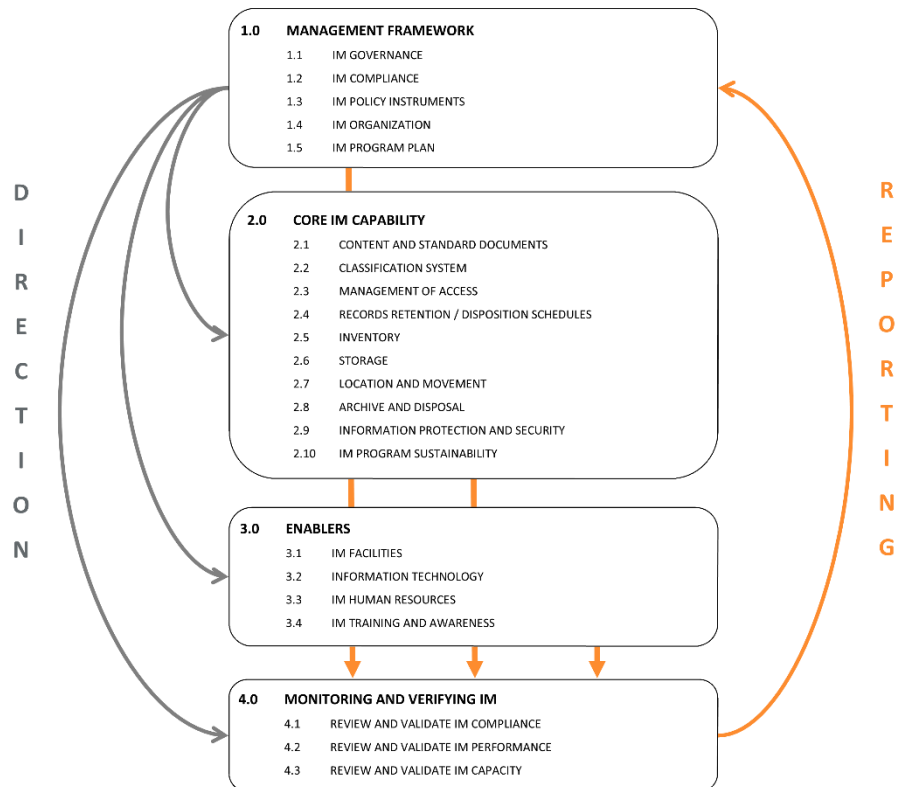


Quick Reference – Records and Information Management System

The Office of the Chief Information Officer (OCIO) for the Government of Newfoundland and Labrador uses the Records and Information Management System outlined in the below graphic and table to support departments and other public bodies' compliance with the Management of Information Act (MOIA) which states that a public body must develop, implement and maintain a system for the management of information.

RECORDS AND INFORMATION MANAGEMENT SYSTEM



1.0 Management Framework	1.1 IM Governance 1.2 IM Compliance 1.3 IM Policy Instruments 1.4 IM Organization 1.5 IM Program Plan
2.0 Core IM Capability	2.1 Content and Standard Documents 2.2 Classification System 2.3 Management of Access 2.4 Records Retention / Disposition Schedules 2.5 Inventory 2.6 Storage 2.7 Location and Movement 2.8 Archive and Disposal 2.9 Information Protection and Security 2.10 IM Program Sustainability
3.0 Enablers	3.1 IM Facilities 3.2 Information Technology 3.3 IM Human Resources 3.4 IM Training and Awareness
4.0 Monitoring and Verifying IM	4.1 Review and Validate IM Compliance 4.2 Review and Validate IM Performance 4.3 Review and Validate IM Capacity