - <u>née or nee surname</u> (see sample documents) - <u>'Son' of or 's/o' names</u> (see sample documents)
4	First name	Alpha characters	Varied (no character limitation)	Spaces between words where applicable Periods cannot be included; Dashes are okay DO NOT CAPTURE: - <u>'Son' of or 's/o' names</u> (see sample documents)
5	Date of Birth	YYYY/MM/DD	8 numeric Characters separated by	A date of birth will always be provided. It may be handwritten (added after verification or by officer)

			forward slash	
6	Date of Landing	YYYY/MM/DD	8 numeric Characters separated by forward slash	
7	Date field A			Leave blank for this collection
8	Supplementary Information	Numeric flag	Digit	Flag if there is supplementary information Digit indicates the number of pieces of supplementary information. More than 1 is rare
9	Unique Identifier	Alpha numeric	10 characters	A Soundex number is only available in certain years 1964-66 1 alpha character followed by 3 digits (no hyphens) (In future years, this field will capture another document number of one Alpha and 9 digits)
10	Micro-number	Numeric	11 digits	4 digit for year of landing followed by 7 digit code Only available for years 1967 and forward.
11	Path on media			See Folder Structure section below
12	Form number			Leave blank for 1 st collection
13	Empty field 3			Leave blank for 1 st collection

METADATA

Required but not limited to:

- Unique digital image identifier
- Date and time of digitization
- Name of Contractor providing the digitization
- Capture device
- Processing agent ID
- Calibration settings (colour correction settings on monitor and for output)
- Date of last calibration
- Item and /or filename
- Item and/or file resolution, colour depth and compression
- Collection identification (ROL)

FOLDER STRUCTURE

Record of Landing, Cross Index Card, Supplementary Information

The folder will follow the following structure

- Immigration
 - Selection & Processing
 - Record of Landing
 - Year (*actual year representing the year of landing of images*)
 - Alphabetical sublevels where required (*for more than 1000 files*)
 - Record of Landing (ROL) Image files with file name as identified

Any supplementary information should be filed in the same folder as the Record of Landing file that it pertains to.

No more than 1000 files should be in a single folder. Sublevels should be identified by the first full last name and the final full last name that appear in that folder. The same last name should not be split into different folders, e.g. all Smith files should be together, all Wong files should be together. Files should be split into sub-level batches of 1,000 per the following example:

Immigration/ Selection & Processing) / Record of Landing/ 1953/ Aaron-Deun – Folder containing up to 1000 files

Immigration/ Selection & Processing / Record of Landing/ 1953/ Devries- Frame– Folder containing up to 1000 files

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Immigration/ Selection & Processing / Record of Landing/ 1953 /Wael-Wonfrid – Folder containing up to 1000 files

Immigration/ Selection & Processing / Record of Landing/ 1953/Wong/01 - Folder containing up to 1000 files – 1st Wong group

Immigration/ Selection & Processing / Record of Landing/ 1963/Wong/02 - - Folder containing up to 1000 files – 2nd Wong group

Immigration/ Selection & Processing / Record of Landing/ 1963/Wonfle-Xae - Third group of 1000 docs

Camera Operator’s Certificates

- Immigration
 - Selection & Processing Camera Operators Certificates

EG.

Immigration/ Selection & Processing/ Camera Operators Certificates

Filename

Vendor shall provide a full filename for each Record of Landing, Cross Index Card, Supplementary Information, and Camera Operator’s Certificate image.

File	Filename structure
Record of landing	Surname_Given name_DOB_ROLyear of entry <ul style="list-style-type: none"> • Smith_Jane_19480824_ROL1962 (naming convention for ROLS with sup. deleted)
Cross Index Card	Surname_Given name_DOB_ROLyear of entry_ROLCI

	<ul style="list-style-type: none"> Smith_Jane_19480824_ROL1962_ROLCI
Supplementary information	Surname_Given name_DOB_year of entry_ROLSUP1 <ul style="list-style-type: none"> Smith_Jane_19480824_ROL1962_SUP1
Camera Operator's Certificate	YEAR_REEL#_CAMCERT_ROL

****Please note****

In cases where multiple clients with the same name and DOB, landed in the same year, a digit will be added sequentially after the DOB.

EG.

Smith_Jane_19480824_ROL_1962

Smith_Jane_19480824_1_ROL_1962

Smith_Jane_19480824_2_ROL_1962