

EDMONTON

ADMINISTRATIVE DIRECTIVE



TITLE

INFORMATION MANAGEMENT

NUMBER

A1461

DELEGATED AUTHORITY

**BYLAW 12005, THE CITY
ADMINISTRATION BYLAW**

DEPARTMENT

CORPORATE SERVICES

STATEMENT

City Information is a valuable strategic asset for the City of Edmonton. Information Management is a coordinated and integrated approach to managing City Information in a disciplined and secure manner to optimize the value of the investment in City Information, support effective and efficient operations, encourage open and transparent government, and improve the delivery of services through improved decision-making.

The primary aim of Information Management is to ensure that the right information is available to the right person in the right role, in the right format and medium, at the right time.

PURPOSE

The purpose of this Administrative Directive is to prescribe Standards for all Employees handling City Information and to establish the Information Management principles the City will apply when creating new processes or Standards related to Information Management.

APPLICATION

This directive applies to any person who reports to the City Manager or City Auditor and provides services to the City of Edmonton under a contract of employment, contract for the provision of personal services, or in the capacity of agent, student, or volunteer.

LEGISLATIVE AUTHORITIES

APPROVED: SIMON FARBROTHER

DATE: NOVEMBER 20, 2014

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Handwritten signature of Simon Farbrother.

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Municipal Government Act, RSA 2000, c M-26
Freedom of Information and Protection of Privacy Act, RSA 2000, c F-25