

Destruction of Source Records following Digitization **Disposition Authority 2019**

Corporate Information Management Services

This Disposition Authority is organized by the following sections:

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- B. Scope of this disposition authorization
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A. Introduction

Pursuant to [Toronto Municipal Code, Chapter 217, Records, Corporate \(City\)](#), the City Clerk authorizes the disposition of source records, including their destruction, following digitization by City Divisions, in accordance with the following terms and conditions.

B. Scope of this disposition authorization

B.1 This disposition authorization covers all records under the control of any City Division subject to [Toronto Municipal Code, Chapter 217, Records, Corporate \(City\)](#).

In the interpretation of this authorization,

"control" means the decision-making authority over the records;

"source record" means a record from which a digitized version has been created;

"archival value" means the evidential value and informational value of records, which are determined during appraisal, and justify their preservation as archival records";

"transitory record" means records required solely for the completion of a routine action, or the preparation of another record"

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B.2 The scope of this authorization excludes:

- Any source record identified by a records disposition authority or a validated disposition authorization as having archival value;
- Source records, such as sealed or embossed documents, that are required to be retained in their original format by law, regulation or government policy.

C. City Divisions obligations for use of the disposition authorization

C.1 As a condition of use of this disposition authorization, City divisions must comply with all requirements outlined in section 6.4.2.2 of [Canadian General Standards Board's CGSB-72.34-2017 Electronic records as documentary evidence](#): "Any digitization process shall be carefully aligned to business needs and designed to create sufficiently high-quality digital substitutes of [source] records, with minimal loss of information, so that the digital substitute will serve ongoing business needs as well as unanticipated future requirements. [City Divisions] shall be able to attest that the digital versions of the [source] records are complete and accurate, and thus capable of providing evidence of the activities in which the source records participated. These digital records shall be discoverable and available to those with the right to access them for as long as they are required".

C.2 City Divisions shall also comply with all applicable corporate [Information Management](#) and [Information Technology](#) policies and related standards such as, [Creating and Managing Digitized Records Standard \(which addresses the management of sealed or embossed documents\)](#), as amended, or its replacement. Additionally:

1. At the onset of digitization projects, City Divisions shall immediately consult with Corporate Information Management Services (CIMS), [Records Services](#) and [Archives Services](#) staff to review the scope and inventory of the source records targeted for digitization to ensure their

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compliance with recordkeeping obligations (C.2.2) prior to the use of the disposition authorization;

2. Source records identified to have archival value may be appraised by the Archives and the City Archivist will, in accordance with policies established by Municipal Code Chapter 217; determine which records (the source or digitized records) warrant continued preservation as archival records. If determined that the digitized records warrant continued preservation, authorization to destroy the original source records will be documented.
3. City Divisions shall inform Corporate Information Management Services (CIMS) of any change to the format or recordkeeping method of archival records identified by an existing disposition authorization, as the change may affect the validation of those records.
4. Where source records are retrieved from the City Records Center for digitization, they will be considered as de-located and not be re-accessioned into the Records Center following digitization.

D. Impact on existing disposition authorizations

This Disposition Authority has no impact on any other disposition authorizations issued to City Divisions. As a result, divisions shall continue to use the terms of the appropriate Disposition Authority to identify archival records for transfer to CIMS.

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E. Non-compliance consequences

E.1 Consequences of non-compliance to this disposition authorization may include informal follow-ups and requests from CIMS, or formal direction on corrective measures to be put in place.

Consequences of non-compliance with this disposition authorization can include any measure allowed by Toronto Municipal Code, Chapter 217, Records, Corporate (City) that the City Clerk would determine as appropriate and acceptable in the circumstances, including the review, suspension or revocation of the application of this disposition. The responsibilities outlined in the use of this disposition authority are accepted by the City division undertaking digitization projects.

E.2 If, in the opinion of the City Archivist, source records with archival indicators are at risk of serious damage or destruction, the City Archivist may require their transfer in the manner and at the time the City Archivist specifies.

F. Disposition authorization

F.1 City divisions may destroy source records that have been digitized according to the requirements outlined in Section C above, with the exception of those outlined in Section B.2, without further reference to Corporate Information Management Services. The source records will be considered transitory records as per Municipal Code Chapter 217, i.e. "required solely for the completion of a routine action, or the preparation of another record".

F.2. Nothing in this Disposition Authority shall be taken or deemed to authorize the retention, the transfer, destruction or other disposition of any City record in contravention of a rule or order of a court or tribunal, or in

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contravention of an express provision in any other Act (e.g., Municipal; Freedom of Information Act and Privacy Act).

F.3 A City division's disposition of records, as authorized under the Introduction and Section F.1, constitutes its undertaking to comply with all terms and conditions of this authorization.

F4. The City Archivist will, in accordance with policies established under [Toronto Municipal Code, Chapter 217, Records, Corporate \(City\)](#), may determine which records warrant continued preservation as archival records, and indicate this change in the retention schedule. Records not designated for continued preservation will be destroyed.

F.5 This disposition authorization comes into effect on the date it is signed by the City Clerk.

F.6 City Divisions must maintain audit trail (log) relating to the disposition of their transitory records (ie. source records following digitization). City divisions shall contact Corporate Information Management Services if they require destruction services for their source records.

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**Corporate
Information
Management
Services**

Authorization

Original Signed By: Ulli Watkiss
City Clerk
City Clerk's Office
Corporate Information Management Services

Date: November 21, 2019

Contact

For further assistance please contact: infomgmt@toronto.ca