



## Canadian Civil Defence Museum Association

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| Policy Name: Information Management | Policy Number: CCDMA-05 |
| Policy Type: Governance             |                         |
| Date Approved: November 14, 2016    | Dates Revised: n/a      |

### **Introduction**

The Canadian Civil Defence Museum Association's records are the Museum and Archive's asset and are an essential source of organizational and historical information. They are vital to the current and future operations of the Museum and Archive. The effective management of these records is necessary to support core functions, comply with legal and regulatory obligations, and to ensure our documentary heritage as well as contributing to the effective overall management of the Museum and Archive.

This document provides the policy framework through which the effective management of records can be achieved and audited.

### **Scope**

This policy applies to all records created, received or maintained by staff of the museum in the course of carrying out their corporate functions. Records and documentation created in the course of research, whether internally or externally-funded, are also subject to contractual record-keeping requirements.

The policy applies to the entire organization, include the Board of Directors and members.

### **Purpose**

- To instill good practice in information management across the CCDMA.
- To enable the Museum and Archive to fulfill its corporate responsibility to maintain its records and information management systems in accordance with the regulatory environment.
- To ensure that those records vital to the operation of the CCDMA and its Museum and Archive are identified and preserved.
- To ensure that all scheduled records are protected and kept in a secure environment.
- To ensure preventive conservation for all museum artefacts and archival documents utilizing museum- and archival-standard preservation materials.

## **Definitions**

**Records** – All those documents that facilitate the business carried out by the Museum and Archive, and which are thereafter retained (for a set period) to provide evidence of its transactions or activities.

These records may be created, received, or maintained in hard copy or electronically.

CCDMA records include such paper and electronic/digital items as: printed documents, letters received and sent, invitations received and sent, printed promotional materials, interviews given to media, articles submitted to newsletters and print media, videos, emails sent and received, photos, etc. Electronic records include emails as well as documents and photos in their native format: Microsoft Word, Excel, Powerpoint, Adobe Photoshop, InDesign, Illustrator, jpeg, etc.) According to the CRA Income Tax Information Circular IC78-10R5: A 'record' includes an account, an agreement, a book, a chart or table, a diagram, a form, an image, an invoice, a letter, a map, a memorandum, a plan, a return, a statement, a telegram, a voucher, and any other thing containing information, WHETHER WRITTEN OR IN ANY OTHER FORM. A source document includes items such as formal contracts, delivery slips, cheques, bank statements, tax returns, and general correspondence WHETHER WRITTEN OR IN ANY OTHER FORM.

**Information Management** – a field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use, and disposition of records, irrespective of format, including the process for capturing and maintaining evidence of and information about business activities and transactions in the form of records.

**Information Management Program** – includes development of policies and procedures, provision of records storage for inactive records, and the establishment of the Museum and Archive business archive managed by a qualified Information Manager/ Archivist as a core business function of the organization.

## **Responsibilities**

### **Board of Directors and Members**

In order for the Canadian Civil Defence Museum Association (CCDMA) to meet its reporting obligations to Canada Revenue Agency (CRA), all printed and electronic/ digital records of the CCDMA that Board members or members or branches have created or received due to work completed on behalf of the CCDMA since its inception must be filed at the office of record for the CCDMA, which is the address of the Executive Director.

### **Senior Management**

The Senior Management member with overall responsibility for this policy is the Executive Director, who will monitor compliance and delegate day-to-day oversight of information management functions.

**Information Manager / Designated Staff Person**

Will be responsible for drawing up guidance for good records management practice and promoting compliance with this policy in such a way as to ensure the easy, appropriate and timely retrieval of information.

**Managers**

Individual managers are responsible for ensuring that their staff comply with this policy and the related procedures. If local procedures are required, managers are to draw up and issue written procedures in consultation with the Executive Director.

**Employees**

Individual employees must ensure that records for which they are responsible are accurate and are maintained and disposed of in accordance with the CCDMA's information management guidelines.

**Policy**

In the absence of an Information Management program and procedures, all records (whether paper or electronic) should be treated as official Museum and Archive records. Emails should be printed or saved in pdf format, to include in the CCDMA's electronic information management system.

Where departmental filing lists are in operation, these should be kept up-to-date and all new staff notified of their existence.

The CCDMA's records are permanently preserved as part of the Museum and Archive's institutional archive, for historical research and as an enduring record of the conduct of CCDMA business.

The Executive Director must be notified before any non-ephemeral records are deleted or destroyed, so that an assessment of their long-term value can be made, and so that any disposal is properly conducted and documented.