

Info Source

Sources of Federal Government and Employee Information 2019

Ingenium – Canada’s Museums of Science and Innovation

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General Information

Introduction

Info Source: Sources of Federal Government and Employee Information provides information about the functions, programs, activities and related information holdings of government institutions subject to the [Access to Information Act](#) and the [Privacy Act](#). It provides individuals and employees of the government (current and former) with relevant information to access personal information about themselves held by government institutions subject to the *Privacy Act* and to exercise their rights under the *Privacy Act*.

The [Introduction](#) and an [index of institutions](#) subject to the *Access to Information Act* and the *Privacy Act* are available centrally.

The *Access to Information Act* and the *Privacy Act* assign overall responsibility to the President of Treasury Board (as the designated Minister) for the government-wide administration of the legislation.

Background

The National Museum of Science and Technology (legal name), is a Crown Corporation which was established in 1990 by the *Museums Act*. As a national heritage institution, the Corporation reports to Parliament through the Minister of Canadian Heritage. The Corporation uses the common name of Ingenium – Canada’s Museums of Science and Innovation, <http://www.ingeniumcanada.org>.

Ingenium represents a collaborative space where the past meets the future in a celebration of creativity, discovery, and human ingenuity.

Telling the stories of people who think differently and test the limits, Ingenium honours individuals and communities who have shaped history — and inspire the next generation.

Under the Ingenium brand, three museums — the Canada Agriculture and Food Museum (CAFM), the Canada Aviation and Space Museum (CASM), and the Canada Science and Technology Museum (CSTM) — provide a sensory experience that immerses young and old alike in the countless ways science and technology connect with our everyday lives.

Ingenium operates three public museum buildings: The CAFM located at the Central Experimental Farm, 960 Carling Avenue, Ottawa, Ontario, the CASM at 11 Aviation Parkway, Ottawa, Ontario, and the CSTM at 1867 St. Laurent Blvd, Ottawa, Ontario.

Responsibilities

The mandate of Ingenium, as defined in the *Museums Act*, is to foster scientific and technological literacy throughout Canada by establishing, maintaining and developing a collection of scientific and technological objects, with special but not exclusive reference to Canada, and by demonstrating the products and processes of science and technology and their economic, social and cultural relationships with society.

Institutional Functions, Programs and Activities

Ingenium is responsible for preserving and protecting Canada's scientific and technological heritage, and for promoting, celebrating and sharing knowledge about that heritage. Although a wide range of institutions within Canadian society foster scientific and technological literacy, the Corporation plays a unique role, given its responsibility to collect, record, preserve and interpret Canada's scientific and technological heritage.

Ingenium is a unique and dynamic organization and one of the key reasons for its uniqueness is the synergy between its three museums and the complementary nature of their diverse offerings, which cater to a variety of audiences. The thread that binds the three together is the representative collection of scientific and technological artefacts that have played a significant role in Canada's growth as a nation. The collection contains artefacts; pieces of trade literature; engineering drawings; almost one million images;

archival materials; rare books; journals plus rare serial titles, primarily in the categories of agriculture, aviation, communications, industrial technologies, natural resources, transportation and the physical sciences, including medicine.

Sharing Knowledge

Ingenium's mandate includes critical national outreach and knowledge-sharing components: to foster scientific and technological literacy throughout Canada, and to share a greater understanding of the role and achievements of science and technology innovation by providing greater access to the collection and the wealth of accumulated knowledge. Through research and interpretation of the unique and the extensive collection, there is increased visitor understanding of the role that science and technology continue to play in Canada's economy, culture, and productivity, while contributing to the Government's goal of increasing the number of Canadians pursuing education and careers in science and technology.

Exhibitions

Description: Information on exhibitions, information collection and public opinion research.

Document Types: Reports, planning documents, minutes and correspondence relating to the proposal and the planning of permanent, temporary, traveling and visiting Exhibitions.

Record Number: CSTMC STA 020

Loans

Description: Information on incoming and outgoing loans for exhibitions and for special events.

Document Types: Outgoing and incoming exhibition loan agreements and letters.

Record Number: CSTMC STA 025

Support Activities

Key to the Corporation's ability to achieve its mandate is the extent to which it manages its resources with a view to long-term corporate sustainability. This program activity is focused on ensuring that the Corporation maintains its highly effective stewardship of resources and sound corporate governance.

