



Mercredi le 4 avril 2018

Madame Sylvie Gadoury  
Vice-présidente, Services juridiques, Avocate-conseil et Secrétaire générale  
CBC / Radio-Canada  
Case Postale 6000  
Montréal, Québec H3C 3A8

Bonjour Madame Gadoury :

Pour faire suite à la lettre de lancement que je vous ai envoyée le 11 octobre 2017, j'ai le plaisir de vous informer qu'une autorisation de disposition (AD) a été accordée à CBC / Radio-Canada, soit 2018/004. Une partie intégrante de cette AD est le cadre de disposition (Annexe A). Veuillez noter que nous vous fournissons aujourd'hui une copie de l'AD originale en anglais. La traduction de l'AD est actuellement en cours et nous vous ferons parvenir la version traduite dès qu'elle est disponible.

L'AD fournit à votre institution une couverture complète en matière de disposition des documents. Elle remplace toutes les autorisations spécifiques et pluri-institutionnelles que vous utilisez actuellement, à l'exception de celles précisées à la Section D de l'AD.

Soulignons également que les nouvelles ADs comprennent des exigences relatives à l'application de l'AD, qui sont présentées à l'Annexe A de l'AD, pour les activités qui produisent des documents archivistiques. Pour ces activités, l'application doit être validée avant de procéder à la disposition. Vous pouvez disposer des documents générés par les autres activités à la fin de leur délai de conservation.

Veuillez aussi noter que Bibliothèque et Archives Canada (BAC) vient d'annuler le programme d'acquisition des émissions de CBC / Radio-Canada par satellite, car ce programme a été jugé caduque puisqu'il s'agit d'une redondance d'efforts de conservation puisque les archives de CBC / Radio Canada s'en occupe déjà.

Les archivistes de BAC collaboreront avec votre institution au cours du processus de validation. Veuillez communiquer avec la Directrice de la Division des archives gouvernementales, Sandy Ramos, au 613-863-3013 ou à [sandy.ramos@canada.ca](mailto:sandy.ramos@canada.ca) afin de lui transmettre le nom du membre de votre institution qui sera responsable du processus.

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Cordialement,

Handwritten signature in black ink, appearing to read 'R. McIntosh'.

Robert McIntosh  
Directeur général, Direction générale des archives

c.c. : Sandy Ramos, Directrice, Division des archives gouvernementales, BAC

Pièces jointes : AD 2018/004  
Annexe A : Cadre de disposition



File No. 6240-50/ C6-2018/004

**DISPOSITION AUTHORIZATION # 2018/004  
ISSUED TO CANADIAN BROADCASTING CORPORATION**

**Preamble**

Pursuant to Sections 12 and 13 of the *Library and Archives of Canada Act*, the Librarian and Archivist of Canada consents to the disposition of government records, including their destruction or their alienation, or the transfer to Library and Archives Canada (LAC) of government records the Librarian and Archivist of Canada considers to have archival value (archival records), at the end of the retention periods set by Canadian Broadcasting Corporation (CBC), in accordance with the following terms and conditions.

**A. SCOPE OF THE DISPOSITION AUTHORIZATION**

- A.1 This disposition authorization (DA) covers all government records under the control of CBC.

In the interpretation of this DA, “control” means the decision-making authority over the records.

**B. INSTITUTION’S OBLIGATIONS FOR USE OF THE DISPOSITION AUTHORIZATION**

***Obligations to protect and transfer archival records***

- B.1 CBC shall follow the validation requirements set out in Appendix A for all activities that have been identified as producing archival records.
- B.2 CBC shall protect the archival records until their transfer to LAC, in accordance with all applicable LAC policy and related instruments, as amended from time to time, available on the [LAC Disposition and Recordkeeping Portal](#) or its replacement.
- B.3 CBC shall transfer all archival records to the care and control of LAC, as outlined in Section C, at the expiry of their retention periods.

***Obligations to inform***

- B.4 CBC shall inform LAC of any planned change to its activities, such as the cessation of, transfer to or from another institution, of all or part of any activity that impacts the scope of this DA.
- B.5 CBC shall inform LAC of any change including planned organizational or recordkeeping change, as it may affect the validation of archival records.
- B.6 CBC shall provide LAC with information upon request for the purpose of LAC's monitoring of the proper care and transfer of the archival records.

***Obligations to convey the provisions of this DA***

- B.7 To ensure the integrity of its application, CBC shall convey the provisions of this DA to all those responsible for its application.

