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96/022

**Records of
Deputy Heads
of
Government
Institutions
(Authority
No. 96/022)**

**Documents
des
responsables
des
institutions
fédérales
(Autorisation
n^o 96/022)**

**Records Disposition
Authority No. 96/022**

for

**Records of Deputy Heads
of Government Institutions**

Subject to the *National Archives of Canada Act*

The National Archivist of Canada, pursuant to subsections 5(1) and 6(1) of the *National Archives of Canada Act*, is of the opinion that all records in all media (including paper, electronic, photographic, cartographic, documentary art, and video records) created or acquired by the deputy heads of government institutions, as defined by the *National Archives of Canada Act*, are of historic or archival importance and are required to be transferred to the care and control of the National Archives of Canada in accordance with the appended terms and conditions, with the exception of "general correspondence" series, including enquiries from the public or mass writing campaigns lobbying for or against an issue, and *pro forma* responses to same, wherever said collections might be housed.

* "Deputy Heads of Government Institution" includes Deputy Ministers of Departments and Presidents, Chairpersons and Executive Directors of Boards, Agencies, and Commissions.

Appendix: Terms and Conditions for the Transfer of Archival Records

**Autorisation de disposition
des documents n° 96/022**

pour

**les documents des responsables
des institutions fédérales**

assujetties à la *Loi sur les Archives nationales du Canada*

L'Archiviste national du Canada estime, aux termes des paragraphes 5(1) et 6(1) de la *Loi sur les Archives nationales du Canada*, que tous les documents sur tous supports (notamment les documents sur papier et les documents vidéo, électroniques, photographiques, cartographiques et d'art documentaire) créés ou acquis par les responsables des institutions fédérales, telles que définies dans la *Loi sur les Archives nationales du Canada*, ont une importance historique ou archivistique et doivent être transférés sous la garde et le contrôle des Archives nationales du Canada conformément aux modalités de transfert énoncées à l'Annexe, sauf les séries de correspondance d'ordre général, ce qui inclut les demandes de renseignements du public et les envois massifs de lettres orchestrés par les groupes de pression pour ou contre une question donnée, ainsi que les réponses à ces lettres faites pour la forme, peu importe où les séries se trouvent.

* «responsables des 'institutions fédérales» comprend les sous-ministres des ministères et les présidents, présidents de conseils d'administration et directeurs administratifs de bureaux, agences et commissions.

Annexe : Modalités de transfert des documents archivistiques

Original signed by / Original signé par

Jean-Pierre Wallot

National Archivist of Canada/Archiviste national du Canada

19960330

Date

APPENDIX
TERMS AND CONDITIONS
For the Transfer of Archival Records
of
Deputy Heads of Government Institutions
Subject to
the National Archives of Canada Act

A. SCOPE OF THE AUTHORITY

Records Disposition Authority No. 96/022 applies to all government institutions subject to the *National Archives of Canada Act*, and covers records in all media created or acquired by the chief executive officer as part of directing and controlling the operations of the government institution for which he or she is responsible and maintained in a distinct record-keeping system or series related to that Office.

B. IDENTIFYING THE ARCHIVAL RECORDS

Records Disposition Authority No. 96/022 must be applied within the following sequence.

Throughout the sequence of application below, the Records Disposal Authority for the Destruction of Transitory Records is applied to those records which meet the criteria for being transitory.

1. Apply any operational Records Disposition Authority (also referred to as an "Institution-Specific Disposition Authority or ISDA") to the records. Segregate the records identified as archival by the authority from those without archival value.
2. Apply Records Disposition Authority No. 96/022 to the institutional records that are created or acquired by the Deputy Head as part of directing and controlling the operations of the government institution for which he or she is responsible. Segregate the records identified by this authority as archival from those without archival value.
3. Apply any generic Multi-Institutional Disposition Authority (e.g., MIDA 96/021, 96/023, and 96/024), followed by any common administrative MIDA to the records. **Note:** records documenting the required direction, control, intervention, or signature of the Deputy Head while fulfilling the responsibilities of that Office are not considered common administrative in nature and are excluded from the common administrative MIDAs. Segregate the records identified by the authorities as archival from those without archival value.

C. ORGANIZING THE ARCHIVAL RECORDS FOR TRANSFER

1. Segregate the archival records by medium and box separately. Ensure that the context of special media (i.e., audio and video tapes, photographs, works of art) is preserved through

appropriate documentation and labelling. Special care should be taken when boxing items framed in glass.

2. Provide appropriate finding aids in electronic format for each medium of record. For example, for textual paper files consult the document "Guidelines for the Transfer of Textual Archival Records to the National Archives of Canada" available through the NA web-site at the services to government web-page. All other transfers must be accompanied by whatever other finding aids exist, including, but not limited to, index cards, microfiche, or electronic tracking systems.
3. The transfer of archival records in electronic format, including physical and logical formats, and supporting metadata, shall be mutually determined by the office of the Deputy Head and the NA before the transfer can take place.
4. Transfer archival records to the National Archives of Canada upon the expiry of the retention periods, or five years after the Deputy Head of the institution leaves office, whichever comes first.

D. ACCESS TO AND CARE OF TRANSFERRED RECORDS

Access to and care of the records transferred to the National Archives of Canada will be governed by the *Access to Information Act*, the *Privacy Act*, the *Treasury Board Security Policy*, and the policies and procedures of the National Archives of Canada governing the use of records by the public and departmental officials.

E. FURTHER INFORMATION

For further information relating to these terms and conditions for the transfer of archival records of any medium (including, but not limited to, technical considerations), contact the National Archives of Canada.