

# Digital Records Conversion and Migration Standard

Data and Content Management Division, Enterprise Content Management

Version: 2.0

<b>Approved by:</b> Executive Director, Enterprise Information Management	<b>Owner:</b> Executive Director, Enterprise Content Management	
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## Standard Statement

This standard establishes that the Government of Alberta adopts **ISO 13008:2022 (E): Information and documentation – Digital records conversion and migration process** which outlines requirements that must be met when converting digital records from one format to another, and when migrating digital records from one hardware or software configuration to another.

## Authority

This standard is issued under the authority of the [Government Organization Act](#) and the [Records Management Regulation](#).

Under the Records Management Regulation, Technology and Innovation has the authority to establish, maintain, and promote the enterprise policies, standards, and procedures for the creation, handling, control, organization, retention, maintenance, security, preservation, disposition, alienation, and destruction of records in the custody and/or under the control of a Government of Alberta department or departments.

## Application

This standard applies to all departments defined under section 14 of Schedule 11 of the *Government Organization Act* and agencies, boards, and commissions as defined in schedule 1 of the [Freedom of Information and Protection of Privacy Regulation](#).

Agencies, boards, and commissions that are not contained within schedule 1 of the Freedom of Information and Protection of Privacy Regulation are encouraged to align with this standard.

## Standard Description

ISO 13008:2022 (E) specifies the planning issues, requirements and procedures for the conversion and/or migration of digital records in order to preserve the authenticity, reliability, integrity and usability of such records as evidence of business functions, processes, activities and transactions.

ISO 13008:2022 (E) does not comprehensively cover:

- backup systems;
- preservation of digital records;
- functionality of trusted digital repositories;
- the process of converting analogue formats to digital formats and vice versa.

## Standard Specification

This standard is specified by:

- ISO 13008:2022 (E): Information and documentation – Digital records conversion and migration process

ISO 13008:2022 (E) is to be applied when converting and/or migrating digital records to another digital format or digital environment; for additional information, please consult ISO 13008:2022 (E).

**Important:** Adherence to 13008:2022 (E) enables the deletion of source data/content as transitory records in the GoA, following validation that the conversion/migration was successful.

For the digitization of physical records, use the authoritative Government of Alberta [Digitization Standard](#).

ISO 13008:2022 (E) is published by the International Organizations for Standardization. Outlined below are some of the drivers for digital records conversation and/or migration.

## Conversion drivers

Examples of drivers that can require digital conversion include the following:

- Format change: records stored in a proprietary format are converted to an open file format, such as a conversion of a Word.doc to PDF/A.
- Format obsolescence: for example, records stored in an obsolete but still readable word processing format are converted to a current word processing format.
- Interoperability: records are converted to a format that ensures seamless interoperability with certain IT infrastructure.
- Legal issues: records are converted according to existing explicit legal or regulatory requirements concerning formats or service providers.

## Migration drivers

Examples of drivers that can require digital migration include the following:

- There can be a need to migrate records from one structure to another. For example, records existing in several legacy databases might be restructured into a new consolidated database.
- The platform in which the records were created is changing and the records need to be migrated to the new platform.
- A migration is prudent from a business perspective (e.g., to introduce a new system with improved functionality). For example, a migration of records might be needed to support a change from a physical business presence to a web-based storefront or to move records from a shared drive to an electronic document and records management system. Migration also takes place when an organization moves its records to external service provider/cloud environment or from one service provider to another.

## Definitions

**Conversion:** process of changing records from one format to another.

Source: ISO 13008:2022 (E)

**Migration:** process of moving records from one hardware or software configuration to another without changing the format.

Source: ISO 13008:2022 (E)

**Record(s):** “Records” means a record of information in any form and includes notes, images, audiovisual recordings, x-rays, books, documents, maps, drawings, photographs, letters, vouchers and papers and any other information that is written, photographed, recorded or stored in any manner, but does not include software or any mechanism that produces records.

Source: [Freedom of Information and Protection of Privacy Act](#)

## Compliance

Consequences of non-compliance with this standard could result in: the loss of content; breach of confidentiality; breach of privileged information; significant impact to GoA's proprietary rights; damage to GoA's reputation; exposure of Albertans to harm; and/or incurrence of unnecessary costs (including, but not limited to, inability to respond appropriately to a claim in court).

Depending on the severity of non-compliance:

- either informal or formal requests and/or follow-ups may be made by the Data and Content Management Division, Corporate Internal Audit Services, Cybersecurity Services, Office of the Information and Privacy Commissioner, Office of the Auditor General and/or Public Service Commission; and
- legislated disciplinary action (i.e., [Public Service Act](#)) may be taken.

## References and Supporting Resources

- [Digital Records Conversion Migration Checklist](#)
- ISO 13008:2022 (E): Information and documentation – Digital records conversion and migration process

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