

PROVINCE OF NEW BRUNSWICK ADMINISTRATION MANUAL SYSTEM		AD - 7114
Section INFORMATION SYSTEMS	Subject INFORMATION MANAGEMENT	

Application	<p>This policy applies to all government bodies and their employees in Parts I to IV of the Government of New Brunswick (GNB) public service listed in the First Schedule of the Public Service Labour Relations Act, excluding universities.</p>
Authority	<p>Treasury Board Minute No. 21.0024</p>
Policy Statement	<p>Government bodies and employees are responsible to create and manage information about their organization's business and activities in accordance with the <i>Archives Act</i> and other applicable legislation. Integrating information management considerations into all aspects of government business enables information to be used and recognized as a valuable asset.</p> <p>This policy provides the framework and accountability, including roles and responsibilities, for creating and managing information across GNB. Specific requirements for information management are set out in directives, including the directives on information management practices and on email and electronic communications, which form part of and should be read together with the policy.</p>
Objectives	<p>The policy is guided by The Principles® (Generally Accepted Recordkeeping Principles®). The objective of this policy and related directives is to ensure information under the control of GNB is managed effectively, efficiently and systematically throughout its life-cycle:</p> <ol style="list-style-type: none"> 1. to inform decision making enabling government to meet its corporate goals; 2. to support efficient program and service delivery; 3. to support compliance with information management requirements in the <i>Archives Act</i> and other applicable legislation; 4. to ensure records of government business and activities are available, as appropriate, to present and future generations; 5. to promote consistent information management practices and procedures; and 6. to foster government accountability, transparency, and collaboration.
Definitions	<p>government body means a public body in Parts I to IV listed in the First Schedule of the Public Service Labour Relations Act.</p> <p>employee means a person retained under any form of employment or personal services agreement for a government body, including members of agencies, boards, commissions or tribunals, students and interns, contractors and service providers.</p> <p>framework means directives, procedures, standards, guidelines, etc. that support the policy.</p> <p>Information management means a discipline that directs and supports effective and efficient management of information, records, and data in an organization, from planning and systems development to disposal or long-term preservation.</p> <p>other applicable legislation means other legislation with information management provisions that apply instead of or in addition to the <i>Archives Act</i>.</p> <p>record means recorded information, regardless of medium or format, created or received during government business, and maintained as evidence of such activity, as defined by The Public Records Act and Archives Act.</p>

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**Roles and
Res-
ponsibilities**

Finance and Treasury Board, Office of the Chief Information Officer (OCIO):

- provide strategic advice to government on information management;
- develop and promote a framework and program for information management;
- maintain and update this policy and inform government bodies of changes;
- establish directives, standards and guidelines in support of this policy; and
- report on compliance with this policy and related directives.

Finance and Treasury Board, Corporate Information Management (CIM) Unit:

- provide advice, tools and support to government bodies on information management and on implementing this policy and related directives;
- recommend changes to this policy and related directives;
- develop records retention and disposition schedules with government bodies;
- lead a community of practice forum on information management;
- provide information management awareness training to employees and orientation for new Information Managers on their role and responsibilities under this policy; and
- monitor compliance with this policy and related directives.

Finance and Treasury Board, Provincial Archives

- approve records retention and disposition schedules for government bodies
- preserve and provide access to government records of enduring value; and
- provide offsite records storage for semi-active records and digitization services.

Heads of Government Bodies:

- ensure established policies, procedures, practices, tools, training, and roles and responsibilities to comply with this policy and related directives, the *Archives Act* and other applicable legislation;
- champion information management by promoting a culture that values information and its effective management;
- designate a senior management position accountable for the organization's information management and operationalizing this policy and related directives;
- ensure approval of records retention and disposition schedules for the organization; and
- provide information required for reporting compliance with this policy.

Government Bodies, Information Managers:

- advise and support the organization in complying with this policy and related directives;
- implement an information management program for the organization;
- develop organizational policies, practices, procedures and employee training on information management; lead in creating and maintaining an information management culture;
- recommend and apply records retention and disposition schedules;
- create and disseminate file classification plans; and
- work with the Finance and Treasury Board CIM Unit, as required, to ensure implementation of this policy and related directives in their organization.

Employees:

- manage information they create or receive in accordance with this policy and related directives, and organizational policies, practices and procedures giving effect to this policy and related directives.

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Monitoring and Review	OCIO will consult at least every two years with stakeholders on the relevance, usefulness, and effectiveness of the policy and process changes as appropriate.
Compliance	Section 12 of the Archives Act specifies that a person who unlawfully damages, mutilates or destroys any public records commits an offence punishable under Part II of the <i>Provincial Offences Procedure Act</i> . Failure to comply with this policy and related directives or committing a s.12 offence may result in disciplinary action.
Inquiries	General inquiries about this policy can be directed to Finance and Treasury Board, CIM Unit by email at records.centre@gnb.ca or by phone at 506 457-2897.