

**INFORMATION MANAGEMENT**

Effective Date: June 26, 2009 (revised June 30, 2010)

Approved By: GVRD Board

**Policy No. IT-004**

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**PURPOSE**

This Policy addresses efficient and effective information management to support programs and service delivery; foster informed decision making; facilitate accountability, transparency and collaboration; and preserve and ensure access to information and records for the benefit of present and future generations.

It applies to all records in the custody and control of Metro Vancouver, which are created or received in the context of their functional responsibilities and are the property of Metro Vancouver.

**DEFINITIONS**

**“Records”** Information recorded on paper or in any other form related to activities carried out by or affecting Metro Vancouver;

**“Archives”** Metro Vancouver records intended to be preserved because of the enduring value contained in the information or as evidence of the functions and responsibilities of Metro Vancouver; and

**“Retention Schedule”** The description of classes or groups of records according to their archival value together with instructions for how long they should be maintained and whether they should ultimately be destroyed or transferred to Metro Vancouver archives for permanent retention.

**POLICY**

**1. Collection and Creation**

- 1.1. All records in the custody and control of Metro Vancouver, which are created or received in the context of their functional responsibilities, are the property of Metro Vancouver.
- 1.2. Records of Metro Vancouver activities will be entered into the record-keeping system to support ongoing operational needs.
- 1.3. Archival records will be acquired and preserved if identified for long-term preservation and have enduring value to Metro Vancouver.
- 1.4. A collection of in-house Metro Vancouver reports, and materials published by outside sources that support Metro Vancouver operations, will be compiled and maintained.

## BOARD POLICY

- 1.5. A historical collection that traces the development and history of Metro Vancouver will be maintained.

### 2. Organize, Use and Dissemination

- 2.1. Access to Metro Vancouver records, including archival records, will be subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.
- 2.2. Records will be managed according to the records classification scheme.
- 2.3. Access to other sources and collections via inter-library loans and searching of electronic resources and databases will be facilitated.
- 2.4. Information will be acquired in digitized formats, or will be converted to digitized formats, if appropriate, for use and/or dissemination.
- 2.5. Archival records will be managed according to recognized archival standards.

### 3. Disposition

- 3.1. Records will be destroyed according to the records retention schedule, and will meet statutory and regulatory requirements.