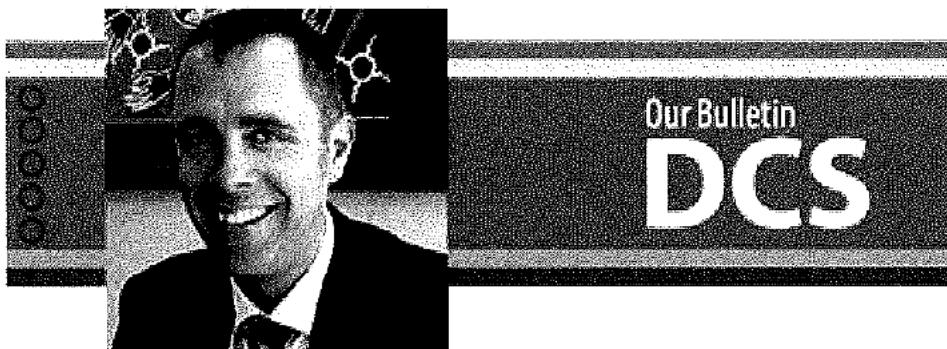


From: [REDACTED]
Sent: Thursday, 7 November 2019 9:17 AM
To: [REDACTED]
Subject: CE Bulletin: Information Management General Awareness Training

Follow Up Flag: Flag for follow up
Flag Status: Flagged



Dear colleagues,

The Department is undertaking a review of its Records Management practices which includes assessing current practices against the requirements of the *State Records Act 1997* and the State Records Adequate Records Management Standard.

One of our first improvements is the introduction of Records and Information Management Awareness Training for all staff.

This online training provides essential knowledge for all Department employees and will provide you with a basic understanding of records and your responsibilities, and will assist in meeting our legislative responsibilities.

It is expected that all staff will complete the training which has a duration of 10-15 minutes and is available on the DCS Learning Management System (LMS).

Planning is also commencing on a number of other Records Management Improvement initiatives to ensure we manage our agency information as a critical asset. Further information on these initiatives will be published in the near future.

Where do I go for further information?

Should you require any additional information regarding the LMS training or Records Management Improvement initiatives, please contact [REDACTED] Team Leader, Records Management Unit on [REDACTED] or email [REDACTED]

For further policy information please refer to 'Policy 47: Information Management'.