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 and intellectual property 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 creators and 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.

ROM will pursue a centralized strategic approach to managing information that recognizes the critical role of information technologies and the demands of the digital workplace).

Scope of Policy   For the purposes of this policy and corresponding practices and procedures, "information" includes the following categories or general types of information:
- 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- Library & Archives Holdings: publications and unpublished records created by the ROM and accumulated with ROM funds or donated to the ROM.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, video-recordings, 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.

Corporate Information   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 and transparency.
- 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.

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[1] From the Ontario Government Corporate Management Directives, June 1992, "Management of Recorded Information Directive," Corporate Policy Branch; and the Ontario Ministry of Government and Consumer Services, Directives and policies, December 2017, "Managing, distributing and pricing government information" See also the ROM Board policy on Copyright.

In managing corporate information, the ROM will:
- Ensure the security of information systems and corporate records.
- Develop, document and put in place reasonable measures to preserve records in accordance with ROM management practices for recordkeeping[2].
- 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.
- Entrust employees who create information resources related to collections, curatorial, and museological research to deposit copies with the Library and Archives department

The ROM recognizes the critical value of information resources, including library and archival holdings, in supporting collections, curatorial, and museological research, administrative and public-service functions, and the museum's responsibility in ensuring that key documents and files that reflect its work and progress as a cultural institution through time are retained and safeguarded.

Library & Archives Holdings

The Library and Archives department will
- Develop and manage library and archives holdings in a variety of media in accordance with professional standards.
- Ensure the care and preservation of library and archives holdings in accordance with professional standards.
- Manage library and archives holdings according to international best practices.
- Provide access to its Library holdings in accordance with nationally adopted codes of ethics for libraries
- Provide access to its archival holdings in accordance with nationally adopted codes of ethics
- Collaborate with ROM Communications, ROM Publications, curatorial and other relevant departments to ensure copies of information resources created by the museum are deposited, retained, and safeguarded.

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.

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[2] Section 10.1 *Freedom of Information and Protection of Privacy Act;* Section 11.1.1 *Archives and Recordkeeping Act*

Risk Management Relevant Policies	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.
	The ROM addresses many of the above issues in several of its Board policies including
	• Public Access policy
	• Collections policy
	• Communications policy
	• Copyright policy
	• Curatorial research
	• ROM Publishing
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
	December 17, 2013
	December 17, 2015
	March 26, 2018
	March 24, 2020 *(new language)*
	December 12, 2023 *(administrative changes)*

MONITORING

Adherence to Policy

Board:	The Governance Committee will periodically review management's adherence to the policy.
Management:	The Director & CEO, the Deputy Director Museum Operations & Chief Operating Officer, the Deputy Director, Engagement, and the Deputy Director, Collections & Research, and Chief Information Officer 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