

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.

Version Control

Studies show that up to 70% of information is recreated instead of being reused. A contributing factor is the inability to locate the final or official version of a record. It is important the most up-to-date or final version of information is available to support services or decision making. Consider the following:

- ◆ Decide with your team how you will create, update, finalize and store your documents
- ◆ Will all members make changes to the document or create new version?
- ◆ Can one member be assigned to “hold the pen” and be responsible for updates, finalizing and then storing?
- ◆ Decide on a filename that will reflect the version number (e.g., draft 1.0, 1.2 or V1, V2) and then identify the final
- ◆ The Microsoft Office suite has many options to assist in version management (e.g., track changes). Microsoft Office courses are available to all employees in PSaccess.ca
- ◆ Consider emailing a link to a document stored on the network or a reference to a document stored in TRIM. This will bring the user to the master copy that they can review/edit
- ◆ The *Management of Information Act* considers information used in the preparation of a subsequent record to be transitory. This means that earlier versions for most types of records can be securely destroyed

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

