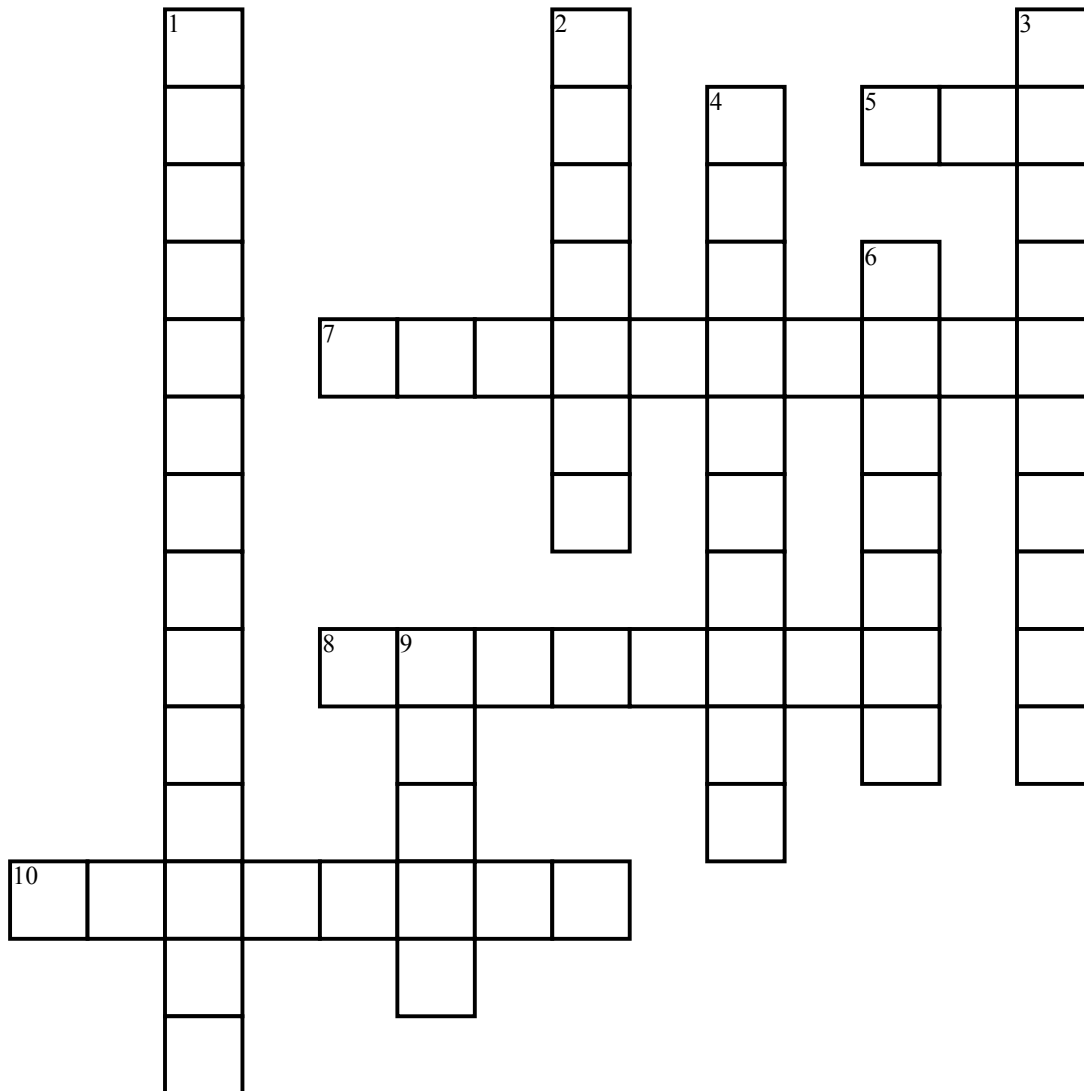


Name: _____

Information Management



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 legitimate e-mail, message, or website from a legitimate 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)".