

## RIM 5-10-02: MICROFILM AND ELECTRONIC IMAGES AS DOCUMENTARY EVIDENCE

### 1. OVERVIEW

This policy establishes the standards used to ensure the integrity and credibility of microforms and electronic images produced by and for the Government of British Columbia as documentary evidence.

#### 1.1 Authority

- [Document Disposal Act](#) (RSBC 1996, c. 99)
- [Evidence Act](#) (RSBC 1996, c. 124)
- [Microfilm and Electronic Images as Documentary Evidence](#) (National Standard of Canada, CAN/CGSB-72.11-93)
- [Canada Evidence Act](#) (Revised Statutes of Canada 1985, c. C-5)

#### 1.2 Applicability

Ministries, agencies, boards, commissions, and Crown corporations covered by the *Document Disposal Act*.

#### 1.3 Key [Core Policy and Procedures Manual](#) Principle

- CPPM 12.3.3 Part III (a) 4:  
*Government records must be managed and preserved to remain authentic, reliable, trustworthy, secure, complete and accessible over time and location regardless of media or format.*

### 2. POLICY

This policy establishes the standards used to ensure the integrity and credibility of microforms and electronic images produced by and for the Government of British Columbia.

Ministries and agencies must manage government records created and/or captured through micrographic or imaging processes in accordance with legislation, policy and standards. In order to ensure their acceptability to courts as documentary evidence, government microform and imaged records must meet the standards identified below.

### 3. STANDARD

#### 3.1. Microfilm and Electronic Images as Documentary Evidence

*Microfilm and Electronic Images as Documentary Evidence*, approved by the Canadian General Standards Board, is the general standard for ensuring the credibility of all microforms and electronic images produced by and for the Government of British Columbia.

This standard includes the following framework of ten points of proof to help ministries and agencies address the evidentiary requirements for scanned images:

- 3.1.1 Organization must be able to prove where the source data and information recorded in the database originated.
- 3.1.2 Organization must be able to prove that recording of data and information occurred contemporaneously with, or within a reasonable time after, the event or transaction to which it relates.
- 3.1.3 Organization must be able to prove that the data and information used for the records is the product of routine business activities.
- 3.1.4 Organization must supply the court with a certificate stating that the data and information in the records is not privileged.
- 3.1.5 Organization must be able to prove that data entry was part of regular business procedure.
- 3.1.6 Organization must be able to prove that data input conformed to industry standard practices.
- 3.1.7 Organization must be able to prove that it relied on the data in the database to make business decisions.
- 3.1.8 Organization must prove the accuracy and reliability of the software used to manage the data and information and produce the records.
- 3.1.9 Organization must prove that throughout the lifecycle of the data, a responsible person has documented all alterations to the system.
- 3.1.10 Organization must be able to prove implemented security features sufficient to guarantee the integrity of the records.

Government Records Service (GRS) may also set additional production standards and specifications for the scanning of government records.

### **3.2. True Reproduction**

The Canadian *Microfilm and Electronic Images as Documentary Evidence* standard provides a basis for ensuring that a microfilmed or electronic image is a true reproduction of an original made under controlled conditions.

**3.2.1** GRS will advise ministries and agencies about the rules and guidelines in the *Microfilm and Electronic Images as Documentary Evidence* standard.

**3.2.2** GRS will use the *Microfilm and Electronic Images as Documentary Evidence* standard for determining the conditions and methods of production of microforms and electronic images that are acceptable to courts as documentary evidence. GRS may also establish recommended practices and technical requirements for project documentation, document preparation/capture, data/information security, production and processing, as well as other quality specifications and verification controls, based upon:

## RECORDED INFORMATION MANAGEMENT MANUAL

- the type and format of the originals;
- the quality of the originals;
- the retrieval requirements for the records;
- the retention and final disposition values of the records; and
- the purpose of the microform or electronic image.

For information on the services provided by Government Records Service, please see the [Records Management](#) website.

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