



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.	*proposed* Data and Information Management Policy
Directive	Communicates expected behaviours and actions to support policy approved by elected officials.	Information Security Directives Delegation 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.	Transfer/exit procedure for email Department-specific information management policy
Guidance (guidelines, checklists, matrix, one-pager)	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	Communication about a change to a practice or procedure. May be specific to records retention and disposition schedules.	Changes to Applying the ARDA Schedule IM Branch Update email