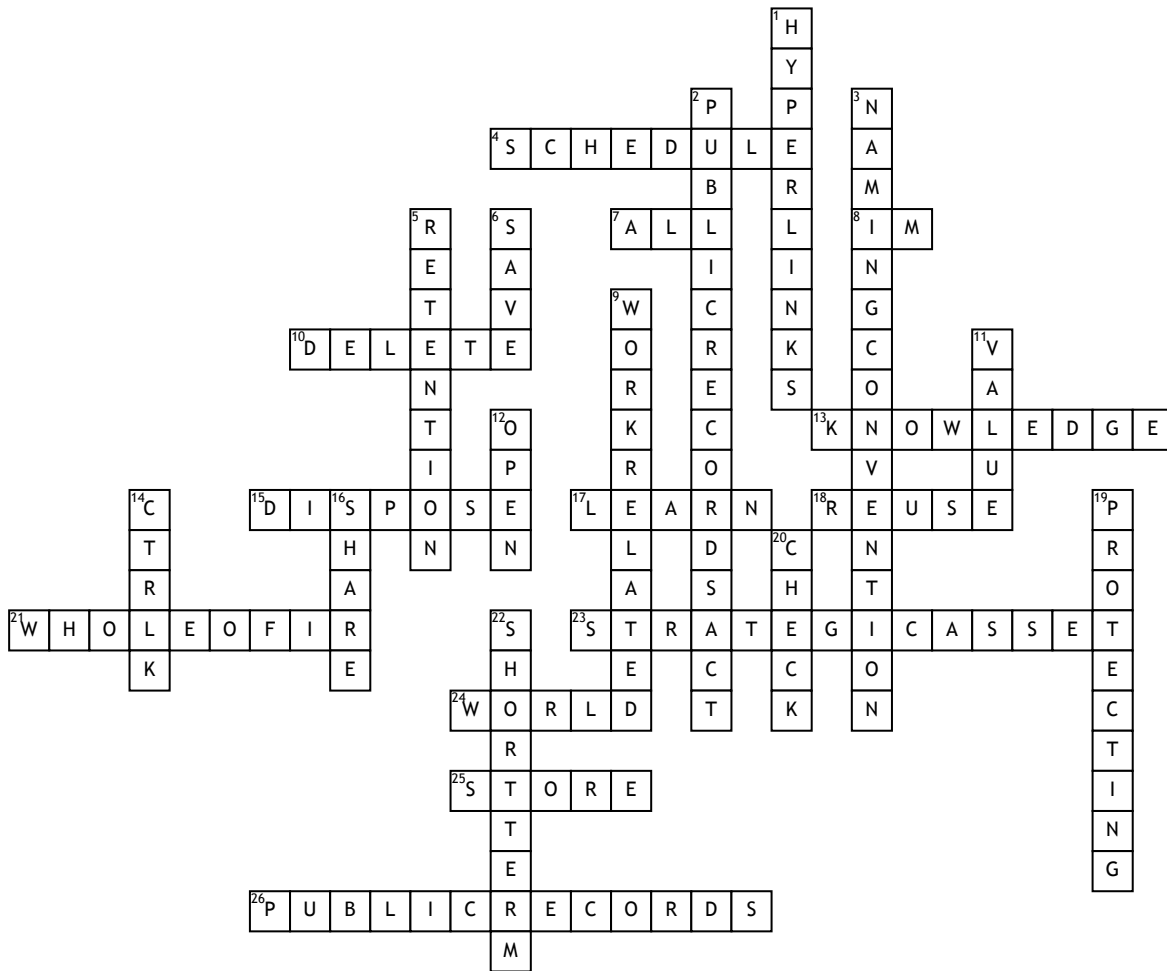


Name: _____

Information Management



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 contractors 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 ____ (2 words) 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.