

> APPENDIX 2: COMPLIANCE CERTIFICATION

*This certificate of compliance **MUST** be signed by the Chief Executive of a public office prior to the disposal of original source records under the General Disposal Authority: Digitised Original Source Records issued by the Chief Archivist. The purpose of this certification is to enable public offices to qualify to implement the General Disposal Authority: Digitised Original Source Records.*

For local authorities it enables them to show they have met the requirements of s 25(1) of the Electronic

Transactions Act 2002. Local authorities may then dispose of their original source records.

It will also act as clear evidence of senior management responsibility for digitised records, to ensure that there is organisational confidence in the business systems incorporating digitised images. It is an acknowledgment of the complex management requirements necessary to ensure that public records or local authority protected records in digitised forms are maintained with integrity and authenticity for as long as required.

Certificate of Compliance with Archives New Zealand's Digitisation Standard

I Chief Executive of
(Name)

.....
(Name of organisation)

confirm that the organisation has demonstrated to my satisfaction that the mandatory requirements of Archives New Zealand's *Digitisation Standard* as set out in Appendix 1 (summarised below) have been and can continue to be met.

Public office Chief Executives – I understand that meeting this Standard is a pre-condition for the organisation implementing the **General Disposal Authority: Digitised Original Source Records** issued by the Chief Archivist under s 20(1) of the Public Records Act 2005.

Local authority Chief Executives – I understand that meeting this Standard provides assurance that the organisation's digitisation procedures meet the requirements of s 25(1) of the Electronic Transactions Act 2002 and that the original paper or non-electronic format records may now be destroyed.

Summary of disposal requirements

- > *That the digitised record is an accurate and complete rendition of the original it replaces (including colour reproduction, where applicable);*
- > *That appropriate quality assurance procedures and certifications for the digitising processes are defined, implemented and monitored routinely;*
- > *That the digitised record is individually identified and linked to the context of its creation and use;*
- > *That an appropriate management system is in place to ensure the ongoing business use of the digitised record;*
- > *That the digitised record is relied upon in the normal conduct of business;*
- > *That the necessary metadata about the digitised record is created and maintained;*
- > *That the disposal program in place within the public office or local authority encompasses the business system(s) incorporating digitised records;*
- > *That a migration and/or preservation strategy is defined, documented and implemented for electronic records, including digitised records;*
- > *That legislative or regulatory requirements to maintain the records in a specific form are not breached;*
- > *That no known or anticipated legal action will be imperilled by the destruction of the original; and*
- > *That the risk of challenge to the authenticity and integrity of the digitised record has been assessed and considered and is acceptable to the organisation.*

(The full list of mandatory requirements to ensure that a digitised record provides a reliable means of assuring the maintenance of the integrity of the source record is set out in Archives New Zealand's Digitisation Standard: Appendix 1.)