**Information Management Roles and Responsibilities – Template**

Office of the Chief Information Officer Appendix C – IM Roles and Responsibilities – Template OCIO Reference: DOC03124/2019 Version 1.0

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| --- | --- | --- |
| **Legend (Engagement Level)** | **IM Project(s)** | **Process** |
| **A** = Approval | 1. Legal and Regulatory Framework 2. IM Governance 3. IM Vision, Mission and Guiding Principles 4. IM Program Plan 5. IM Organization 6. Information Protection and Security 7. IM Policy Framework 8. IM Education and Awareness 9. Records and Information Inventory 10. Records Retention and Disposal Authorities 11. Program Sustainability 12. IM Classification System 13. IM Performance Management 14. IM Facilities Management | **Step 1:**  Using the template, identify, add or remove all IM roles/stakeholders.  **Step 2:**  Using the template identify, add or remove all IM Projects to meet departmental business needs.  **Step 3:**  Review each of the IM Projects and ask the following questions to assist in identifying each roles level of engagement.   * What role(s) need to approve the materials/processes? * What role(s) need to develop the materials/processes? * What internal role(s) need to review the materials/processes? * What external roles(s) need to consult on the materials/processes? * What role(s) need to implement the materials/processes?   **Step 4:**  Obtain approval from the head of the public body, communicate to the organization and publish materials in a location available to all employees. |
| **D** = Development |
| **R** = Review (Internal) |
| **C** = Consultation (External) |
| **I** = Implementation |

**Detailed Roles and Responsibilities Description**

Provide a listing of all the IM responsibilities allocated to each role.

| **Role** | **Employee(s) Name** | **Description of Responsibilities** |
| --- | --- | --- |
| **Deputy Minister / Permanent Head**  (or equivalent) |  |  |
| **Senior Executive(s)** -  ADM, responsible for IM |  |  |
| **Director**, responsible for IM |  |  |
| **Manager**, responsible for IM |  |  |
| **ECM Coordinator** |  |  |
| **Senior IM Analyst / IM Analyst** |  |  |
| **IM Technician I, II and/or III** |  |  |
| **Line of Business Director / Manager** |  |  |
| **Employees**  (i.e.: contractors, consultants, partners, students, temporary workers, volunteers, vendors, agents, third parties and other persons working within your department or public body.) |  |  |
| **Legal Counsel** |  |  |
| **Government Records Committee (GRC)** |  |  |

**Information Management Roles and Responsibilities Chart**

| **Departmental Role**  **IM Project** | **Deputy Minister / Permanent Head** (or equivalent) | **Senior Executive(s)** ADM, responsible for IM | **Director**, responsible for IM | **Manager**, responsible for IM | **ECM Coordinator** | **Senior IM Analyst / IM Analyst** | **IM Technician I.II or III** | **Line of Business Director / Manager** | **Employees** | **Legal Counsel** | **Government Records Committee** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Legal and Regulatory Framework* | *A* | *R* | *A* | *D* | *D* |  |  | *I* | *I* | *A* |  |
| IM Governance |  |  |  |  |  |  |  |  |  |  |  |
| IM Vision, Mission and Guiding Principles |  |  |  |  |  |  |  |  |  |  |  |
| IM Program Plan |  |  |  |  |  |  |  |  |  |  |  |
| IM Organization |  |  |  |  |  |  |  |  |  |  |  |
| Departmental Org Chart |  |  |  |  |  |  |  |  |  |  |  |
| Roles and Responsibilities (Position Description) |  |  |  |  |  |  |  |  |  |  |  |
| Information Protection and Security |  |  |  |  |  |  |  |  |  |  |  |
| IM Policy Framework |  |  |  |  |  |  |  |  |  |  |  |
| IM Education and Awareness |  |  |  |  |  |  |  |  |  |  |  |
| General IM Training |  |  |  |  |  |  |  |  |  |  |  |
| IM Orientation (New employees) |  |  |  |  |  |  |  |  |  |  |  |
| Departing Employees |  |  |  |  |  |  |  |  |  |  |  |
| Records and Information Inventory |  |  |  |  |  |  |  |  |  |  |  |
| Vital Records |  |  |  |  |  |  |  |  |  |  |  |
| Records Retention and Disposal Authorities |  |  |  |  |  |  |  |  |  |  |  |
| Secure Paper Shredding |  |  |  |  |  |  |  |  |  |  |  |
| Records Retention and Disposal Schedule (RRDS) Development and Implementation |  |  |  |  |  |  |  |  |  |  |  |
| Legal Holds |  |  |  |  |  |  |  |  |  |  |  |
| One Time Disposal (OTD) |  |  |  |  |  |  |  |  |  |  |  |
| Transitory Records |  |  |  |  |  |  |  |  |  |  |  |
| Corporate Records Information Management Standard (CRIMS) |  |  |  |  |  |  |  |  |  |  |  |
| Program Sustainability |  |  |  |  |  |  |  |  |  |  |  |
| Business Continuity Plan (BCP) |  |  |  |  |  |  |  |  |  |  |  |
| Disaster Recovery Plan (DRP) |  |  |  |  |  |  |  |  |  |  |  |
| Departmental Strategic Plan/Business Plan |  |  |  |  |  |  |  |  |  |  |  |
| IM Classification System |  |  |  |  |  |  |  |  |  |  |  |
| Records Classification Plan |  |  |  |  |  |  |  |  |  |  |  |
| Information and Records Management System (HPRM) |  |  |  |  |  |  |  |  |  |  |  |
| Shared / Network Drives |  |  |  |  |  |  |  |  |  |  |  |
| IM Performance Management |  |  |  |  |  |  |  |  |  |  |  |
| IM Assessment |  |  |  |  |  |  |  |  |  |  |  |
| IM Checkup |  |  |  |  |  |  |  |  |  |  |  |
| IM Facilities Management |  |  |  |  |  |  |  |  |  |  |  |
| Departmental Records Centre |  |  |  |  |  |  |  |  |  |  |  |
| Provincial Records Centre (PRC) |  |  |  |  |  |  |  |  |  |  |  |
| Commercial Offsite Storage (i.e.: Iron Mountain) |  |  |  |  |  |  |  |  |  |  |  |