

Information Management Orientation Checklist

Using a checklist when providing orientation to a new employee or individual engaged to perform work on behalf of the small entity may be helpful in ensuring all elements are communicated and understood. Checklist items are based on the content of the small entities' Recordkeeping Guide. As such, each checklist will reflect the small entities' unique requirements. The following list includes common elements that may be discussed when a new individual is engaged to perform work on behalf of the small entity. Elements may be deleted/added as required.

- Review the [IM&P policy instruments](#) published on the [OCIO website](#). Including but not limited to those highlighted below.
 - Policy
 - Information Management and Protection Policy
 - Directive
 - Email Management Directive
 - Acceptable Use of the Government Network and Information Technology Assets Directive
 - Instant Messaging Directive
 - Transitory Records Directive
 - Password Management Directive

- IM@Work - Available on the OCIO website and through PSAccess and provides a general overview of IM, MOIA, individual responsibilities, and best practices.

- Review the IM&P policy instruments established by the reporting entity and/ or the small entity.
 - List additional directive materials provided by reporting entity or those created within the small entity.

- Identify known records to be created/maintained by the individual, including location.

- Identify duration/retention of information.

- Identify forms/templates or other procedures to be used and where the information is located.

- Review compliance requirements for collection/management of personal information (if relevant).
- Review email management requirements.
- Review how/where records are organized/stored.
- Allocate and document IT resources/equipment:
 - Laptop/desktop computer
 - Tablet
 - Portable storage device
 - Mobile Device
- Review disposition requirements and secure methods for destruction.

Please note there may be other additional orientation topics required (e.g. financial, privacy etc.) that may need to be added to this checklist. Remember the listing above should be a reflection of the materials outline in your Recordkeeping Guide.