

Digitized Records Certification Application

Effective Date: December 11, 2023

Category	Task	Comments	For DORIS use only
Retention	<input type="checkbox"/> The record series of the digitized records are currently on the agency retention schedule. <input type="checkbox"/> All hard copy source documents have been retained for a minimum of 30 days after processing.		Retention confirmed: <input type="checkbox"/> YES <input type="checkbox"/> NO
Indexing	<input type="checkbox"/> The correct metadata is attached for each category of records. (Please provide list of metadata indices)		Indexing received /reviewed: <input type="checkbox"/> YES <input type="checkbox"/> NO
Imaging	The scanning was completed: <input type="checkbox"/> Internally: Centralized Scanning <input type="checkbox"/> Internally: Decentralized Scanning <input type="checkbox"/> Third-Party Vendor	If applicable - include name of vendor:	
Conversion Format	<input type="checkbox"/> The records have been converted to one or more of the following formats: (Please check all that apply)	<input type="checkbox"/> PDF <input type="checkbox"/> PDF/A <input type="checkbox"/> TIFF <input type="checkbox"/> JPEG <input type="checkbox"/> DNG <input type="checkbox"/> PNG <input type="checkbox"/> GIF <input type="checkbox"/> (OTHER)	
Records Information	Please provide documentation of the following: A list of record series that were digitized. Documentation of the reliability and capability of the process to produce trustworthy records. Converted records/metadata are immutable or all changes are tracked.	(Please attach any supporting documentation.)	Received by DORIS: <input type="checkbox"/> YES <input type="checkbox"/> NO
Quality Assurance	All the hardcopy documents indicated have been digitized per city and agency digitization policies, procedures and specifications. The agency conducted a quality review for image accuracy, quality and completeness.	Please attach documentation of the QA process and evidence:	
Suitability	Agency counsel and/or the Law Department has evaluated the suitability of converting the specified record series to an electronic format.	(Please attach any supporting documentation.)	

Official Record statement	The agency certifies that the digitized records are the official copies of record and the source hardcopy documentation is a convenience copy.		
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Submitted by:

Agency/Department Name	
Senior Level Executive (SLE) Name:	
Senior Level Executive (SLE) Title:	
Date of Submission:	

Certification (to be completed by DORIS)

<input type="checkbox"/> This Converted Records Risk Assessment Checklist has been received and reviewed by the Department of Records and Information Services. <input type="checkbox"/> The agency may proceed with disposing of the source hardcopy through the submission of a certification form. <input type="checkbox"/> The agency may not proceed with the disposal of the source hard copy and must schedule a meeting with DORIS to discuss remediation.	Reviewed by: Name: Title: Date:
Municipal Archives: <input type="checkbox"/> The records have been reviewed and the following have been determined to have archival value in the original format and must be transferred to the Municipal Archives: <input type="checkbox"/> These records are not archival and do not need to be transferred.	Reviewed by: Name: Title: Date: