

**RECORDED INFORMATION MANAGEMENT COMMITTEE
GOVERNMENT OF THE NORTHWEST TERRITORIES
TERMS OF REFERENCE**

1. AUTHORITY

In accordance with the Financial Administration Act (FAA) and Information Management and Technology Policy Manual (IMT Policy Manual), the Recorded Information Management Committee (RIMC) Terms of Reference are established under the authority of the Informatics Policy Council (IPC).

2. OBJECTIVES

The objectives of the RIMC are:

- 1) To support Information Management and Technology (IMT) governance by providing recommendations on the management of recorded information (government records).
- 2) To promote the adoption of the use of “The Principles” (Generally Accepted Recordkeeping Principles) and other standards/best practices in administering records management (RM) programs.
- 3) To work in collaboration to implement records management strategies/recommendations from appropriate governance bodies.
- 4) To assess/analyze records management opportunities that promote government-wide benefit in areas of risk reduction, effectiveness, and efficiencies.
- 5) To provide endorsement of records management solutions that alleviates risk to an acceptable level in compliance with the Internal Audit Bureau’s risk assessment tool.
- 6) To encourage and advocate for all available mechanisms for continual learning opportunities.
- 7) To contribute to reporting on records management actions among corporate and government bodies.

3. CHAIR

The RIMC is chaired by the Manager, Corporate Records Management of the Corporate Information Management Division, Department of Infrastructure.

4. REPORTING RELATIONSHIP

For administrative purposes related to the business of the RIM Committee, the committee chair connects with the Director, Corporate Information Management Division (CIM). They determine the method for bringing forward RIMC business to the Chief Information Officer (CIO). The CIO is the gatekeeper to advance RIMC business to IPC. The CIO has been delegated this role by IPC.

5. COMPOSITION

The RIM Committee consists of a departmental records management program representative from each GNWT department, the Northwest Territories Housing Corporation, the Northwest Territories Health and Social Services Authority, and the Workers' Safety and Compensation Commission.

The RIM Committee also includes:

- A representative from the Northwest Territories Archives
- A representative from the Office of the Chief Information Officer

Membership in the committee may also extend to boards and agencies as well as the Legislative Assembly. These members are not included in the definition of a quorum for purposes of this committee.

Alternates are permitted but must be active in the departmental records management program and/or an individual championing a departmental records management program.

6. QUORUM

At least fifty-one percent of the representatives of the committee constitute a quorum.

The Chair may use their discretion to cancel a meeting if there is no quorum.

Formal votes are not required for most Committee business; however, in the event the Chair calls for a formal vote the following process must be followed:

- Committee must have quorum; and
- The issue up for vote and the result of the vote must be recorded in the Committee minutes.

7. OPERATIONS

The RIM Committee:

- a) Meets on emerging issues and challenges related to the Committee's objectives;
- b) Meets at least 5 times per year or as determined by the Chair;
- c) May, through the Committee Chair, submit recommendations for specific actions and/or solutions to the CIO for consideration, approval and/or direction. This is moved forward to the CIO through the Director, Corporate Information Management.
- d) May bring matters of concern or issues to the CIO for consideration and/or direction. This is brought forward to the CIO through the Director, Corporate Information Management.
- e) These Terms of Reference will be reviewed every two years.

8. OPERATIONAL SUPPORT

Operational support for the Committee is provided by the Informatics Policy Council (IPC).

2021-01-13

Approved by IPC

Date

IPC Chair