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Information Management

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| **Across****5.** \_\_\_\_\_\_of us have a role in managing information.**7.** Do not store \_\_\_\_\_\_\_\_\_\_\_ information on USB drives that are not encrypted. **8.** Never disclose a government-issued username or \_\_\_\_\_\_\_\_\_\_\_. **10.** \_\_\_\_\_\_\_\_\_\_\_\_ campaigns are designed to look like a legimate e-mail, message, or website from a legimate source. | **Down****1.** It is the \_\_\_\_\_\_\_\_\_\_\_ of the information owner to transfer instant messages to a proper government recordkeeping format where required.**2.** All employees and contractors are responsible to \_\_\_\_\_\_\_\_\_\_ the information they create, share and maintain on behalf of the Government of Newfoundland and Labrador.**3.** HPRM(TRIM) is the Government of Newfoundland and Labrador’s standard \_\_\_\_\_\_\_\_\_\_ Document Management System**4.** As a Government of Newfoundland and Labrador Employee, it is your responsibility to keep your workspace including email clear of \_\_\_\_\_\_\_\_ records.**6.** \_\_\_\_\_\_\_\_\_\_ are created/received by an organization in routine transaction of its business or in pursuance of its legal obligations.**9.** \_\_\_\_\_\_\_\_\_ is recognized internationally by industry and government as “Information Management Month (IM Month)”. |