**C. TRANSFER REQUIREMENTS**

- C.1 CBC shall prepare and transfer archival records to LAC in accordance with all applicable LAC policy and related instruments regarding transfer, as amended from time to time, and available on the [LAC Disposition and Recordkeeping Portal](#) or its replacement.
- C.2 CBC shall provide updated metadata about security of information requirements at the time of transfer of archival records to LAC.

**D. IMPACT ON EXISTING DISPOSITION AUTHORIZATIONS**

- D.1 Any institution-specific disposition authorizations previously issued to CBC are revoked and of no effect.
- D.2 CBC shall cease to apply any multi-institution disposition authorization (MIDA), with the exception of:
- The authorization covering transitory records (e.g., MIDA 2016/001).
  - The authorization covering the disposal of records provided in confidence to a government institution for the purpose of prosecuting or defending the interests of the Government of Canada in dispute resolution (e.g., MIDA 2009/001).
  - The authorization covering the disposition of digitized records (e.g., MIDA 96/023).

**E. NON-COMPLIANCE CONSEQUENCES**

- E.1 Consequences of non-compliance may include informal follow-ups and requests from LAC, or formal direction on corrective measures to be put in place.

Consequences of non-compliance with this DA can include any measure authorized under the *Library and Archives of Canada Act* that the Librarian and Archivist of Canada

determines appropriate and acceptable in the circumstances, including the review, suspension or revocation of this DA.

- E.2 If, in the opinion of the Librarian and Archivist of Canada, archival records are at risk of serious damage or destruction, he may require their transfer in the manner and at the time he specifies.

**F. DISPOSITION AUTHORIZATION**

- F.1 CBC may destroy or alienate all records with no archival value, without further reference to LAC.
- F.2 Nothing in this DA shall be taken or deemed to authorize the retention, the transfer, destruction or other disposition of any government record in contravention of a rule or order of a court or tribunal or in contravention of an express provision in any other Act (e.g., *Canadian International Trade Tribunal Act*, *Federal Court Rules*, *Access to Information Act*, *Privacy Act*).
- F.3 CBC disposition of records, as authorized under the Preamble, and Sections B.3 and F.1, constitutes its undertaking to comply with all terms and conditions of this DA.
- F.4 This DA comes into effect on the date it is signed by the Chief Operating Officer of LAC.



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**Recommended by the Director General, Archives Branch**



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**Chief Operating Officer, Library and Archives Canada**

Signed on 28/03/2018

**Appendix A: Disposition Framework**

**Appendix A**  
**Disposition Framework - Canadian Broadcasting Corporation**

**This framework is part of a suite of documents that make up the Disposition Authorization (DA), which provides institutions with the legal authorization to dispose of their records.**

**I. SCOPE**

This framework covers all government records in any medium or format under the control of Canadian Broadcasting Corporation (CBC), where control is interpreted to mean decision-making authority over the records.

**II. STRATEGIC IDENTIFICATION OF ARCHIVAL RECORDS**

The strategic identification of archival records is expressed in the following order: Management and Oversight, Communications, Legal Services, Programming, Real Property and Site Management and Legacy records. The *Broadcasting Act* has been used to articulate the Programming function and for the purposes of this framework, Programming is defined as the program content and the distribution, transmission, and/or broadcast of program content. It should be noted that the activities identified under different headings may overlap or complement each other. This overlap is intentional and will ensure that the key activities of CBC are documented.

II.1 Management and Oversight

Library and Archives Canada (LAC) wants to document:

- a) How office holders of the highest level of accountability exercise their management and control over the operations and administration of CBC.
- b) Strategic planning for operational and administrative activities.
- c) Strategic policy for operational and administrative activities.
- d) Executive-level committees and Board of Directors.
- e) Monitoring of CBC's performance and results of its performance.
- f) Performance and responses to internal audits and evaluations.
- g) Relationships with international and other levels of Canadian government and non-governmental organizations, including indigenous groups.
- h) Project management activities related to projects considered to be evolutionary or transformational.
- i) The approach to and results of risk management.

For validation requirements, see Section III.

## II.2 Communications

LAC wants to document:

- a) Preparation and implementation of communication plans and strategies.
- b) Management of corporate identities.
- c) Responses to an issue or controversy.
- d) Communications with the public.
- e) How CBC engages with the public and takes public opinion into account.

For validation requirements, see Section III.

## II.3 Legal Services

LAC wants to document:

- a) Legal advice and oversight with regard to legislation and regulations.
- b) Involvement in the drafting and review of legislative instruments.
- c) Litigation services in response to major legal actions and inquiries directly related to CBC's operations.

For validation requirements, see Section III.

