Appendix C – DISPOSITION AUTHORIZATION FOR THE DESTRUCTION OF SOURCE RECORDS FOLLOWING DIGITIZATION

Background

In line with Administrative Procedure 185, clauses 7 to 11, the Electronic Records Advisor and Associate Superintendent, Business and Finance (or their designate), authorize the disposition of source records, including their destruction, following digitization. This is undertaken by Black Gold School Division staff, contractors, or designated service providers, in accordance with the following terms and conditions as mentioned within this appendix. At Black Gold School Division, digitization efforts aims to enhance accessibility and archive records, with the ultimate objective of transitioning the majority of original hard copies into digital formats.

Scope

This Disposition Authorization applies to all records under the control of the Division as defined in Administrative Procedure 185, and the Records Retention Schedule (AP 185 – Appendix A)

Exclusion from this Authorization include:

- Any source record identified as having archival value specifically in its original format
- Source records with intrinsic value, which may include proclamations, charters, and agreements
- Documents requiring a “blue ink signature,” such as an employee benefit form
- Records with corporate seals affixed
- Cartographic, architectural or technical drawings, particularly with those stamped with an Engineer’s seal
- 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

Definitions

Control means the decision-making authority over the records.

Intrinsic Value means the usefulness or significance of records 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 with the rarity or age of the support as well as its artistic or esthetic quality.

Source Record means a record from which a digitized version has been created. These are often documents in paper format.

Obligations for Use of the Authorization

As a prerequisite for utilizing this Authorization, the Division adheres to all stipulated requirements, described in the Canadian General Standards Board's CGSB-72.34-2017 Electronic Records as Documentary Evidence, and similarly identified provisions, such as the Government of Alberta's technical requirements for digitizing records. This encompasses not only student records but all digitized records within the Division.

To ensure compliance with these industry standards, the Division will document its practices by establishing endorsed procedures to support comprehensive digitization and management of all records.

Disposition Authorization

The Division may destroy source records that have been digitized according to the requirements outlined above.

Nothing in this Authorization shall be taken or deemed to authorize the retention, the transfer, destruction or other disposition of any record in contravention or a rule or order of a Court, or in contravention of an express provision in any other Act, particularly as a result of a FOIP request.

Effectiveness

This Authorization comes into effect after the approval by the Superintendent as identified by the modified date of this Administrative Procedure.

Inclusion of Digitized Records

Digitized records within the Division are to be treated in accordance with the guidelines outlined above, with the notable exception allowed by Alberta's Legislation (Electronic Transactions Act). This legislation permits electronic records to replace physical copies, barring specific legislative requirements to retain physical versions. Consequently, physical copies are not required to be kept, except in cases where:

- A physical copy is explicitly required by an act/statue.
- Wills/Codicils.
- Trusts created by wills or codicils.
- Enduring Powers of Attorney.
- Personal Directives.
- Records related to creating or transferring interests in land.
- Guarantees under the Guarantees Acknowledgement Act.
- Negotiable instruments (e.g., money, shares, bonds).

Unless falling under these exceptions, physical records are not obligatory to maintain after digitization.