



Make Time @Work for IM!

Employees are responsible for managing and protecting the government information they use to do their jobs. The Office of the Chief Information Officer (OCIO) is asking you to take a minute at the beginning of your meeting to review this Information Management (IM) best practice. Remember, small changes in the way you work can make a big impact on our compliance with government's IM requirements.

Information Management—Your Responsibility

All employees have a responsibility to manage and protect the government information they use to do their job every day. This means taking steps to improve IM in:

- ◆ The way that information is collected, created or received
- ◆ How information is organized and stored
- ◆ Appropriate sharing and use of information
- ◆ Disposal of information when it is no longer required

Employees can learn more about IM by:

- ◆ Completing the free e-learning course IM@Work through PSAccess.ca
- ◆ Visit the OCIO's website: www.ocio.gov.nl.ca
- ◆ Follow up with your departmental IM Division on internal tools, resources and services

To learn more about IM Best Practices contact your departmental IM division or visit the OCIO website: www.ocio.gov.nl.ca

For more information visit www.ocio.gov.nl.ca
or email us at IM@GOV.NL.CA

