

**MGI Policy Implementation Activities
with list of indicators per category**

Activities

1 Information Management Governance and Accountability

InterestGroup	Number	Readiness Indicator
	69	There is a Senior Official designated to lead the IM program
	70	The Senior Official has the authority to provide direction in IM at all levels of the institution
	71	The Senior Official has authority to allocate appropriate resources to IM activities
	72	The Senior Official has the mandate to secure adequate training and development programs to support IM specialists
	73	There is provision under the governance and accountability framework for ongoing monitoring of the effectiveness of the IM program across the institution
	74	There is provision under the governance and accountability framework that designates authority to take action to redress vulnerabilities and significant issues in IM
	76	Regions are represented in the governance structure.
	77	The IM G&A framework identifies the position within the institution that is accountable to the TB for the implementation of the MGI policy and sustenance of good IM
	78	The Accountability framework stipulates that the Senior Official designated to lead the IM program is accountable to the Head of the institution for the implementation of the MGI policy and sustenance of good IM
	79	IM Roles and Responsibilities of the Senior Official designated to lead the IM program are identified in job description and management agreement with the Head of the institution
	80	IM Roles and responsibilities for senior management are identified in job descriptions and management agreements with the Head of the institution
	81	There are current job descriptions outlining roles and responsibilities of IM specialists
	82	IM roles and responsibilities for all employees are identified and included in job descriptions and performance agreements
	83	Guidelines for performance assessment program stipulate that performance assessments of all employees evaluate requisite performance in managing information
	126	The institution has an IM governance and accountability framework

Activities

2 Information Access and Use

InterestGroup	Number	Readiness Indicator
ATI	30	Guidelines and process exist for controlling appropriate access to information
ATI	31	Process exists to support legal and policy obligations for sharing / re-use of the information
ATI	32	Process is in place to document and monitor access to restricted information
ATI	89	Process is in place to review information collection plans to assess necessity and relevance of collection
ATI	92	Institution maintains records of information collection activities, identifying purpose, frequency, profile of respondents and all data elements within information collections
Privacy	33	Institution has Privacy Management Framework with guidelines outlining requirements of the Privacy Act in relation to collection, retention, management and release of personal information
Privacy	35	Institutional guidelines stipulate that Information systems with data or records that contain personal information are identified
Official Languages	9	The institution has guidelines or directives to support compliance with the Official Languages Act
Official Languages	10	Quality assurance regularly assesses compliance with languages requirements
Official Languages	12	Client information systems specify individual clients' preferred language of communication
Official Languages	14	A vehicle exists for Canadians to identify difficulties communicating with the institution in their language of choice
Legal	44	The institution has directives and guidelines to ensure development and maintenance of information sharing agreements with external partners that define roles & responsibilities; accountabilities; mechanisms for sharing information, preserving integrity of information, ensuring comprehensive records are maintained, and for ensuring appropriate disposition of information
Security	11	Measures exist to rectify deficiencies in compliance with language requirements
Security	43	Processes are in place to safeguard information from destruction and tampering

Activities

Security	50	The institution has directives and guidelines for the appropriate security designation of information
Security	51	The institution has directives and guidelines outlining security requirements for maintaining and handling information in all media across all delivery channels
Security	53	Processes are in place outlining and supporting appropriate storage of information in line with security designation
Security	54	Processes are in place outlining and supporting appropriate method for destruction of information in line with security designation
IT	65	Institutional guidelines or directives require that planning for new technology based systems ensures that requirement is not already addressed by an existing technology based system (prevents redundant system development)
IT	66	Institutional guidelines or directives require that planning for new technology based systems considers interoperability with other technology based systems (existing or under development)
IT	67	Institutional guidelines or directives require that planning for new technology addresses reusing and sharing information held in existing technology based systems
IT	68	Institutional guidelines or directives require that planning for new technology includes applying institutional guidelines for information organization and identification (i.e. uses or builds upon approved taxonomies or information classification / identification systems)
IT	84	There are institutional standards outlining requirements for the institution's IT infrastructure
IT	96	Migration strategies exist for converting information (data) to new structures and technology over time
IT	130	Strategies are in place to provide for preservation of information of enduring value while it is in the custody of the organization, including through technological change
Quality Assurance	1	Guidelines defining information quality criteria are available for reference
Quality Assurance	2	Quality assurance processes exist across the institution
Quality Assurance	4	Measures exist to resolve quality issues
Quality Assurance	5	A vehicle exists for Canadians to provide feedback related to quality and consistency of information

