

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.

Create Good Records

Government records you create may be used by colleagues or future employees. Records may be needed to support legal requirements or requests made under the *Access to Information and Protection of Privacy Act*. When you create a record, ask yourself:

- ◆ Would someone not involved understand the decision, service or activity I am recording?
- ◆ Is the information complete and accurate?
- ◆ Have I included personal or confidential information that is not required?

Tips for creating good records include:

- ◆ Use the right format/media. For example, don't send an email when what is needed is a meeting minute or decision document
- ◆ Use the most up-to-date forms/templates – they have been created to provide guidance and consistency
- ◆ Provide sufficient information to allow someone not involved to understand the activity, service or event.

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

