

**Policy Number:** 8.4.0

**Title:**

**LONG RANGE PLAN – INFORMATION COLLECTION, USE AND MANAGEMENT POLICY**

**Introduction:**

This policy has been developed to establish parameters under which the District shall collect, use and manage information for use in planning and management decision making. It is the intent of this policy that data will be extracted from operational systems to facilitate the planning and decision making process.

**Ends:**

1. Information Collection
  - a. Customer Information  
Parcel usage regarding the services that the District provides, such as annual water usage, number of sewer units, service size, fire sprinkler system, fire alarm system, square footage of structure, type of structure construction.
  - b. Facility Information  
Facility information including original cost and the expected useful life of the facilities and equipment which is required for the planning of repair and replacement of facilities
  - c. Operational Information  
The District shall collect information through Supervisory Control And Data Acquisition (SCADA) regarding system wide consumption and production of services provided by the District, including water used and produced, sewer transported, system pressures and flow.  
The District shall collect operational information including park usage and other information not collected by SCADA.
  - d. Financial Information  
The District shall collect information regarding budget and actual expenses (including vendor information), revenues, assets and liabilities by account classification.
2. Information Use
  - a. Information shall be analyzed by the District staff to facilitate planning and decision making processes.
  - b. All information shall be treated as confidential per policy 4.4.0 and 4.7.0.
3. Information Management
  - a. Organization  
The information shall be organized within a commercially available database software in such a way as to make retrieval and analysis as easy and efficient as possible.
  - b. Preservation  
The information shall be preserved in electronic format with at least one off-site backup copy for safety purposes.

**Responsibility:**

It is the responsibility of the General Manager to incorporate these requirements into the operations of the District.