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Information Management

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| **Across**  **4.** Disposal \_\_\_\_ sets out how long we need to keep different types of public records and how we are allowed to dispose of them after that time.  **7.** \_\_\_\_ of us have a role in managing information.  **8.** If you have any question about information management, you can email the information management team via Ask\_\_@IRD.govt.nz.  **10.** You can safely \_\_\_\_\_\_ documents that do not record, or provide context to, business transactions, decisions or approvals after they are no longer required.  **13.** IR staff or external contracts need to retain their \_\_\_\_\_ at the start, during and at the end of their work at IR.  **15.** The IM guides are there to help you how to \_\_\_\_ of information.  **17.** Knowledge is whatever you \_\_\_\_ and discover in your job, such as working processes or best practices.  **18.** 7 - We need to capture our knowledge in IR’s shared system so that we and our colleagues can \_\_\_\_ it in the future.  **21.** We take a \_\_\_\_\_\_ (3 words) view when we collect, use and share information.  **23.** Information is managed as a \_\_\_\_\_\_ (2words) at IR so that we can leverage it to raise the level of service to our customers.  **24.** We apply information to help us become a \_\_\_-class revenue organisation recognised for service and excellence.  **25.** The IM guides are there to help you how to \_\_\_\_\_ information.  **26.** \_\_\_\_ (2 words) are all information IR creates, receives and maintains during the conduct of its business, irrespective of format (electronic, paper, social media, etc). | **Down**  **1.** 2 - Sharing documents using \_\_\_\_\_\_ rather than attaching them to emails makes it easy for you and your colleagues to work collaboratively.  **2.** IR needs to comply with \_\_\_\_\_ to create, manage and maintain our information properly.  **3.** \Your business units should follow a consistent \_\_\_\_\_ (2 words) so that we’ll all be able to easily find and retrieve the files we want.  **5.** Everyone working in IR, including employees and external consultants need to save, store and shared their knowledge according to Knowledge \_\_\_\_ Guideline.  **6.** The IM guides are there to help you how to \_\_\_\_ information.  **9.** You need to store \_\_\_\_ (2 words) documents in correct locations in M: Drive so that you and your colleagues can easily find and reuse the documents.  **11.** We share and receive information with external parties to add \_\_\_\_.  **12.** Where possible, documents at IR should be \_\_\_\_ by default so that our information and knowledge is accessible to all staff.  **14.** To insert a hyperlink, you highlight the text that you want to turn into hyperlink and press \_\_\_\_.  **16.** The IM guides are there to help you how to \_\_\_\_ information.  **19.** \_\_\_\_\_ information is important because a serious information incident may cause a reputational damage to IR.  **20.** You need to \_\_\_\_ with the Information Management team before disposing of any public record.  **22.** All documents of \_\_\_\_\_ value such as an email about a change of meeting room or expired diaries need to be deleted after they are no longer needed. |