



Directive | DIIMS

Issued by: Office of the Chief Information Officer

Effective date: April 19th, 2022

1. Purpose

This directive designates the Digital Integrated Information Management System (DIIMS) as the Government of the Northwest Territories' standard electronic document and records management system. It ensures that electronic records are created, saved, stored, and managed through their life cycle in a manner which:

- Is compliant with the *Archives Act*, Information Management and Technology Policies and Standards, and Records Disposition Authorities;
- Supports the business of departments and the Housing NWT;
- Protects the authenticity, reliability, and useability of the records;
- Supports compliance with the *Access to Information and Protection of Privacy Act* and the *Health Information Act*; and
- Contains sufficient controls over access to records stored within the system.

2. Application

This Directive applies to all GNWT departments and Housing NWT.

3. Context

GNWT departments and the Housing NWT must use DIIMS to store and manage electronic records and information which are not otherwise captured and managed by a GNWT enterprise or departmental information system, for example the GNWT's financial information system.

Departments or program areas within departments which are not using DIIMS must, in conjunction with the Department of Infrastructure, develop a plan and schedule to implement DIIMS.

4. Responsibilities

a) Departments

- Ensure that DIIMS is implemented and used within all program areas.
- Ensure all employees have system access which is consistent with the requirements of their duties and receive DIIMS training.
- Ensure sufficient records management expertise exists to comply with this directive.
- Deputy heads may apply to the Deputy Minister of Infrastructure for a time-bound exemption to this directive in order to prepare for DIIMS implementation.

b) Deputy Minister Infrastructure

- i. Is the Executive Sponsor for the DIIMS System.

c) Enterprise Information Management, Department of Infrastructure

- i. Establish, maintain, and support the DIIMS system.
- ii. Establish procedures to ensure the integrity of the system.
- iii. Establish readiness criteria for DIIMS implementation.
- iv. In conjunction with departments, develop plans and schedules for implementing DIIMS.
- v. Develop reporting tools to enable Deputy Heads to monitor DIIMS access permissions and usage.
- vi. Approve best practice guidance for use of the system.

5. Monitoring and Reporting

a) Departments

- i. Managers will review DIIMS user lists to ensure employee access to the system is consistent with their responsibilities and notify Enterprise Information Management when employee access requirements change.
- ii. Managers will take corrective action where employees are not using DIIMS in compliance with procedures and records disposition authorities.

b) Enterprise Information Management

- i. Monitor DIIMS to ensure alignment with approved IMT policies and DIIMS procedures and work with department managers and department records management teams to take corrective action.
- ii. Report to the Informatics Policy Council on DIIMS key performance indicators.

2. Enquiries

Enquiries about this directive should be directed to Enterprise Information Management.

3. Definitions

Digital Integrated Information Management System (DIIMS) is an enterprise GNWT-wide solution that enables the GNWT to gain better access and control of its electronic information throughout the organization. It is a content lifecycle management system that provides organizations with the tools to manage and share enterprise information through its lifecycle from a single repository.

Electronic record is an analogue or digital record that is carried by an electrical conductor and requires the use of electronic equipment to be intelligible by a person.

Record is a record of information, regardless of its form and characteristics, the means by which it was created and the media on which it may be stored and, without limited the generality of the foregoing, include (a) a document, book, ledger, photograph, image, audio-

visual recording, x-ray, map and drawing, and (b) a record created or stored in digital or other intangible form by electronic means, but does not include software or a mechanism that produces records.

4. Authority

Archives Act

Financial Administration Act

Access to Information and Protection of Privacy Act

Recorded Information Management Policy (6003.00.18)

Records Scheduling Policy (6003.00.24)

Management of Electronic Information Policy (6003.00.20)

Electronic Information Security Policy (6003.00.26)

E-mail Use Policy (6003.00.11)

Directive – Scheduling and Disposition of Electronic Mail

Standard – Administrative Records (6003.00.19)

Standard – Operational Records (6003.00.32)

5. Approval

This directive is effective from the date approved below.

Government Chief Information Officer	Signature	Date
Rick Wind		2022-04-19