Preamble

The Royal Ontario Museum (ROM) recognizes its role as a creator, user, and distributor of information. This policy provides for
- The management of all ROM information as a corporate and organizational asset according to provincial and federal regulations.
- The protection of the legal, fiscal, and other interests of the ROM by ensuring the ongoing availability, integrity, preservation, and security of all recorded information created, commissioned, or acquired by the ROM.[1]

Policy
Ownership & Management of Information

All information created, accumulated, used, or distributed in the course of ROM activities is a valued organizational asset, integral to the realization of the ROM's mission and mandate. *Employees* and *volunteers* are entrusted to serve as custodians of information on the ROM's behalf. As such, they are responsible for ensuring accuracy, as well as maintaining security and confidentiality, in the creation, use, and dissemination of information.

The ROM will pursue a centralized strategic approach to managing information that recognizes the critical role of information technologies and the demands of the emerging culture (Information Age).

For the purposes of this policy and corresponding practices and procedures, "information" includes the following categories or general types of information:

Scope of Policy
- Corporate: Documentation (including records and data) created and accumulated in the course of administrative functions of the organization, including the creation and development of assets and/or products based on ROM collections and research.
- Collections, Curatorial, and Museological Research: Documentation (including records and data) created and accumulated in the course of ROM collections management and research functions.
- Library & Resource Holdings: Catalogued and uncatalogued publications created and accumulated with ROM funds or donated to the ROM.

Forms of information include but are not limited to the following: Correspondence, memoranda, publications, reports, forms, plans, drawings, photographs, contracts, legal agreements, films, sound recordings, videotapes, electronic and all other machine-readable records, and any record that has been produced from a machine-readable record by means of computer hardware and software and any other information storage equipment and technical expertise.

---

[1] From the Ontario Government Corporate Management Directives, June 1992, "Management of Recorded Information Directive," Corporate Policy Branch.

Corporate Information

The ROM regards corporate information as a key organizational asset to be managed and secured for the benefit of all stakeholders, employees, volunteers, and the public. Investing in corporate information as a managed asset will result in the following:
- Demonstrated accountability.
- Ability to access the history of administrative and operational activity.
- Improved human resource management, training, and workflow due to better documentation of activities.
- Decreased technological and human resource burden.
- Proper retention enabling better access to records.

In managing corporate information, the ROM will
- Ensure the security of information systems and corporate records.
- Identify and adopt appropriate management directives provided by the Ontario government.

Collections, Curatorial, & Museological Research Information

Collections, curatorial, and museological research information is essential to the pursuit of the ROM's mandate and mission. Such information is a critical component underlying primary ROM activities, including but not limited to, exhibitions, collections development, and publishing activities.

With respect to collections, curatorial, and museological research, the ROM will
- Ensure the safety of information systems and records representing these areas.
- Manage collections records according to national and international standards.
- Archive curatorial research records at the discretion of the Director & CEO, according to archival best practices.
- Entrust employees who care for and use collections to act as custodians in the management of collections and curatorial research information.

The ROM recognizes the critical value of library and resource holdings in supporting collections, curatorial, and museological research, and administrative and public-service functions.

Library & Resource Holdings

The Library will
- Build library and resource holdings in all media.
- Ensure the care and preservation of library and resource holdings in accordance with professional standards.
- Manage library and resource holdings according to international best practices.

Access & Security	The ROM is committed to providing equitable access to its information resources. In so doing the ROM will

- Respect the rights of employees, volunteers, and members of the public to access and use information resources, and ensure provisions are in place to provide for these needs.
- Adhere to applicable legislation and professional standards.
- Ensure the safety and security of all information resources.

Risk Management

As per the Risk Management policy, management practices will provide for the reduction of losses of information resources in the event of unforeseen circumstances or events.

Relevant Policies

The ROM addresses many of the above issues in several of its Board policies including

- Public Access policy
- Collections policy
- Communications policy
- Copyright policy

Explanation of Terms

employee: an individual who fills a position approved by the Director & CEO and who receives monetary compensation. ROM employees include senior management, supervisory and exempt staff, unionized employees, and individuals employed by the ROM for a limited duration.

information resources: documentation accumulated, created, or commissioned by the ROM, or acquired from other agencies, organizations, or individuals, regardless of medium of storage.

volunteer: a term that applies to all individuals who provide their time and service to an activity that supports the objectives of the ROM and is authorized and sponsored by the ROM, and for which they are not paid by the ROM. Volunteers include, but are not limited to, members of the Department of Museum Volunteers, trustees, research associates, departmental associates, field associates, curators emeritus, post-secondary or graduate students working in a curatorial department or in the field, and secondary-school students working on a cooperative-education term on Museum premises or volunteering in the Hands-on Discovery galleries.

Date

October 18, 2001

Amended

August 29, 2002
December 8, 2005.
December 6, 2007

December 10, 2009 Revisions appear in **<u>bold and underlined text</u>** and removal of language with a ~~strikethrough~~

MONITORING

Adherence to Policy

Board: The Governance Committee will periodically review management's adherence to the policy.

Management: The Director & CEO, the Deputy Director, Operations, the Vice President, Museum Services, and the Deputy Director, Collections & Research will ensure that the Governance Committee has all the relevant information for determining adherence.

Policy Review

Method	Internal Report
Responsibility	Governance Committee
Minimum Frequency	Biennially