

GO-ITS 74.00 – Date Format

Government of Ontario



Management Board Secretariat

Foreword

Government of Ontario Information & Technology Standards are the official publications on the standards, guidelines, technical reports and preferred practices adopted by the Information & Technology Standards Council under delegated authority of the Management Board of Cabinet. These publications support the Management Board Secretariat's responsibilities for coordinating standardization of Information and Technology in the Government of Ontario. Publications that set new or revised standards provide policy guidance and administrative information for their implementation. In particular, they describe where the application of a standard is mandatory and specify any qualifications governing its implementation.

Amendment Notice (July 1997)

The reader should note that this version of the Standard has been improved over the previous release by the insertion of changes *in the same manner as indicated by this paragraph*.

Abstract

This standard sets a common 8-digit format for dates held in electronic files and follows the international ISO standards for date format.

Implementation Criteria

1.1 Category

Mandatory standard for electronic storage purposes only.

2 Purpose

The purpose of this standard is to set a common format for dates held in government electronic files to enhance data exchange between clusters/ministries and between government and external partners including the Broader Public Sector.

3 Application

This standard applies to all clusters/ministries and to all former Schedule I and IV provincial government agencies, unless exempted in a Memorandum of Understanding.

4 Specifications

See Technical Specifications.

5 Qualifications

Government of Ontario IT Standards and Enterprise Products apply (are mandatory) for use by all clusters/ministries and to all former Schedule I and IV provincial government agencies under their present classification (Advisory, Regulatory, Adjudicative, Operational Service, Operational Enterprise, Trust or Crown Foundation) according to the current agency classification system. Additionally, this applies to any other new or existing agencies designated by Management Board of Cabinet as being subject to such publications.

Kindly refer to

http://intra.pmed.mbs.gov.on.ca/mbc/pdf/Agency_Establishment&Accountability-

Dir.pdf for a list of provincial government agencies with their classification under the current classification system, as well as their previous Schedule under the former Schedule system.

6 Implementation

The effective date of this standard is February 7, 1997. The standard date format must be implemented for all future electronic files developed by clusters/ministries.

7 Copyright

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Technical Specifications (Amended July 1997)

Date Format

The format for any date held in government electronic files must be as follows:

YYYYMMDD

where YYYY is the 4-digit year, for example, 1999, for the year nineteen-hundred-and-ninety-nine

MM is the 2-digit number of the month, for example, 05 for the month of May

DD is the 2-digit day number, for example 07 for the seventh day of the month.

This format is mandatory for electronic storage purposes only and follows the international ISO standards for date format. For screen or print display purposes, this format is a guideline and each cluster/ministry or former schedule I and IV agency can elect to use this format at their own discretion.

The standard does not apply to dates on electronic files that contain textual publications or other material where dates are used for display purpose only.