[Date ]

[Permanent Head of the Small Entity]

[Title]

[Department or other public body]

[Address ]

Dear [Permanent Head of the Small Entity],

The Management of Information Act (MOIA) is the primary legislation that prescribes Information Management (IM) requirements for public bodies in Newfoundland and Labrador and is administered by the Office of the Chief Information Officer (OCIO). A public body, as defined in the MOIA, includes:

1. a department created under the Executive Council Act or a branch of the executive government of the province,
2. a corporation, the ownership of which, or a majority of shares of which, is vested in the Crown,
3. a corporation, commission, board or other body, the majority of the members of which, or the majority of members of the board of directors of which, are appointed under an Act of the province, the Lieutenant-Governor in Council or a minister of the Crown,
4. a court established under an Act of the province, and
5. the House of Assembly and committees of the House of Assembly.

The [Name of the Small Entity] is a public body of the Government of Newfoundland and Labrador and is subject to the MOIA.

The MOIA identifies the responsibilities of public bodies to implement a record management system. It states:

**“A permanent head of a public body shall develop, implement and maintain a record management system for the creation, classification, retention, storage, maintenance, retrieval, preservation, protection, disposal and transfer of government records.”**

The OCIO has defined a record management system as a records and information management system (also known as an IM Program) and details are published on the OCIO website.

[Name and Title of Director Responsible for IM for the Reporting Entity] will be scheduling a meeting in the near future to present information management materials and next steps necessary to assist the [Name of the Small Entity] in demonstrating compliance with the MOIA. Meeting attendance by the [Title for Permanent Head of the Small Entity] and staff that have been delegated IM responsibility is required.

Thank you in advance for your support as we work together to demonstrate compliance with the MOIA.

Sincerely,

[Permanent Head of the Reporting Entity]

[Title]

Cc: [Director Responsible for IM (Reporting Entity)]

[Prime Contact for IM (Smaller Entity) if already identified]