

## Which is the “official record – paper or electronic?

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That is up to your business unit, in consultation with your ministry records management team. The “official record” is the one that you classify and manage in accordance with *ARCS/ORCS*. Your office’s filing system may be physical file folders in a filing cabinet; folders set up on the shared network drive; EDRMS (TRIM); or a hybrid of all three. It is the business unit that must determine what constitutes the official record and manage its electronic records accordingly. Whichever medium is the official record will make the other format a transitory record.

You may wish to check with your ministry’s legal counsel to verify that electronic records can serve as your “official” record. For example, the form that requires a signature may not be admissible without the signature.