



## Checklist - Digitizing

This checklist is a reference resource that summarizes the compliance requirements for a digitization program.

This document supports the *Directive – Digitizing*, the *Standard – Digitizing*, the *Guidelines – Digitizing*, and *RDA 2018-02, Converted Source Analogue Records* and should be used to confirm that the requirements outlined in the Records Disposition Authority (RDA) and the Directive and its supporting documents have been met.

Department	Division or program
<b>Description of the records to be digitized</b>	

	Requirement	Yes/No	Remarks
1	There is a legal opinion indicating that digitizing the records does not contravene any NWT or federal legislation that prohibits digitization or requires records to be kept in a particular format or medium.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
2	A risk assessment has been completed and determined that digitizing the records does not pose a major or extreme risk to the GNWT.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
3	The digitized master records can be classified and scheduled by an approved Records Disposition Authority (RDA), such as an Operational Records Classification System (ORCS) or the GNWT's Administrative Records Classification System (ARCS).	Yes <input type="checkbox"/> No <input type="checkbox"/>	
4	A business case has been written for the digitizing program and it has been approved by the program's director or regional superintendent.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
5	The digitized master records will be stored in DIIMS or in another system that meets the requirements for a trusted repository.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
6	There is a procedure manual for the digitizing program.	Yes <input type="checkbox"/> No <input type="checkbox"/>	

	<b>Requirement</b>	<b>Yes/No</b>	<b>Remarks</b>
7	There are security measures in place to securely dispose of the converted source analogue records and to protect them prior to disposal. The disposal method has been chosen in consultation with the Manager, Corporate Records Management.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
8	Quality control measures have been put in place to ensure that the digitized master records are complete and useable.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
9	The records do not have aesthetic or intrinsic value in their original format. Converted Source Analogue Records cannot be destroyed after digitizing if they have aesthetic or intrinsic value.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
10	The records do not contain unique or rare information of historical or cultural significance to the indigenous peoples of the Northwest Territories. Records cannot be destroyed after digitizing if they have historical or cultural significance to the NWT's indigenous peoples.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
11	The records are not related to anticipated or ongoing legal action, audits, or ATIPP requests.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
12	The records were not part of an acquisition by the NWT Archives that was returned.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
13	The Territorial Archivist has agreed in writing to the disposal of converted source analogue records that have a final disposition of AS/D or FR.	Yes <input type="checkbox"/> No <input type="checkbox"/>	