

**IM@WORK**  
**FOR MY TOWN: BEST**  
**PRACTICES THROUGH THE**  
**INFORMATION LIFECYCLE**



***Module 2: IM Best Practices***

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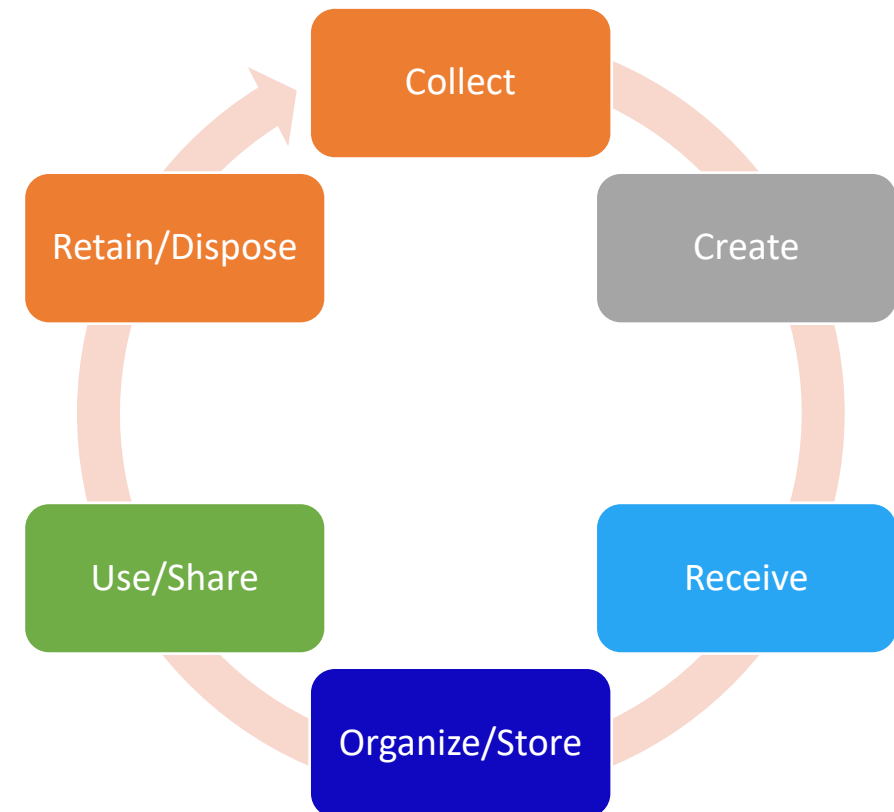
# Welcome to Module 2: IM Best Practices

- **In Module 2, you will learn to:**
  - Apply best practices to manage and protect information through the life cycle
  - Understand what phishing is and how to identify/manage it
  - Make decisions regarding information value of transitory records versus records that must be retained
  - Use tools like records retention and disposal schedules

# Stages of the IM Lifecycle

- IM is the things you do daily when you are working with town information as a part of your job.
- The way information flows through the town is sometimes called its lifecycle. It is how information is:
  - Collected, created or received as part of daily work
  - Organized and stored to ensure it is safe and easily retrieved
  - Used by Town Users or shared with others
  - Disposed of when the Town no longer needs it

## The Information Life Cycle



# About Module 2

- Module 2 includes the most detail as each stage of the life cycle is reviewed
  - 2.1 Collection
  - 2.2 Creation
  - 2.3 Receiving
  - 2.4 Organizing and Storing
  - 2.5 Using and Sharing
  - 2.6 Retain and Dispose

# CONTACT US

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