



Policy Instruments for the Management of Information

Policy Instrument	Definition	Example
Act	Legislation; the laws of the province.	<i>Government Organization Act</i>
Regulation	Regulation falls under an Act and carries out the intent of legislation.	Records Management Regulation
Policy	A Policy defines a course of action, set of principles or plan that guides, directs or influences decision making.	Data and Information Management Policy (Proposed)
Directive	Communicates expected behaviors and actions to support policy approved by elected officials.	<ul style="list-style-type: none">Information Security DirectivesDelegation of Authority to ARMC Secretary
Standard	A set of mandatory operations or technical measures or procedures approved for government-wide use.	Records Management Program Standard
Procedure/ Operational policy	Step by step process/operational requirements.	<ul style="list-style-type: none">Transfer/exit procedure for emailDepartment-specific information management policy
Guidance (guidelines, checklists, etc.)	Detailed guidance on the implementation or understanding of policy decisions.	Managing Records in a Ministers' Office
Strategy	Strategic direction.	IM Strategy
Framework	Outlines how to achieve a strategy or policy.	IM Framework
Change Notice/ Communication	<ul style="list-style-type: none">Communication about a change to a practice or procedure.May be specific to records retention and disposition schedules.	<ul style="list-style-type: none">Changes to Applying the ARDA ScheduleIM Branch Update email