

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.

Organizing Information for Retrieval

Studies suggest that employees spend up to 40% of their time searching for information. In addition to the time that is wasted are the many frustrations caused by trying to find something that is missing. A little extra effort in the front end to organize your information in a logical and consistent way can save time and effort when retrieving information.

Work with your team to establish rules for managing and protecting the information that you are responsible for. Include:

- ◆ Where and how you will organize and store your information (e.g., shared drive, file room, etc.)
- ◆ How will folders or containers be organized (e.g., use consistent categories based on function or subject, document type and then date)?
- ◆ How will versions or drafts be managed?
- ◆ File Naming conventions
- ◆ Summarize your rules in a simple document and make it available to all current employees
- ◆ Apply the same filing rules to all storage locations

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

