



DISPOSITION AUTHORIZATION # 2016/001 FOR TRANSITORY RECORDS

Authorization

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

A. SCOPE OF THE DISPOSITION AUTHORIZATION (DA)

A.1 This DA covers all transitory records under the control of any government institution subject to the Act. The following supplements the terms and definitions provided in the Act for the interpretation of this DA:

- “control” means the decision-making authority over the records.

A.2 **Transitory records are not of business value.** They may include records that serve solely as convenience copies of records held in a government institution repository, **but do not include any records** that are required to control, support, or document the delivery of programs, to carry out operations, to make decisions, or to provide evidence to account for the activities of government at any time.

B. IMPACT ON EXISTING DISPOSITION AUTHORIZATIONS

B.1 Disposition authorizations 90/000 (Transitory Records) and 2010/003 (Disposal of Transitory Information Resources of government institutions) are hereby revoked and of no effect.

C. DISPOSITION AUTHORIZATION

C.1 Government institutions may destroy transitory records without further reference to LAC.

C.2 Nothing in this DA 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*).

C.3 To ensure the integrity of its application, government institutions shall convey the provisions of this DA to all those responsible for its application.

C.4 A government institution’s disposition of transitory records pursuant to this DA constitutes its undertaking to comply with all the DA’s terms and conditions.

C.5 This DA comes into effect on the date it is signed by the Chief Operating Officer of Library and Archives Canada.

Signed on 2016/02/03

A handwritten signature in black ink, appearing to read "Nancy Chalmers", written over a horizontal line.

Chief Operating Officer, Library and Archives Canada