



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.

Managing Your Email Account

The way employees use email may create a risk for government. The OCIO has technical security safeguards in place to protect the email system, but employee actions can inadvertently introduce additional risks.

- ◆ Remember, your email account is your responsibility. Set aside time on a regular basis to delete emails that are transitory and save emails that must be managed as a government record
- ◆ Your email account is not meant to be used for the storage of departmental information. Email that has long term legal value to the department should be saved from your inbox and into the department's information management storage system.
- ◆ Don't forget to manage the mail you send. If you include original emails in your responses then your sent items will include the action taken. This means that many of the items in your inbox are made redundant/transitory.
- ◆ The OCIO Help Site has a step-by-step process for cleaning up your email.

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

