

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.

Process Information as You Receive It

Some of the information you receive may be transitory and should be deleted or securely destroyed. Eliminating transitory records enables you to focus on the information you need to do your job. This can help you be more efficient and avoid information-overload. Try processing information as you receive it by creating three virtual or physical folders:

1 Action: Records related to your mandate that you are responsible for managing. This is the information that you need to focus on because it requires you to take action. These are likely to be government records that must be managed according to departmental requirements.

2 FYI: This folder includes information for review but does not require action. You are probably not responsible for retaining this on behalf of the government. For example, if it is a memo from a team member regarding a project, program or service, then they as the originator are responsible for managing it. Delete, securely destroy or move it to the transitory folder following review

3 Transitory: A transitory record is a government record of temporary usefulness in any format or medium having no ongoing value beyond an immediate and minor transaction or the preparation of a subsequent record. Securely destroy or delete the contents of this folder as a regular course of business (e.g. daily, weekly, etc.).

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