Communications / Marketing / Promotions

Description: Information on various activities regarding Communications, Marketing and Promotions.

Document Types: Forms, letters, reports related to marketing, promotion, advertising, fundraising, sponsorship, membership, visitor services programs and volunteer program.

Record Number: CSTMC STA 010

- **Memberships**

Description: This bank contains the names, addresses, telephone numbers and credit card numbers of the Corporation's members.

Class of Individuals: General public.

Purpose: The purpose of this bank is to maintain a record of members, their

preferences and special interests for museum related programs and activities.

Consistent Uses: This bank is used to maintain and renew Memberships, and to seek new members.

Retention and Disposal Standards: Destroyed two years after last administrative action.

RDA Number: 2005/006

Related Record Number: CSTMC STA 010

TBS Registration: 003912

Bank Number: CSTMC PPU 040

- **Volunteers**

Description: This bank contains the names of Volunteers who have offered to assist with various activities or events. The addresses, telephone numbers and preferred tasks are also included.

Class of Individuals: General public.

Purpose: The purpose of this bank is to maintain a record of Volunteers, their preferences for volunteer activities or events.

Consistent Uses: This bank is used to select Volunteers for suitable placement in support of activities or events and to record their participation.

Retention and Disposal Standards: Destroyed two years after last administrative action.

RDA Number: 2005/006

Related Record Number: CSTMC STA 010

TBS Registration: 003911

Bank Number: CSTMC PPU 035

Heritage Preservation

Ingenium is responsible for the development and management of an extensive collection of scientific and technological artefacts and materials. Its curators, librarians, archivists, historians, registrar, cataloguers, conservators, and artefact handlers are the custodians of 51,920 artefacts, comprising of 116,793 objects; 85,600 pieces of trade literature; almost 54,000 monographs; 51,454 engineering drawings; almost one million images; 2,165 meters of archival materials; 3,849 rare books; and 2,793 journals and 281 rare serial titles. This broad and exceptional collection represents the products and processes of all areas of science and technology including: communications; non-renewable resources and industrial design; physical sciences and medicine; renewable resources, including agriculture and forestry; and transportation including land, marine, aviation and Space flight.

Collections and Acquisitions

Description: Information on each individual artefact and its acquisition by purchase, gift, donation and exchanges.

Document Types: Donation forms, acquisition proposals/worksheets, conservation assessments/reports and supplementary information such as notes from donors, drawings and manuals.

Record Number: CSTMC STA 005

- **Collections**

Description: This bank has complete information pertaining to the collection of objects safeguarded by the Corporation.

Class of Individuals: Individuals with which the Corporation deals, in relation to collecting.

Purpose: To maintain complete information about objects collected or collectable by the Corporation. The information is classified by objects.

Consistent Uses: Determination of value of objects for income tax or insurance purposes.

Retention and Disposal Standards: Permanent Retention

RDA Number: (N/A) Not applicable

Related Record Number: CSTMC STA 005

TBS Registration: 001678

Bank Number: CSTMC PPU 005

Conservation

Description: Information on the conservation and preservation of artefacts, prevention of their deterioration through care and maintenance, provision of a suitable physical environment for storage, and control of correct handling and packaging procedures for their transportation.

Document Types: Conservation policy, conservation, use and operation of artefacts directive, environmental housing standards and performance indicators, worksheets, forms and correspondence.

Record Number: CSTMC STA 015

Accommodations

Ingenium operates three museums, located on separate sites in Ottawa. The Canada Science and Technology Museum site has one purpose-built museum building in an east-end industrial park. This site also houses the Ingenium Centre, the Corporation's purpose-built collection storage and administration building, as well as three rented warehouses that store the collection which has not yet been moved. The Canada Agricultural and Food Museum site, located on the Central Experimental Farm, has nine buildings located on a National Historic Site. The Canada Aviation and Space Museum site has four buildings, including a purpose-built museum building and a purpose-built storage hangar.

Internal Services

Internal Services are groups of related activities and resources that are administered to support the needs of programs and other corporate obligations of an organization. These groups are: Management and Oversight Services; Communications Services; Legal Services; Human Resources Management Services; Financial Management Services; Information Management Services; Information Technology Services; Real Property Services; Materiel Services; Acquisition Services; and Travel and Other Administrative Services. Internal Services include only those activities and resources that apply across an organization and not to those provided specifically to a program.

