

POLICY AND PROCEDURE

TITLE: Records Digitization	SECTION: Finance Materials Management
DATE: October 15, 2020	POLICY NO.: FNS-II-06
APPROVED BY: Resolution No.2020-195	REVISED/REVIEWED:

Policy Statement:

The Kenora District Services Board (KDSB) recognizes that records currently exist in both physical and digital formats and that there are benefits of digitizing physical records to create one consistent medium.

Intent:

The intent of this policy is to provide the process and direction needed to create digitized records that are sufficiently authentic, trustworthy, and reliable.

The content of this policy is consistent with national and international standards of the same subject matter such as the CGSB (Canadian General Standards Board) 72.11-93, Microfilm and Electronic Images as Documentary Evidence.

Definitions:

For the purpose of this Policy, the following definitions apply:

Administrative Record: A document that has been created or received because it facilitates the operations and management of the Board.

Authoritative Record: the record that is considered the official record for evidentiary purposes.

Archival (Permanent) Record: Materials created or received that are preserved because of the enduring and historical value as evidence of the functions and responsibilities of the Board.

Archives: The body of documents, regardless of format and date, created or received and held by the Board as having historical and enduring information value.

Convenience Digitization: digitizing for convenience purposes only, such as quick FYI or reference.

Digitization: The process of transforming paper material into a digital form, especially for storage and use in a computer or on a network.

Document: Information inscribed on a medium, such as paper, constitutes a document. A record may comprise one or more documents (see also record).

Record: Information of an official nature that is fixed on a medium, such as paper or digital, and that is created or received in the course of Board activity and set aside (preserved) as evidence of that activity for future reference (see also document).

Scope:

This policy applies to administrative record digitization processes. It will allow for the disposal of the physical record, subject to established records retention periods, and permit the physical record to be replaced with the digitized record as the authoritative record.

The policy does not apply to convenience digitization processes where the physical record will continue to be the authoritative record. However, it is advisable that digitized records resulting from convenience digitization meet the same quality and integrity.

Policy:1. **Authorization**

Written authorization for implementation of a Digitization Process will be provided for each department by the appropriate Director. Written authorization can take the form of a memorandum, email, program directive, or job aid.

2. **Governance**

Digitization Processes will be designed to comply with Record Retention Policies. Specifically, the process will establish:

- Which records will become the authoritative record once it has been digitized.
- Which records must be retained in their original physical record format due to their historical significance or other value
- How to appropriately dispose of the physical record after digitization
- How physical & digitized records will be organized and managed

3. **Assessment of Digitized Records**

The purpose of the Assessment is to enable program areas to demonstrate that the digitized records have the same weight and authority as the physical records. Signed assessments provide confirmation that the level of accountability, operational integration into business practices, record maintenance, and reliability of the digitized records is comparable or superior to that of the physical records.

4. **Physical Records after Digitization**

Physical records cannot be disposed of after digitization until an assessment verifying the authenticity of the digitized record has been completed. Disposal shall be made in accordance with the record retention policy.

Any physical records that are required to be retained for historical or other purposes may be digitized for convenience, but the physical record must be retained according the record retention policy. The need to retain the physical record shall be determined on a case by case basis by the appropriate program Director.

Implementation of Processes and Procedures:

The CAO shall ensure that appropriate directives detailing processes and procedures are issued and maintained to implement and carry out the intent of this policy.