## II.4 Programming

LAC wants to document:

- a) Strategy, policy, guidelines, evaluation, partnerships, planning and management of programming (content and distribution, transmission and broadcast) as already identified in Management and Oversight.
- b) Communication with the public through promotion and marketing of programming (content and distribution, transmission and broadcast) and responses to an issue or crisis related to programming (content and distribution, transmission and broadcast) as already identified in Communications.
- c) Programming activity, including but not limited to activities related to evaluation, selection, acquisition, conceptualization, creative development, production and post-production of programs.
- d) How programs are selected, conceptualized, developed and produced.
- e) How CBC attempts to shape Canadian culture, attitudes and opinions through its programming (content and distribution, transmission and broadcast) activities.
- f) How CBC ensures that its programs are a reflection of Canada and how it contributes to the development of a Canadian identity.
- g) How CBC programming (content and distribution, transmission and broadcast) reflects multiculturalism and the various regions in Canada.
- h) Records related to programs (specialized media and textual documents) that possess historical value (e.g. events, persons, locations, etc.), cultural value, are representative of the various genres of programs or that demonstrate artistic and technological innovation.

- i) How the various distribution, transmission and broadcast platforms are conceived, developed, selected and evaluated.
- j) Records retained in CBC's libraries and archives.

For validation requirements, see Section III.

## II.5 Real Property and Site Management

LAC wants to document:

- a) Strategy, policy, guidelines, evaluation, partnerships, planning and management of Real Property and Site Management as already identified in Management and Oversight.
- b) CBC's real properties and sites related to their operational mandate that have historical and technological importance (ex. Architectural plans, maps, and photographs).

For validation requirements, see Section III.

## II.6 Legacy records

LAC may wish to acquire CBC legacy records. Legacy records can include records from discontinued CBC activities, records acquired from a predecessor and records of unknown origin.

For validation requirements, see Section III.

## III. VALIDATION REQUIREMENTS

The purpose of validation is to identify records of archival value that, according to the provisions of this DA, must be transferred to the care and control of LAC when they are no longer required by CBC.

In order to validate the application of the DA for all processes, activities and sectors identified in Section II (Strategic Identification of Archival Value), CBC shall provide LAC with sufficient and reliable information on:

1. The context of records creation and flow of information within the CBC and/or between CBC and other institutions.
2. CBC's recordkeeping control over its archival records.





# COR-4 Records and Information Management

**Effective Date:** Jan 22, 2002

**Last update:** Feb 10, 2020

**Responsibility:** Vice-President, Legal Services, General Counsel and Corporate Secretary

## 1. DEFINITIONS

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*Record:* Includes any correspondence, memorandum, book, plan, map, drawing, diagram, pictorial or graphic work, photograph, film, microform, sound recording, videotape, machine readable record, and any other documentary material, regardless of physical form or characteristics, and any copy thereof.

*Authorized persons:* Individuals granted access to specific records by the President, Vice-Presidents or their delegates.

## 2. STATEMENT

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### 2.1 Scope

The scope of the policy includes the maintenance of records from their creation to their disposal or permanent retention.

### 2.2 Statement

- It is the policy of the CBC to identify, maintain, protect and make accessible to authorized persons CBC records for legal, operational and historical purposes.
- All records are the responsibility of the CBC and should only be made accessible to authorized persons.
- Records should not be removed from CBC premises or destroyed without proper authorization.
- The CBC shall comply with all applicable legislation with respect to its records.
- Provided that the CBC complies with applicable legal requirements the CBC may dispose of paper records.
- Archival records identified in the CBC/National Archives Selection Criteria document will be considered for transfer to the National Archives of Canada.

### 2.3 Strategic Fit

This policy promotes a management framework that supports efficiency, transparency, communication and accountability.

## **2.4 Responsibility**

- The Vice President of the originating department is responsible for guaranteeing the identification, classification, arrangement, retention and disposal of their departmental records according to official CBC records management procedures and schedules.
- The Corporate Secretariat is responsible for overseeing and assisting in the implementation and monitoring of this policy within the corporation.
- The Corporate Secretariat is responsible for monitoring and coordinating agreements with outside archival institutions.
- The President, or his or her delegate, must approve all archival agreements.

## **3. REFERENCES**

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- Corporate Records and Information Management Procedures
- Corporate Classification and Retention Schedules  
(<http://mtIntapps08.apps.in.cbcsrc.ca/apps/cco/WebForms/classificationplan.aspx?lang=en-CA>)
- CBC/National Archives Agreement

## **4. INQUIRIES**

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All questions related to the interpretation and application of this policy should be directed to the Corporate Secretariat.