Acquisition Services

Acquisition services involve activities undertaken to acquire a good or service to fulfill a properly completed request (including a complete and accurate definition of requirements and certification that funds are available) until entering into or amending a contract.

- [Procurement and Contracting Class of Record](#)
- [Professional Services Contracts Personal Information Bank](#)

Communications Services

Communications services involve activities undertaken to ensure that Government of Canada communications are effectively managed, well-coordinated and responsive to the diverse information needs of the public. The communications management function ensures that the public—internal or external—receives government information, and that the views and concerns of the public are taken into account in the planning, management and evaluation of policies, programs, services and initiatives.

- [Communications Class of Record](#)
 - [Public Communications Personal Information Bank](#)

Financial Management Services

Financial management services involve activities undertaken to ensure the prudent use of public resources, including planning, budgeting, accounting, reporting, control and oversight, analysis, decision support and advice, and financial systems.

- [Financial Management Class of Record](#)
 - [Accounts Payable Personal Information Bank](#)
 - [Accounts Receivable Personal Information Bank](#)
 - [Acquisition Cards Personal Information Bank](#)

Human Resources Management

Human Resources Management Services involve activities undertaken for determining strategic direction, allocating resources among services and processes, as well as activities relating to analyzing exposure to risk and determining appropriate countermeasures. They ensure that the service operations and programs of the federal government comply with applicable laws, regulations, policies, and/or plans.

- [Awards \(Pride and Recognition\) Class of Record](#)
 - [Recognition Program Personal Information Bank](#)
- [Classification of Positions Class of Record](#)
 - [Staffing Personal Information Bank](#)
- [Compensation and Benefits Class of Record](#)
 - [Attendance and Leave Personal Information Bank](#)
 - [Pay and Benefits Personal Information Bank](#)
- [Employment Equity and Diversity Class of Record](#)
 - [Employment Equity and Diversity Personal Information Bank](#)
- [Hospitality Class of Record](#)
 - [Hospitality Personal Information Bank](#)
- [Human Resources Planning Class of Record](#)

- [Labour Relations Class of Record](#)
 - [Discipline Personal Information Bank](#)
 - [Grievances Personal Information Bank](#)
 - [Harassment Personal Information Bank](#)
 - [Values and Ethics Code for the Public Service Personal Information Bank](#)
- [Occupational Health and Safety Class of Record](#)
 - [Employee Assistance Personal Information Bank](#)
 - [Harassment Personal Information Bank](#)
 - [Occupational Health and Safety Personal Information Bank](#)
 - [Vehicle, Ship, Boat and Aircraft Accidents Personal Information Bank](#)
- [Official Languages Class of Record](#)
 - [Official Languages Personal Information Bank](#)
- [Performance Management Reviews Class of Record](#)
 - [Discipline Personal Information Bank](#)
 - [Performance Management Reviews Personal Information Bank](#)
- [Recruitment and Staffing Class of Record](#)
 - [Employee Personnel Record Personal Information Bank](#)
 - [Personnel Security Screening Personal Information Bank](#)
 - [Staffing Personal Information Bank](#)
 - [Values and Ethics Code for the Public Service Personal Information Bank](#)
- [Relocation Class of Record](#)
 - [Relocation Personal Information Bank](#)
- [Training and Development Class of Record](#)
 - [Training and Development Personal Information Bank](#)

Information Management

Information management services involve activities undertaken to achieve efficient and effective information management to support program and service delivery; foster informed decision making; facilitate accountability, transparency and collaboration; and preserve and ensure access to information and records for the benefit of present and future generations.

- [Access to Information and Privacy Class of Record](#)
 - [Access to Information and Privacy Requests Personal Information Bank](#)
- [Information Management Class of Record](#)

Information Technology

Information Technology Services involve activities undertaken to achieve efficient and effective use of information technology to support government priorities and program delivery, to increase productivity, and to enhance services to the public.

- [Information Technology Class of Record](#)

Legal Services

Legal Services involve activities undertaken to enable government departments and agencies to pursue policy, program and service delivery priorities and objectives within a legally sound framework.

- [Legal Services Class of Record](#)

Management and Oversight Services

Management and Oversight Services involve activities undertaken for determining strategic direction, and allocating resources among services and processes, as well as those activities related to analyzing exposure to risk and determining appropriate countermeasures. They ensure that the service operations and programs of the federal government comply with applicable laws, regulations, policies, and/or plans.

