


IM Month April 2019

Recognizing that we all have a valuable role to play in managing information and in creating records, this year, the OCIO is introducing our IM Month theme of **“For the Record, That’s a Record!”**.

The Office of the Chief Information Officer (OCIO) supports employees with IM learning resources and best practices in order to promote an IM-conscious work environment.

For the Record, That’s a Record!
Now Playing!

	<p>Number 10! Technical / Scientific Documentation – That’s a Record!</p>		<p>Number 9! Activities that Support Objectives of a Department – That’s a Record!</p>
	<p>Number 8! Correspondance/Instant Messages(s) to Support a Business Activity – That’s a Record!</p>		<p>Number 7! Case File for a Program or Service – That’s a Record!</p>
	<p>Number 6! A Contract – That’s a Record!</p>		<p>Number 5! Photos, Rock Samples, and Slides - That's a Record!</p>
	<p>Number 4! Recording of an Event or Situation Observed or Transmitted Verbally – That’s a Record!</p>		<p>Number 3! Significant Drafts in Development – That’s a Record!</p>
	<p>Number 2! Meeting Note(s) – That’s a Record!</p>		<p>Number 1! Advice and Recommendations Given to Executives – That’s a Record!</p>