

DEPARTMENT OF MUSEUM VOLUNTEERS

INFORMATION MANAGEMENT POLICY

Preamble:

The Department of Museum Volunteers (DMV) is a creator, user and distributor of information. This policy sets out the need to manage DMV information as an organizational asset and to protect legal, fiscal and other interests of the DMV by ensuring the ongoing availability, integrity, preservation, security and privacy of all recorded information created or acquired by the DMV.

Policy:

Information created, accumulated, used or distributed in the course of DMV operations, programs and activities is a valued asset, integral to the DMV's mission and mandate. Members are responsible for ensuring accuracy, as well as maintaining security and confidentiality in the creation, use and dissemination of information.

Information includes membership records, corporate (DMV) documents and data created and accumulated in the course of administrative functions of the organization, as well as publications and printed material produced in the planning and execution of DMV programs and other activities. This may include, but is not limited to, Board and committee minutes, financial statements, annual reports, the DMV handbook and newsletter, program and travel brochures, touring scripts, workshop presentations, historical material, seminar and conference material, contracts, legal agreements, recordings and photographs.

In managing information, the DMV will provide for the retention of records and documents to facilitate access and security, preferably under the custody of an archivist who is knowledgeable in security, privacy and copyright issues. Material may be retained in hard copy or stored electronically.

The DMV will also provide for the retention and security of catalogued and uncatalogued publications accumulated with DMV funds or donated to the DMV.

Related policies:

- DMV Communications & Media
- DMV Intellectual Property
- DMV Privacy
- ROM Communications
- ROM Copyright
- ROM Information Management & Library
- ROM Publications & Media

