

## *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.

## **Exiting Employees**

Information is the legal property of the department or public body. This means that when you take a role in another department or leave government employment, any departmental information you maintain must stay with the department. This includes:

- ◆ Messages in your email account that are government records
- ◆ Files stored on your P: Drive
- ◆ Paper and physical records stored at your workstation
- ◆ Removable media including CDs, DVDs, Portable Storage Devices, etc. that contain departmental information

**As soon as you know that you are leaving:**

- ◆ Take stock of information that must be transferred to another employee or into the department's information management system
- ◆ Meet with your manager to plan the transition of information
- ◆ Contact your department's IM division to see if there are internal requirements or services
- ◆ Remember to securely dispose of all transitory records
- ◆ Transition all information before you leave

**To learn more about IM Best Practices contact your departmental IM division or visit the OCIO website: [www.ocio.gov.nl.ca](http://www.ocio.gov.nl.ca)**

For more information visit [www.ocio.gov.nl.ca](http://www.ocio.gov.nl.ca)  
or email us at [IM@GOV.NL.CA](mailto:IM@GOV.NL.CA)

