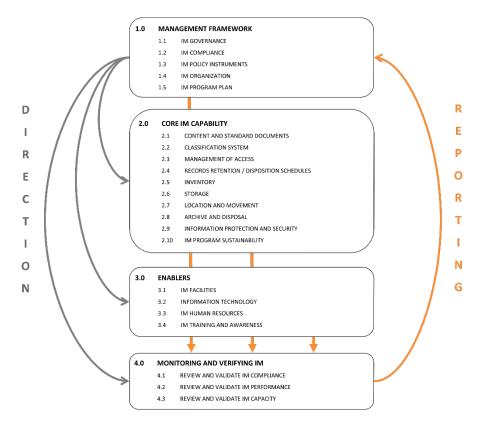
## Quick Reference – Records and Information Management System

The Office of the Chief Information Officer (OCIO) for the Government of Newfoundland and Labrador uses the Records and Information Management System outlined in the below graphic and table to support departments and other public bodies' compliance with the Management of Information Act (MOIA) which states that a public body must develop, implement and maintain a system for the management of information.

## RECORDS AND INFORMATION MANAGEMENT SYSTEM



1.0	1.1 IM Governance
Management	1.2 IM Compliance
Framework	1.3 IM Policy Instruments
	1.4 IM Organization
	1.5 IM Program Plan
2.0	2.1 Content and Standard Documents
Core IM	2.2 Classification System
Capability	2.3 Management of Access
	2.4 Records Retention / Disposition Schedules
	2.5 Inventory
	2.6 Storage
	2.7 Location and Movement
	2.8 Archive and Disposal
	2.9 Information Protection and Security
	2.10 IM Program Sustainability
3.0	3.1 IM Facilities
Enablers	3.2 Information Technology
	3.3 IM Human Resources
	3.4 IM Training and Awareness
4.0	4.1 Review and Validate IM Compliance
Monitoring and	4.2 Review and Validate IM Performance
Verifying IM	4.3 Review and Validate IM Capacity