Records and Information Management
Returning to Work Checklist

GNWT departments and agencies are planning for the return of employees to government offices and work sites. In addition to safely returning employees to the workplace, it is important to safely return public records to the department or agency's recordkeeping systems.

Any records you created and used in the performance of your work duties while working from home are public records. They belong to the Government of the Northwest Territories and must be returned to the government as soon as possible.

Privacy and Security Considerations

✓ Understand the sensitivity of the information you create and use, and take appropriate precautions to safeguard the information when returning to the workplace.

✓ This includes taking steps like securing paper files, computers and other devices while in transit, avoiding making stops between home and your workplace, and avoiding leaving paper records, computers, and other devices unattended.

Electronic Records and GNWT Issued Computers and Mobile Devices

✓ From home, upload your work to the appropriate folder in DIIMS or your network file shares.

    o If you were unable to connect to DIIMS or your network file shares, bring your GNWT issued computer or mobile device to your workplace when your supervisor gives you the approval to return to the workplace.

    o At your workplace, connect your GNWT issued computer or mobile device to the network and save all records which you have not already uploaded to the appropriate folder in DIIMS or onto the network file shares.

✓ Double-check that the upload was successful, and then delete the local copy from the computer or device.

✓ Clean out (delete) items from the Downloads folder or download location on the computer or device and then empty the Recycle Bin or Trash Bin.

✓ There should be no records remaining on the computer or mobile device.

Electronic Records and Personal Computer

✓ Install and run up-to-date anti-virus software to make sure you are not transferring viruses and malware from your home computer to the government network.

✓ From home, upload your work to the appropriate folder in DIIMS or the network file shares.

    o If you are unable to connect to DIIMS or the network file share, e-mail the records to yourself using Outlook for the Web (also known as Outlook Web Access or OWA).

    o When you return to your workplace and log onto your workplace computer, save the documents out of Outlook and into DIIMS or the network file share.

✓ Double-check that the upload was successful, and then delete the local copy from your computer or from any mobile devices.

- ✓ Clean out (delete) items from the Downloads folder or download location on your computer and then empty the Recycle Bin or Trash Bin.
- ✓ You should have no government records remaining on your personal computer.

E-mail Messages
- ✓ When you return to your workplace, move e-mail messages that document your actions and decisions from Outlook into DIIMS or save them to the network file shares.
- ✓ Delete transitory e-mail messages.
- ✓ Remember that Outlook and PST files are not recordkeeping systems and should not be used to save e-mail messages that document your work.

Microsoft Teams and Other Online Collaboration Tools
- ✓ When you return to the workplace, download any documents you created from MS Teams and upload them to the appropriate folder in DIIMS or the network file shares.
- ✓ Make a transcript, summary record, or summary e-mail of any chats or team conversations that contain significant business information, such as advice, recommendations, and decisions, and save them as records in the appropriate folder in DIIMS or the network file shares.
- ✓ Clean out (delete) items from the Downloads folder or download location on the computer and then empty the Recycle Bin.
- ✓ Remember that MS Teams is not a recordkeeping system and should not be used to save records that document your work.

Paper Records
- ✓ Secure paper records in a container, such as a records centre box or a briefcase, for transport, and mark them as confidential.
- ✓ Return the paper records to their filing cabinets as soon as possible after you return to the workplace.
- ✓ Update any lists of removed files to show they have been returned and provide the list to your supervisor.
- ✓ Review or inventory the filing cabinets to make sure that files are not missing.
- ✓ Transitory paper records should be secured in a container and brought back to the workplace for disposal. Place them in a secure document disposal bin located in your workplace or securely shred them using a government-owned cross-cut shredder.

Where to Get Help
- ✓ For assistance with your department or agency's recordkeeping system, contact your Department Records Management Team.
- ✓ For assistance with DIIMS contact the DIIMS Help Desk at DIIMS@gov.nt.ca and check out our DIIMS guidance.
- ✓ For assistance with the GNWT network and other IT services, contact the Technology Service Centre at TSCServiceDesk@gov.nt.ca or visit the TSC Website.