MGI Policy Requirements

MGI Policy Requirements - component parts

1			Enhancing public trust - to deliver programs, services, and information cost-effectively and consistent with the needs of Canadians, institutions must:
1	a		ensure the quality, consistency, and availability of information across delivery channels to respect Canadians' official language of choice and their preferred means of accessing information and of communicating with government;
1	a	i	information quality and consistency
1	a	ii	information availability across delivery channels and preferred means of accessing information and communicating with government
1	a	iii	respect Canadians' official language of choice
1	b		organize information to provide clarity, context, and convenient access to relevant, comprehensive, and timely information and services.
1	b	i	organize for clarity, context and relevant, comprehensive, information
1	b	ii	organize information for convenient and timely access to information and services
1	c		re-use and share information to the greatest extent possible, in accordance with legal and policy obligations and in a manner that protects personal information and the privacy of individuals.
1	c	i	re-use and share information to the greatest extent.
1	c	ii	re-use and share in accordance with legal and policy obligations
1	c	iii	re-use and share information in a manner hat protects personal information and privacy of the individual.
1	d		Document decisions and decision-making processes.
1	e		preserve the integrity of information, particularly when it is used in collaborative endeavours with other federal government institutions, other governments, or non-governmental organizations;
1	f		ensure the appropriate security, protection, and disposition of information.

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2				Managing government information throughout its life cycle - to ensure the effective and efficient management of information, regardless of medium or format, throughout its life cycle, institutions must:
2	1			include information management considerations in the planning cycle to ensure that:
2	1	a	i	information management requirements are incorporated at an early stage in the development of new or modified government policies, programs, services,
2	1	a	ii	information management requirements are incorporated at an early stage in the development of new or modified technology-based systems
2	1	b		governance and accountability structures are in place for the management of information; and
2	1	b	i	governance structures are in place for the management of information
2	1	b	ii	accountability structures are in place for the management of information
2	1	c		opportunities for common infrastructures are maximized to optimize the interoperability of information management systems.
2	2			collect, create, receive and capture information in ways that:
2	2	a		support service delivery, informed policy and decision making, and business, legal, and accountability requirements;
2	2	a	i	support service delivery, informed policy and decision making
2	2	a	ii	support business, legal, and accountability requirements
2	2	b		ensure its relevance, reliability, and completeness;
2	2	c		optimize its sharing and re-use, in accordance with policy and legal obligations;
2	2	d		document decisions and decision-making processes to account for government operations, reconstruct the evolution of policies and programs, support the continuity of government and its decision-making, and allow for independent audit and review; and

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2 2	e		reduce the response burden on the public by avoiding the unnecessary collection of information.
2 3			organize, use, and disseminate information by:
2 3	a		establishing a co-ordinated and comprehensive approach to describing the institution's information;
2 3	b		maintaining a current and comprehensive classification structure or structures, including metadata; and
2 3	c		providing users with timely and convenient access to information, in accordance with legal and policy obligations.
2 4			maintain, protect, and preserve information to:
2 4	a		ensure its usability, including the usability of encrypted information, over time and through technological change;
2 4	b		ensure that information of enduring value to the Government of Canada or to Canadians is available for current and future use;
2 4	c		safeguard essential records; and
2 4	d		safeguard it from improper disclosure, use, disposition or destruction, in accordance with legal and policy obligations.
2 5			ensure disposition of information by:
2 5	a		adhering to departmental retention and disposition plans, the National Archives-approved Records Disposition Authorities, and other legal and policy obligations to ensure the timely disposition of information that is no longer required by the institution;
2 5	b		transferring to the National Archives information it has designated as having historical value;
2 5	c		transferring to the National Library publications that libraries of federal institutions have declared surplus; and
2 5	d		considering its transfer to non-federal government organizations, subject to legal and policy obligations.

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2	6		assess the effectiveness and efficiency of the management of information throughout its life cycle by:
2	6	a	establishing accountability frameworks to ensure the appropriate management of information; and
2	6	b	identifying, documenting, and reporting on specific risks, vulnerabilities, and other significant management issues and undertaking corrective action if required.