

# EDMONTON

## ADMINISTRATIVE DIRECTIVE



### TITLE

***CORPORATE RECORDS AND INFORMATION MANAGEMENT PROGRAM***

### NUMBER

**A1410C**

### DELEGATED AUTHORITY

***BYLAW 12101 CORPORATE RECORDS AND INFORMATION MANAGEMENT BYLAW  
MUNICIPAL GOVERNMENT ACT SECTION 208(1) AND 214  
FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY SECTION 38***

### DEPARTMENT

***OFFICE OF THE CITY MANAGER***

### STATEMENT

The City of Edmonton will manage its corporate information assets in a disciplined and coordinated manner to ensure its business activities and transactions support efficient and effective delivery of services to the citizens of Edmonton.

### PURPOSE

The purpose of this directive is to ensure that information under the control of the City Manager is managed effectively and efficiently throughout its lifecycle. This directive establishes a standard records and information management framework to capture, protect, use and preserve records as evidence of City of Edmonton functions, activities and business transactions.

### APPLICATION

### PROCEDURE

This directive applies to all City departments reporting to the City Manager and all City employees and volunteers. This directive also applies to the Office of the City Auditor, and to contractors, boards, agencies, and commissions with the explicit exception of: The Edmonton Police Service and the Edmonton Police Commission, EPCOR Utilities Inc. or any of its subsidiaries, the Combative Sports Commission, Business Revitalization Zones, Edmonton Economic Development Corporation, and the Edmonton Public Library Board.

### LEGISLATIVE AND ADMINISTRATIVE AUTHORITIES

Alberta Municipal Government Act, Chapter M-26, RSA 2000  
Alberta Freedom of Information and Protection of Privacy Act, Chapter F-25, RSA 2000  
Employee Code of Conduct Directive A1100C  
Privacy Directive A1433A  
Privacy Breach Directive A1445A  
Discipline of City Employees Directive A1102  
Acceptable Use of Communication Technology A1429B  
Fraud and Misconduct – Reporting, Investigation and Whistleblower Protection C522

### APPROVED:

**DATE: MARCH 13, 2008**

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