

Recorded Information Management Committee

Terms of Reference

Authority

The Recorded Information Management Committee (RIMC) is established under the authority of the Informatics Policy Committee (IPC).

Purpose

The purpose of the Recorded Information Policy Committee is to provide advice to the Informatics Policy Committee (IPC) on issues related to the management of recorded information of the GNWT. It further provides a forum for discussion on issues of common concern and promotes the awareness and appreciation of proper management of recorded information within the GNWT.

Objectives

- To support IPC by providing advice and to provide recommendations to IPC on corporate strategies, policies, standards, procedures and guidelines on the management of recorded information and priorities identified in the GNWT Knowledge Management Strategy.
- To build consensus within government bodies for IPC sanctioned initiatives that foster greater sharing, coordination and cooperation regarding recorded information management.
- To assess and recommend solutions to interdepartmental recorded information management issues as directed by the IPC.
- At the direction of the IPC, preparing reports summarizing the actions taken by departments in the management of recorded information.
- To assess new recorded information management opportunities, common systems of government wide benefit, and/or areas of cost savings and efficiencies, and recommend their adoption by the government.
- To identify members to serve on working groups as required.
- Promote and facilitate training opportunities.

Membership

The RIMC shall include:

- Representation from each department in the GNWT;
- Representation from GNWT boards and agencies as recommended by the department responsible;

- Representation from the Corporate Records Management Unit (Chair);
- Representation from the NWT Archives;
- Representation from the Office of the Chief Information Officer.

Meeting Frequency

The Recorded Information Management Committee will meet on a frequency to be determined by IPC. In addition, members will be participating as members of various task forces and working groups struck to examine specific issues and problems.