

# HALIFAX

## Replacement of AO 2015-001-GOV

April 24, 2023

# Administrative Order 2022-009-ADM Information Management and Archives



Provides authority for information management program



Supports management of records retention schedules

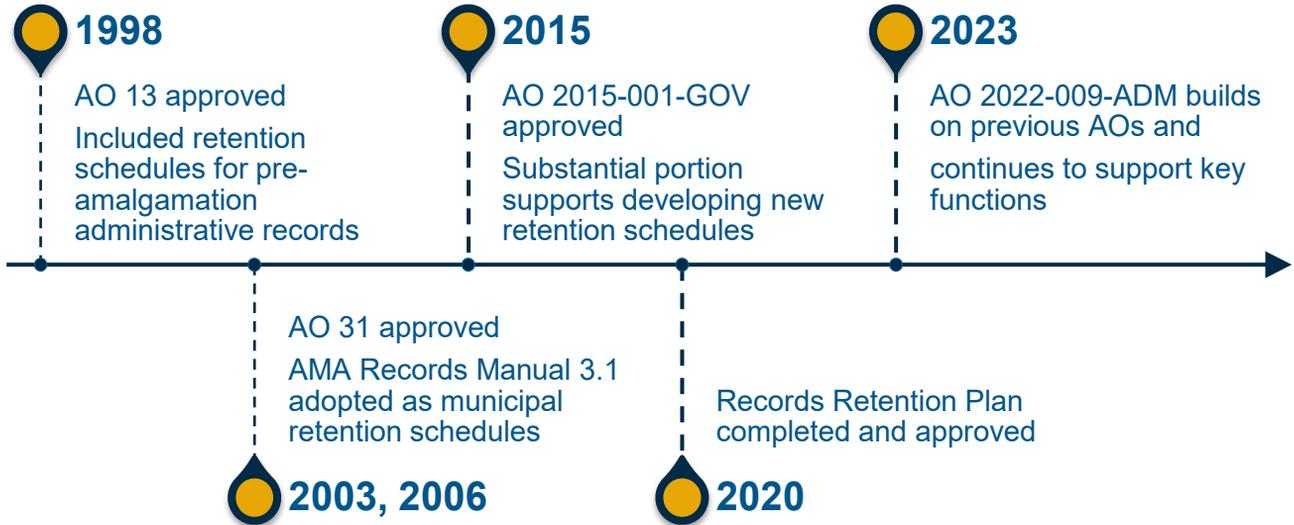


Provides terminology for the IM program



Applies to all HRM staff

# Timeline of Admin Orders



# Why a New AO?

# Retention Plan Completed

- Large portions of AO 2015-001-GOV imbedded the process for developing new records retention plan
- New Records Retention Plan approved 2020
- Sections supporting development process no longer needed
- AO 2022-009-ADM provides streamlined process for maintaining RRP

# Improved Structure and Language

- Reduction in defined terminology
- Simplified, clearer definitions
- Limits issues of interpretation and application
- Improved integration with CIM training and education initiatives

# Realign Roles and Responsibilities

- Maintains key roles for CAO, Municipal Solicitor
- Responsibilities made clearer for Directors and staff
- Removes overlapping or conflicting responsibilities
- Realigns responsibilities to maximize operational expertise by aligning IM functions within CIM division

# Stronger Mandate for Municipal Archives

- Continues to support key archives functions such as acquisition, preservation, access, promoting history of Halifax region
- Formally broadens collection mandate to include community records and materials of archival value
- Reintroduces role of Municipal Archivist in AO accountability structure



# What does this mean for staff?

- Staff and management retain same responsibilities for information management
- CAO, Municipal Solicitor and Executive Directors retain most responsibilities but with clearer expectations
- Stronger foundation for information management framework going forward