- [Cooperation and Liaison Class of Record](#)
- [Executive Services Class of Record](#)
- [Internal Audit and Evaluation Class of Record](#)
- [Planning and Reporting Class of Record](#)

Materiel

Materiel Services involve activities undertaken to ensure that materiel can be managed by departments in a sustainable and financially responsible manner that supports the cost-effective and efficient delivery of government programs.

- [Materiel Management Class of Record](#)
 - [Vehicle, Ship, Boat and Aircraft Accidents Personal Information Bank](#)

Real Property

Real Property Services involve activities undertaken to ensure real property is managed in a sustainable and financially responsible manner, throughout its life cycle, to support the cost-effective and efficient delivery of government programs.

- [Real Property Management Class of Record](#)

Travel and Other Administrative Services

Travel and other administrative services include Government of Canada travel services, as well as those other internal services that do not smoothly fit with any of the internal services categories.

- [Administrative Services Class of Record](#)
- [Boards, Committees and Council Class of Record](#)
 - [Members of Boards, Committees and Councils Personal Information Bank](#)
- [Business Continuity Planning Class of Record](#)
- [Disclosure to Investigative Bodies Class of Record](#)
 - [Disclosure to Investigative Bodies Personal Information Bank](#)
- [Proactive Disclosure Class of Record](#)
 - [Hospitality Personal Information Bank](#)
 - [Travel Personal Information Bank](#)
- [Security Class of Record](#)
 - [Identification and Building-Pass Cards Personal Information Bank](#)
 - [Personnel Security Screening Personal Information Bank](#)
- [Travel Class of Record](#)
 - [Travel Personal Information Bank](#)

Classes of Personal Information

Some Ingenium files summarized in the Classes of Records contain personal information which is not used in a decision-making process directly affecting the individual to whom it relates. Examples are: inquiries about the collections, programs and services; and information and advice given to individuals by the Corporation's employees about museums and museum objects.

These classes of personal information are kept on the relevant subject files and are not identifiable by name of the individual or other personal identifier. To retrieve these classes of personal information, the Corporation would need as much detail as possible about the subject matter, the geographic location and the time the information would have come to the Corporation.

The retention periods for these classes of personal information are the same as those for the subject files containing the information.

Manuals

- Corporate Policy Manual

Additional Information

The Government of Canada encourages the release of information through requests outside of the ATIP process. You may wish to consult the Corporation's completed Access to Information (ATI) summaries.

[ATIP Summaries](#)

To make an informal request, contact:

Monique Horth
ATIP Coordinator
1865 St Laurent Blvd
P.O. Box 9724, Station T
Ottawa, Ontario K1G 5A3

Telephone: 613-903-4200 ext. 2144
Email: atip-aiprp@ingeniumcanada.org

Ingenium conducts Privacy Impact Assessments (PIAs) to ensure that privacy implications will be appropriately identified, assessed and resolved before a new or substantially modified program or activity involving personal information is implemented.

Please see the [Introduction](#) to this publication for information on formal access procedures under the provisions of the *Access to Information Act* and the *Privacy Act*. The following outlines how to make a formal ATIP request.

Mail your letter or [Access to Information Request Form](#) (*Access to Information Act*) or [Personal Information Request Form](#) (*Privacy Act*), along with any necessary documents

(such as consent or the \$5.00 application fee for a request under the *Access to Information Act*) to the following address:

Monique Horth
ATIP Coordinator
1865 St Laurent Blvd
P.O. Box 9724, Station T
Ottawa, Ontario K1G 5A3

Telephone: 613-903-4200 ext. 2144
Email: atip-airp@ingeniumcanada.org

Please note: Each request made to Ingenium under the *Access to Information Act* must be accompanied by an application fee of \$5.00, cheque or money order made payable to the Receiver General for Canada.

Reading Room

In accordance with the *Access to Information Act* and *Privacy Act*, an area on the premises will be made available should the applicant wish to review materials on site. The address is:

Library, Canada Science and Technology Museum
1865 St Laurent Blvd
Ottawa, Ontario
Telephone: 343-548-4368
E-mail: library@ingeniumcanada.org

Library, Canada Aviation and Space Museum
11 Aviation Parkway
Ottawa, Ontario
Telephone: 613-990-5015
E-mail: aviation.info@ingeniumcanada.org