



InterPARES 2 Project

International Research on Permanent Authentic Records in Electronic Systems

Policy Cross-domain

Archival Legislation in Canada Provincial Government (Ontario)

Compiled by Luke Meagher
June 2004

Archives Act

Revised Statutes of Ontario, 1990, Chapter A.27

Available from: <http://www.archives.gov.on.ca/english/about/arcact.htm>

This act establishes the competencies and responsibilities of the Archives and Archivist of Ontario. The Act implies that the Archives has a responsibility to provide for proper preservation and custody of electronic records.

Recorded Information Management (RIM) Fact Sheets

Available from: <http://www.archives.gov.on.ca/english/rimdocs/factlist.htm>

The Fact Sheets offer concise tips and advice on the management of recorded information. There are currently ten RIM Fact Sheets; they include (in HTML and PDF) #5: *Electronic Records: Some Key Challenges*; #6: *Electronic Documents: Filing Fundamentals*; #7: *Electronic Records: What About E-mail?*; #8: *The Fine Art of Destruction: Weeding Out "Transitory" Records*; #9: *"You Have 53 Old Archived Messages ...": What to do About Voice Mail*; #10: *Create It...and Keep It! Your Recordkeeping Responsibilities*.

RIM Information Bulletins

Available from: <http://www.archives.gov.on.ca/english/rimdocs/infolist.htm>

The Information Bulletins explore special topics in recorded information management. Of particular relevance is *Information Bulletin #6: Electronic Record Systems - Recorded Information Management (RIM) Requirements*, which identifies the functional requirements of IT systems and applications necessary for them to perform as effective record keeping systems.

Guidelines for the Ontario Government's Records Scheduling Program

Available from: <http://www.archives.gov.on.ca/english/rimdocs/guidlist.htm>

The Guidelines provide detailed direction on managing the retention and disposal of recorded information through the Government's records scheduling program (i.e. *Retention and Disposal of Recorded Information (2): Electronic Records - Special Issues*).

Government of Ontario Information and Technology Standards

Available from: <http://www.gov.on.ca/mbs/techstan/tabofcon.htm>

Description of Ontario Information & Technology Standards - GO-ITS 00.00

- Describes the Government of Ontario Information & Technology Standards (GO-ITS) publications and defines their format and content.

Electronic Communications and Networking (ECN) - GO-ITS 01.00 (Approved November 1995)

- Provides a framework for defining standardized procedures for the interconnection of computer systems for the exchange of information between those systems.

Internet #1: Public Access - Product Design - GO-ITS 01.01 (Amended March 1999)

- Defines the requirements for the visual representation of the Ontario government on the Internet World Wide Web information network.

Network Operating Systems and Desktop Operating Systems - GO-ITS 01.10 (Approved November 1997)

- Sets standards for network operating systems (NOS) and desktop operating systems (DOS). NOS services desktop applications in the areas of directory, file and print management. DOS facilitates and manages access through the desktop to the expanding local workgroup, ministry and corporate computing and networking facilities of the government.

ECN - TCP/IP Naming and Addressing - GO-ITS 01.20 (Approved December 1996)

- Provides elaboration of Electronic Communications and Networking in the area of TCP/IP naming and addressing standards.

ECN - Novell Naming and Addressing - GO-ITS 01.21 (Approved February 1997)

- Provides elaboration of Electronic Communications and Networking in the area of Novell naming and addressing standards.

ECN - List of Three Letter Ministry Codes - GO-ITS 01.22 (Amended August 1998)

- Provides a list of three letter ministry codes for use within the Electronic Communications and Networking series of standards.

ECN - Simple Mail Transport (SMTP) Electronic Mail - GO-ITS 01.40 (Approved July 1997)

- Addresses the naming standard for Simple Mail Transport (SMTP) electronic mail (e-mail) which is intended to be used for e-mails between ministries and to/from outside the Ontario government.

Electronic Data Interchange (EDI) - GO-ITS 10.00 (Approved May 1994)

- Describes the adoption of the American National Standards Institute (ANSI X12) and the United Nations/Electronic Data Interchange for Administration Commerce and Transport (UNEDIFACT) data interchange families of standards. The standards include the rules for the structuring of the user data and of the associated service data used in the interchange of messages in an open environment.

Conventions for Electronic Data Interchange (EDI) - GO-ITS 10.01 (Approved May 1994)

- Assists ministries and agencies with the implementation of Electronic Data Interchange (EDI) in the Government of Ontario. It provides guidance for users to understand EDI applications and specifies the Conventions to be used in the exchange of electronic business documents.

Electronic Data Interchange (EDI) Routing - GO-ITS 10.02 (Approved April 1995)

- Defines the internal routing conventions for electronic Data Interchange (EDI) within the Ontario Government.

Registration of Individual Ministry Customer Index Files (CIFs) - GO-ITS 70.00 (Amended July 1996)

- Describes the format and characteristics of data elements to be used in a customer index file. It is not specific to a single ministry or agency.

Customer Index Files (CIFs) Implementation Information - GO-ITS 70.01 (Amended July 1996)

- Interprets and defines information for the implementation of the GO-ITS standards for government Customer Index Files (CIFs).

Business Registration Data Elements - GO-ITS 71.00 (Amended July 1996)

- Describes the format and characteristics of data elements to be used for the registering of businesses by ministries and agencies of the Government of Ontario.

Business Registration Interpretation Guidelines - GO-ITS 71.01 (Amended July 1996)

- Interprets and defines guidelines for the implementation of the GO-ITS standard for Business Registration.

Geospatial Metadata Basic Content Requirements - GO-ITS 72.00 (Approved September 1996)

- Describes the format and characteristics of data elements to be used when collecting and describing the basic Metadata information for geographically referenced information holdings. It is not specific to a single ministry or agency.

Date Format - GO-ITS 74.00 (Amended July 1997)

- Describes a common 8-digit format for dates held in electronic files and follows the international ISO standards for date format.

Wiring Topology for Government Buildings - Voice and Data Communications - GO-ITS 80.00
(Amended July 1996)

- Defines the requirements for the wiring of data and voice communications in Government of Ontario buildings.

Virus Protection - GO-ITS 90.01 (Approved July 1997)

- Describes the requirement for a virus protection in computing environments of Ontario government ministries and agencies.