USE IT

Know what information is available. Learn where information is and how to access it. Use the latest version. Stay current with software in use. Save information to the enterprise system.

DELETE IT


INFORMATION IS AN ASSET

MANAGE IT!

https://www.arma.org/page/RimMonth

INFORMATION IS AN ASSET

SORT IT!
ORGANIZE IT

Use standard file naming conventions. Label e-mails with meaningful subject lines. Move important e-mails to the correct enterprise system. Tag information with appropriate metadata. Discard personal and non-business information.

SECOMMING IT

Password protect mobile devices and media. Lock your laptop screen before you walk away. Clear your desk and secure work papers each day. Shred paper if disposing of private or confidential information. Do not discuss proprietary information in public.

INFORMATION IS AN ASSET

CATEGORIZE IT!

PROTECT IT!

https://www arma org/page/RimMonth
The Information Maturity Framework

- **Information is trusted**: Departmental requirements to destroy or preserve information have been documented. Preservation and destruction requirements are routinely applied to information.

- **Information is accessible**: A senior leader has been identified to champion initiative. Business rules for describing, organizing and storing information are documented.

- **Information is managed and protected**: Management responsibilities for information have been documented. Permissions for accessing information have been documented.

- **Information risk is clearly understood**: Information is proactively made accessible to internal and external stakeholders. Information is protected commensurate with its risk.