

EDMONTON

ADMINISTRATIVE PROCEDURE



TITLE

INFORMATION MANAGEMENT

NUMBER

A1461

DEPARTMENT

CORPORATE SERVICES

DELEGATED AUTHORITY

GENERAL MANAGER, CORPORATE
SERVICES

DEFINITIONS

DATE

NOVEMBER 20, 2014

City – the municipal corporation of the City of Edmonton.

City Information – includes City Records and any knowledge acquired or developed in the course of City business.

City Record – recorded information in any form in the City's custody or control.

Employee – a person who reports to the City Manager or City Auditor and provides services to the City under a contract of employment, contract for the provision of personal services, or in the capacity of agent, student, or volunteer.

Information Management – is the stewardship of City Information throughout the information management life-cycle, including the management of organizational processes and systems that plan, identify, create, receive, collect, organize, govern, secure, use, control, disclose, maintain, preserve, and dispose of City Information as well as any means through which the City ensures that the value of City Information is identified and optimized.

Information Management Standards - the procedural documents describing Employee obligations and responsibilities when handling City Information, which form part of this directive.

PROCEDURES AND GUIDELINES

Employees must manage, utilize, and secure City Information by adhering to the Information Management Standards.

When a particular use of City Information is not explicitly addressed in the Information Management Standards, the Information Management of that City Information will be guided by the following principles:

Accessibility: City Information is easily accessible to the public and across the corporation to those who need it and are authorized to access it.

LEGALLY REVIEWED:

APPROVED AS TO CONTENT:

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Usability: City Information meets the needs of employees, clients, partners, and stakeholders and is timely, relevant, accurate, and easy to use.

Accountability and Risk Management: Accountability for the management of City Information is clearly defined and the security of and risks to City Information are properly managed.

Integrated Approach: City Information is managed throughout its life-cycle regardless of the medium in which it is held.

Optimized Value of Information Assets: City Information is managed to optimize the business and operational needs of the City.

The General Manager, Corporate Services, will review each Information Management Standard at least once every five years.

COMPLIANCE

General Managers may conduct reviews and checks to ensure compliance with the Information Management Standards.

Any violation of this directive, including the Information Management Standards, could result in disciplinary action up to and including termination.