

PROCESS FLOW TO DETERMINE THE VALUE OF INFORMATION

Does the information that was created or captured:

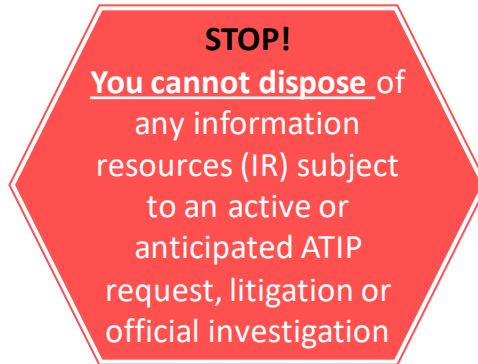
- Control or support departmental programs and services, or
- Record the delivery of services or operations, or
- Document a decision and its reasoning, or
- Outline an agreement, its terms and conditions?

And, is it:

- Unavailable from an open source such as a publication or the internet, and
- Original and unique (not a copy), and
- Not found elsewhere in a more complete or official form?

YES

NO



WHERE?

THEN

Save it in the appropriate records repository

Dispose as per Security Requirements

If electronic information
Save in GCdocs or Store on managed shared drive

If paper information
Transfer to the RMS

Unclassified Paper
Recycle Bin

Protected Paper (up to Protected B)
Secured Destruction Boxes

Classified Paper
Contact the RMS

Protected content saved on Portable Storage Devices (CD, DVD, USB key)
Send to RMS

Portable devices such as Hard Drives, SSDs, etc.
Contact Informatics Service Desk