

Information should be organised in the context of departmental and system operations

- Efficient management of electronic information is essential to prevent corporate memory loss
- By law, all corporate information belongs to the Crown

Personal Information

Personal documents are those worked on and used by one person only. They may have been created by the user or received from an external source and do not affect the work of anyone else in the division or department.

Personal documents may include:

- meeting notifications;
- a reference copy of information;
- personal notes on status of current work;
- timetables;
- job applications;
- communications analogous to an informal telephone call.

These documents have the lowest corporate value but it is important to remember that any given record may move from a lower to a higher category of importance to the department over time or because of a change in circumstances.

Workgroup Information

Workgroup documents are those documents worked on, or used by, one or more persons for programme activity purposes. They may have been created within the workgroup or received from an external source. The documents are stored in a shared environment because of the high level of input and the need for shared access. The documents are managed by the workgroup.

Workgroup documents include:

- drafts of documents that the group is finalising;
- copies of frequently referenced information;
- template documents;
- address lists;