



MULTI-INSTITUTION DISPOSITION AUTHORIZATION # 2018/013 FOR THE DESTRUCTION OF SOURCE RECORDS FOLLOWING DIGITIZATION

Preamble

Pursuant to section 12 of the *Library and Archives of Canada Act* (the Act), the Librarian and Archivist of Canada consents to the disposition of source records, including their destruction, following digitization by government of Canada (GC) institutions, in accordance with the following terms and conditions.

A. SCOPE OF THIS DISPOSITION AUTHORIZATION

A.1 This multi-institution disposition authorization (MIDA) covers all records under the control of any GC institution subject to the Act.

In the interpretation of this MIDA:

- “Control” means the decision-making authority over the records.
- “Source record” means a record from which a digitized version has been created.
- “Intrinsic value” means the usefulness or significance of a record derived from its physical or material qualities, inherent in its original form and generally independent of its content, that are integral to its nature and would be lost in reproduction. Intrinsic value is often associated to the rarity or age of the support as well as its artistic or esthetic quality.

A.2 The scope of this MIDA excludes:

- Any source record identified by a records disposition authority (DA) or a validated DA as having archival value specifically in its original format.
- Source records created prior to 1946.
- Source records with intrinsic value, which may include (but are not limited to):
 - Original proclamations, charters, and intergovernmental agreements or treaties.
 - Records with corporate seals affixed.
 - Cartographic, architectural or technical drawings.
 - Photographic material, including, but not limited to, slides and negatives.
 - Original artworks.
- Source records required to be retained in their original format by law, regulation or government policy.

B. INSTITUTIONAL OBLIGATIONS FOR USE OF THE DISPOSITION AUTHORIZATION

B.1 As a condition of use of this MIDA, GC institutions 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*.

B.2 GC institutions shall also comply with all applicable Library and Archives Canada (LAC) policy and related instruments (e.g., the [Operational Standard for the Use of Disposition Authorizations](#)), as amended from time to time, available on the [LAC Disposition and](#)

[Recordkeeping Portal](#) or its replacement. In particular, GC institutions shall inform LAC of any change to the format or recordkeeping method of archival records identified by an existing DA, as the change may affect the validation of those records.

C. IMPACT ON EXISTING DISPOSITION AUTHORIZATIONS

- C.1 MIDA 96/023 - *Electronic Imaging Systems* and MIDA 2015/011- *for the Destruction of Source Records following digitization* are hereby revoked and of no effect.
- C.2 This MIDA has no impact on any other DAs issued to GC institutions. As a result, GC institutions shall continue to use the terms of the appropriate DA to identify archival records for transfer to LAC.

D. NON-COMPLIANCE CONSEQUENCES

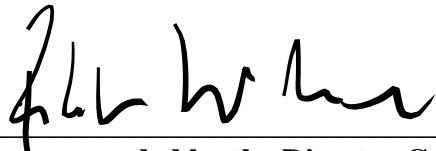
- D.1 Consequences of non-compliance to this MIDA may include informal follow-ups and requests from LAC, or formal direction on corrective measures to be put in place.

Consequences of non-compliance with this MIDA can include any measure allowed by the Act that the Librarian and Archivist of Canada would determine as appropriate and acceptable in the circumstances, including the review, suspension or revocation of the application of this MIDA within a GC institution.

- D.2 If, in the opinion of the Librarian and Archivist of Canada, archival records are at risk of serious damage or destruction, he/she may require their transfer in the manner and at the time he/she specifies.

E. DISPOSITION AUTHORIZATION

- E.1 GC institutions may destroy source records that have been digitized according to the requirements outlined in Section B above, with the exception of those outlined in Section A.2, without further reference to LAC.
- E.2 Nothing in this MIDA shall be taken or deemed to authorize the retention, the transfer, destruction or other disposition of any government record in contravention of a rule or order of a court or tribunal, or in contravention of an express provision in any other Act (e.g., *Canadian International Trade Tribunal Act*, *Federal Court Rules*, *Access to Information Act*, *Privacy Act*).
- E.3 A GC institution's disposition of records, as authorized under the Preamble and Section E.1, constitutes its undertaking to comply with all terms and conditions of this MIDA.
- E.4 This MIDA comes into effect on the date it is signed by the Chief Operating Officer of LAC.



Recommended by the Director General, Archives Branch



Chief Operating Officer, LAC

Signed on : 2018-05-01