

Purpose:

- 1 To provide direction and governance to the effective and efficient management of City information assets.

Policy Statement(s):

- 2 Information is an asset.
- 3 Information management is everyone's responsibility.
- 4 All information in the custody or control of The City, its representatives, or agents is managed consistently throughout the organization in accordance with established legislation, regulations, policies, and procedures.
- 5 City employees have timely and appropriate access to City information.
- 6 Employees are trained in the effective and efficient access and use of City information.
- 7 The public has timely and appropriate access to information.
- 8 Information is securely stored in approved repositories.
- 9 Approved standards, technologies, and processes are used to manage information.
- 10 Duplication of physical and electronic records is minimized.
- 11 Information is managed throughout its lifecycle and disposed of through approved mechanisms when legal, regulatory, operational, and historical retention requirements are met.

Definitions:

- 12 Information Management (IM): The capture, management, preservation, storage, and delivery of the right information to the right people at the right time.

References/Links:

- 1 2007-CP Medical Records Information
- 2 5007-CA Records Management

- 3 5007-CP Records Management
- 4 5201-CP Information Technology Usage and Security
- 5 7016-CA Access to Information & Protection of Privacy
- 6 7016.01-CP Access to Information & Protection of Privacy

Scope/Application:

- I This policy applies to all City employees and anyone granted access to The City's information technology.

Authority/Responsibility to Implement:

- I Information Technology Services Manager

Inquiries/Contact Person:

- I Information Management Supervisor

Policy Monitoring and Evaluation:

- I The Information Technology Services Manager will monitor and evaluate this policy in terms of effectiveness annually from the date of approval, making revisions as needed.

Document History:

Date:	Approved/Reviewed By:	Title:
March 3, 2016	Craig Curtis	City Manager

Administrative Revisions:

Date:	Description:
July 28, 2017	Updated to the newest template.