

**Multi-Institutional  
Disposition Authority  
No. 2013/001**

issued to

**Government Institutions subject to the  
*Library and Archives of Canada Act***

for

**WEB ANALYTICS**

The Librarian and Archivist of Canada, pursuant to subsection 12(1) of the *Library and Archives of Canada Act*, consents to the disposal of all information resources (records) described in the scope section (A.1) of the appended terms and conditions when institutions subject to the Act decide that it is no longer necessary to preserve these information resources to satisfy operational or legal requirements.

Appendix: Terms and Conditions

**Autorisation pluriinstitutionnelle  
de disposer des documents  
n° 2013/001**

délivrée aux

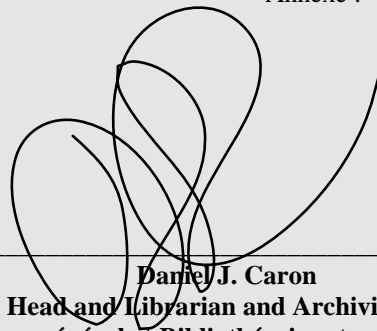
**Institutions fédérales assujetties à la  
*Loi sur la Bibliothèque et les Archives  
du Canada***

pour

**LES DONNÉES D'ANALYTIQUE WEB**

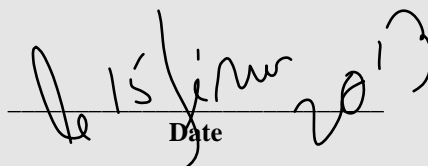
Conformément à l'article 12(1) de la *Loi sur la Bibliothèque et les Archives du Canada*, le Bibliothécaire et Archiviste du Canada accorde son consentement à l'élimination de toutes les ressources documentaires (documents) décrits dans la portée de l'autorisation (A.1) des modalités de transfert jointes en annexe au moment où les institutions assujetties à la Loi décideront qu'il n'est plus nécessaire de conserver ces ressources documentaires pour les besoins opérationnels ou à des fins juridiques.

Annexe : Modalités



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**Daniel J. Caron  
Deputy Head and Librarian and Archivist of Canada /  
Administrateur général et Bibliothécaire et archiviste du Canada**



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**Date**

## MULTI-INSTITUTIONAL DISPOSITION AUTHORITY FOR WEB ANALYTICS

### TERMS AND CONDITIONS

#### A. SCOPE OF THE AUTHORITY TO DISPOSE

- A.1 This Multi-Institutional Disposition Authority (MIDA) provides ongoing disposition authorization for all information resources identified as “web analytics,” per Treasury Board Secretariat *Standard on Privacy and Web Analytics* regardless of their geographical location or format.
- A.2 In this Disposition Authority, the term “information resource” as defined by Treasury Board Secretariat’s *Directive on Recordkeeping (2009)* refers to “record” (as expressed in the *Library and Archives of Canada Act*).
- A.3 This MIDA has no impact on other *Records Disposition Authorities* (RDAs). As a result, institutions shall continue to apply the Terms and Conditions of all applicable RDAs.
- A.4 Nothing in this MIDA shall be taken or deemed to authorize the retention, the transfer, destruction or other disposition of any government information resource 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*).

#### B. INSTITUTION’S OBLIGATIONS FOR USE OF AUTHORITY TO DISPOSE

- B.1 Government institutions, as a condition for using and applying this Disposition Authority, shall comply with any applicable Library and Archives Canada standards and guidelines.
- B.2 To ensure the integrity of its application, government institutions shall convey the provisions of this MIDA to all those responsible for its application.

#### C. DEFINITIONS

- C.1 The following definitions shall apply within the context of this MIDA:

**“Information resources”** (*Ressources documentaires*): Any documentary material produced in published and unpublished form regardless of communications source, information format, production mode or recording medium. Information resources include textual records (memos, reports, invoices, contracts, etc.); electronic records (e-mails, databases, Internet, intranet, data, etc.); new communication media (instant messages, wikis, blogs, podcasts, etc.); publications (reports, books, magazines); films, sound recordings, photographs, documentary art, graphics, maps, and artefacts. (Source: TBS *Directive on Recordkeeping, 2009*)

**“Web analytics”**: Information resources related to the collection, analysis, measurement, and reporting of data about Web traffic and user visits for purposes of understanding and optimizing web usage. (Source: Treasury Board Secretariat, *Standard on Privacy and Web Analytics*, Appendix C).

**“Record”**: As defined in Section 2 of the *Library and Archives of Canada Act*, means any documentary material other than a publication, regardless of medium or form.

C.2 Additional definitions relevant to the application of this MIDA (e.g., digital markers, first-party cookies, Internet Protocol Address, Internet Service Provider, and third-party cookie) may be found in Appendix C of the Treasury Board Secretariat *Standard on Privacy and Web Analytics* (2013).

#### D. **DISPOSAL OF INFORMATION RESOURCES**

D.1 Government institutions may dispose of all web analytics described in the scope of this MIDA (Section A) without further reference to Library and Archives Canada.