

## Redundant Source Information Quick Tips



When you replace original “source” information with copies, you need to meet requirements established in the [Redundant Source Information Schedule \(RSIS\)](#). These quick tips will help you ensure your copies are authoritative and your process is defensible.

For in-depth guidance, see the [Redundant Source Information RM Guide](#) or contact your [Records Officer](#).

### What Is Redundant Source Information?

Redundant source information (RSI) is government information that has been replaced and rendered redundant by authoritative copies, once those copies have been

- verified to ensure their accuracy and authenticity, and
- filed in an appropriate recordkeeping system.

RSI is **not** the same thing as transitory information, which is never filed in the recordkeeping system. See [Transitory Information Quick Tips](#) to learn more.

### Do I need RSIS authorization?

**You need an RSIS authorization form if you are** copying physical records as a regular part of a business process or a special project (i.e. a “legacy conversion project”). To find out if there is a form in place already, or for help completing one if needed, contact your [Records Officer](#).

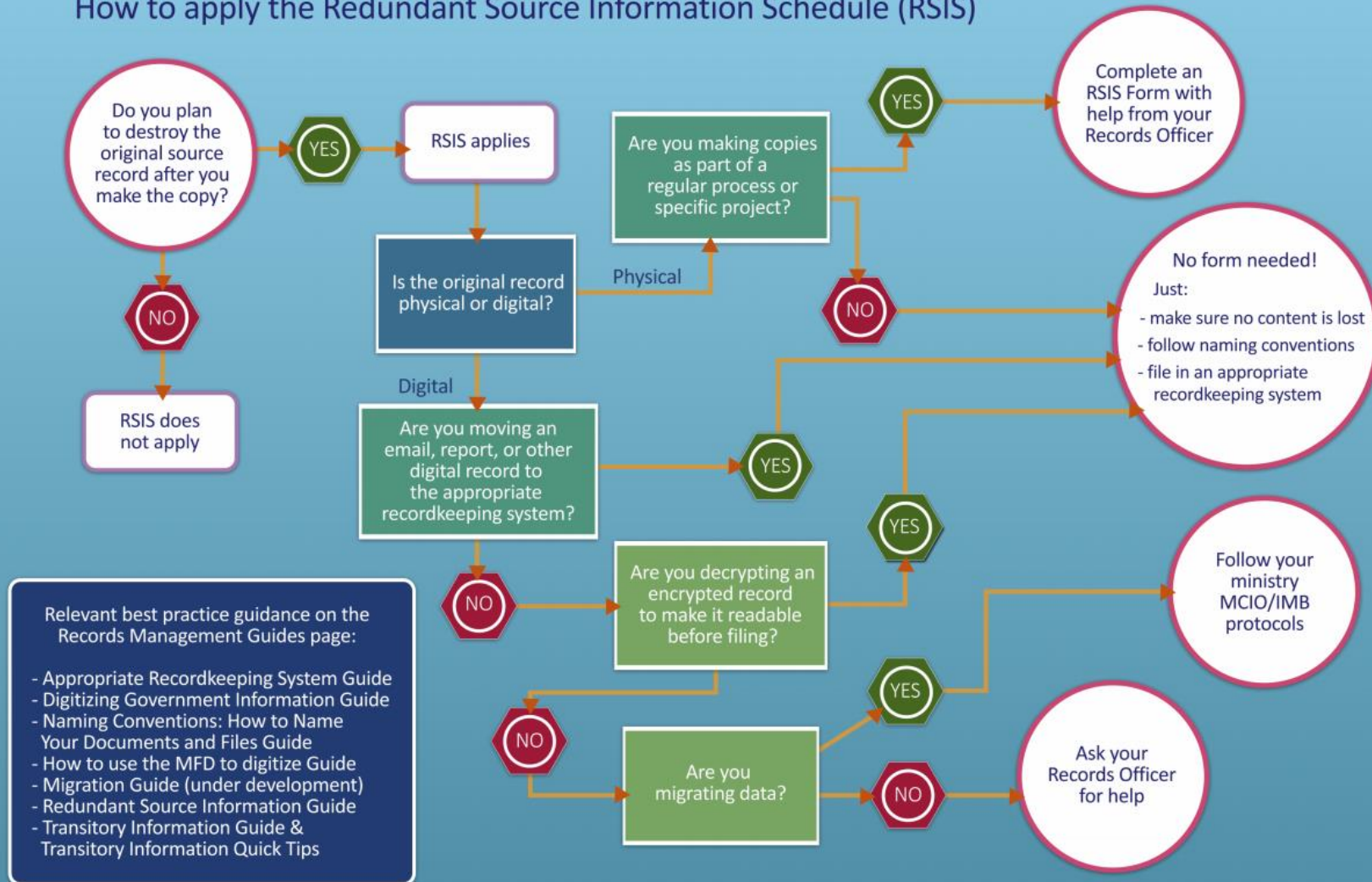
**You need to follow a process authorized by your ministry’s Information Management Branch or Chief Information Officer (MCIO) if you are** migrating or converting data. Guidance is available in the Migration Guide <under development>.

**You do NOT need a form or authorization if the** copies are:

- messages from your email or a collaboration tool being saved into an appropriate system,
- documents from a personal or collaborative space (e.g. OneDrive) that you are moving into an appropriate system without changing them,
- decrypted copies of encrypted originals, or
- made using your office Multi-Function Device (MFD) in accordance with the instructions provided in the [How to Use the MFD to Digitize Guide](#)

For additional guidance, check out the [Email Guide](#) and the [Collaboration Tools Guide](#).

## How to apply the Redundant Source Information Schedule (RSIS)



## How to apply the Redundant Source Information Schedule (RSIS)

(plain text version of flowchart on previous page)

1. Do you plan to destroy the original source record after you make the copy?
  - If yes: go to #2.
  - If no: RSIS does not apply
2. RSIS applies. Is the original in a physical or digital format? (e.g. paper/film vs. email/data)
  - If physical: Are you making copies as part of a regular process or specific project (i.e. business process or legacy conversion project)?
    - If yes: complete an RSIS form with help from your Records Officer (and the Digitizing Government Information RM Guide).
    - If no: go to 3. Also: use the multi-function device (MFD) guide entitled How to Use the MFD to Digitize RM Guide.
  - If digital: Are you moving an email, report, or other digital record to the office recordkeeping system, or are you decrypting an encrypted record to make it readable before filing?
    - If yes: go to #3.
    - If no: go to # 4.
3. No form needed! (In other words, you don't need to complete an RSIS form.) Just make sure you do the following:
  - Verify that no content is lost (tip: compare copy with original),
  - Follow naming conventions (tip: See the How to Name Your Documents and Files RM Guide), and
  - File the copies in the appropriate recordkeeping system (tip: See the Appropriate Recordkeeping System RM Guide)
4. Are you migrating data?
  - If yes: Follow the protocols of your ministry's Information Management Branch (IMB) or equivalent
  - If no: Ask your Records Officer for help, as the options provided here don't seem to fit your situation. (You might also find the Redundant Source Information RM Guide useful.)

---

### **Additional Information**

Contact your [Records Officer](#) and check out the other [RM Guides](#).