Activities

Access	6	Information on programs or services is available through all delivery channels: internet, e-mail, telephone call-centre, face-to-face, traditional correspondence
Access	7	Individual client information is available through all delivery channels: internet, e-mail, telephone call-centre, face-to-face, traditional correspondence
Access	8	Employees at public response points (internet, e-mail, telephone call-centre, face-to-face, correspondence units) can access all institutions INFO systems

3 Information Life Cycle Management Program

InterestGroup	Number	Readiness Indicator
	26	Process exists to support bibliographic information being reported to the National Library's Union Catalogue
	38	The institution formally supports and resources a records management program with professional experts to provide advice and guidance to support the proper collection, storage and preservation of institutional records
	39	There are formal guidelines and procedures for maintaining business records regardless of media or format
	40	The institution formally supports and resources a library service with professional experts to provide advice and guidance to support the proper collection, storage and preservation of institutional publications
	56	The institution has an essential records program identifying records that must be protected as defined in government policy and directives
	60	There are institutional directives and guidelines to include IM requirements (resources, accommodation, equipment, management mechanisms or tools, etc.) in project and program planning and management documents (business cases, project plans, TBS submissions, etc) for new or modified programs, services.
	61	Institutional guidelines or directives require that IM considerations are addressed in policy development and, if appropriate, incorporated into policies, standards or guidelines (e.g. security, e-mail, network usage policies)
	63	Institutional guidelines and directives require that IM requirements are addressed in project and program planning and management documents for technology based systems
	88	The institution has a business continuity plan that includes an information strategy

Activities

99	The institution's Records Management program includes an active retention and disposition unit with experts to provide support and guidance in disposition activities across the institution
101	The institution maintains an inventory of current disposition authorities outlining retention periods and terms and conditions for disposition
102	The institution maintains an inventory of records not covered under disposition authorities, to ensure these records are retained until an authority is attained
103	There are institutional guidelines and procedures for transfer of information of enduring (or historical) value to the LAC.
105	Migration strategies include consideration for essential records
111	There are institutional directives, guidelines and procedures to support deposit of Publications in the institution's library or in on-line publications repository
115	There are institutional guidelines and procedures for transferring publications to the National Library of LAC
120	The institutional Threat and Risk Assessment program includes IM considerations

4 Information Identification, Organization and Inventory

InterestGroup	Number	Readiness Indicator
	16	There are institutional guidelines and standards for identifying, describing and organizing information
	18	The institution maintains a current, comprehensive and structured identification or classification system(s) for organizing and locating information, including metadata and information descriptions with sufficient detail to facilitate clarity and define context.
	21	Processes are in place to update the inventory of information assets on a regular basis
	23	An inventory of information assets exists (preferably electronic) indicating format, media and location of information and is available to all employees
	24	Information holdings are identified and described in appropriate public reference sources (e.g. InfoSource)
	25	A current Publications catalogue is maintained according to established standards

Activities

5 Electronic Repository

InterestGroup	Number	Readiness Indicator
	87	The institution has an electronic repository for storing and managing electronic information

6 Information Management Training and Awareness

InterestGroup	Number	Readiness Indicator
	41	Institution supports a training and awareness program that outlines employee obligations with respect to maintaining government information, particularly in maintaining official records
	55	Training and awareness program outlines employee obligations with respect to information security
	100	Employee training and awareness programs provide information on retention and disposition process for government records

7 Information Management Auditing and Evaluation

InterestGroup	Number	Readiness Indicator
	3	The institutional audit and evaluation program assesses quality, consistency and integrity of information
	13	The audit and evaluation program regularly assesses the institution's performance in providing information in the language of choice
	119	The audit and evaluation program assesses and documents the institution's performance in managing information
	131	The audit and evaluation program assesses the effectiveness of the departmental records disposition program
	27	The audit and evaluation program assesses timeliness and convenience of access to information
	37	The audit and evaluation program assesses the handling of personal information by institution
	42	The audit and evaluation program checks to ensure records are being maintained and managed appropriately
	46	The audit and evaluation program checks to ensure the existence of, and compliance of all parties with, information sharing agreements