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# **Information Management Policy**

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**HONEY PUBLISHERS**

## Information Management Policy

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## 1.0 Introduction

Honey Publishers is a publishing house that specializes in short story collections. Honey Publishers, which was established in 2010, now has over a thousand employees. They agreed to transfer all of their company details out of their employees' emails and into a shared team site in the first process. Honey Publishers will be able to develop a strategic plan for handling their information with the help of the information management policy.

## 2.0 Purpose Statement

Information management is a critical part of our everyday lives. We are surrounded by millions of different types of data and records, and it is our duty to organize and archive all of them. The need for information management in modern businesses is a result of their operation in the context of an information civilization, which owns, generates, and consumes large volumes of data (Al-Emran et al. 2018). Information management is extremely important, particularly for large companies like Honey Publishers. It is the aim of IM to ensure that the right information is accessible to the right person at the right time in the right format. It is crucial because, without it, files would be lost, eventually resulting in the company's failure. In the workplace, good information management skills help to ensure a higher degree of productivity. It also facilitates improved contact between managers and staff, as they are constantly devising strategies to ensure the company's progress. Without it, an organization will ultimately fail. Information management is the secret to a successful company and allows for better results. When an organization loses all of its records, the remaining employees will be unaware of the existing policies and procedures. People in a company must cooperate when it comes to information management.

## 3.0 Definitions

**Information Management:** The collection, storage, curation, dissemination, archiving, and destruction of documents, images, drawings, and other sources of information.

**Policy:** Prudence or wisdom in the management of affairs.

**Record:** A thing constituting a piece of evidence about the past, especially an account kept in writing or some other permanent form.

**Usability:** The degree to which something is able or fit to be used.

**User Interface:** The means by which the user and a computer system interact

**Repository:** A place, building, or receptacle where things are or may be stored.

**Meeting Agenda:** 'Orders of the day' which the participants hope to discuss during a meeting.

**Meeting Minutes:** Minutes that serve as a physical record of the meeting for those who were present, as well as a source of knowledge for those who were unable to participate.

**File Naming Convention:** This is a framework for naming your files in a way that describes what they contain and how they relate to other files.

**Protocols:** A set of rules governing the exchange or transmission of data between devices.

**Directives:** An official or authoritative instruction.

**Penalty:** A punishment imposed for breaking a law, rule, or contract.

## 4.0 Policy Statement

This Honey Publishers information policy would address how employees develop, view, store, and dispose of information while also providing direction and guidance. Honey Publishers is dedicated to arranging and delivering information to its employees in a way that is both productive and reliable. Many obstacles may emerge when it comes to handling information; Honey Publishers is prepared to resolve these obstacles by offering specific solutions. Honey Publishers claims that user ability is critical because information management systems can only be considered successful if workers can easily access the information they need. Honey Publishers' user interface aim is to have a clear and consistent look across all applications while also simplifying technical terms to ensure usability. At Honey Publishers, all information management practices will conform to the requirements outlined in this policy.

## 5.0 Employees Roles and Responsibilities

Honey Publishers' information is created, collected, and disposed of by all of its employees. This includes:

- Complying with Honey Publishers IM policy, standards, procedures, guidelines, and resources in order to ensure good information management.
- Guaranteeing that when documenting details, they adhere to the company's file naming convention.
- To ensure usability, save information in the correct format and categorize all documents.
- When recording information, always refer back to Management for any problems and to draw attention to any other information requirements.
- Ensuring that all Honey Publishers documents are available while preserving privacy and protection.

### 5.1 The Processing and Preservation of Information

When generating information, the first thing to consider is the importance of the data to the organization and how to handle it appropriately. Each department at Honey Publishers is responsible for producing, obtaining, and using records that are relevant to the organization. Employees can build all records on company computers with management's approval. Honey Publishers retains all rights and content to the records, not the employee

who produced them. All of the records that are made are saved in files to ensure that they are organized and accessible. Documents from Honey Publishers can be found in company repositories. Employees must not save details on their personal email accounts unless management has given them permission.

## 5.2 Providing Access to Information

Well-organized information can result in a more effective and efficient workplace.

Employees are in charge of making information accessible after it has been developed.

Honey publishers use the following file naming convention:

[ShortName]-[Date]-[Department]-[Type].extension. Employees are responsible for adopting the naming convention while producing documents so that users can locate and access the documents they need. The most important part of the file convention name is the short name. When employees are looking for a file, it is easier for them to start by looking up the file's short name. The document's type, which defines the document's content, must be specified. For example, It's vital to know if a file is a meeting agenda with the type code AGOJ or meeting minutes with the type code MIN. Both the meeting agenda and the meeting minutes will be easily confused if the type is not specified in the filename convention. In terms of the departments that create these files, the file name convention emphasizes the department that generated them. It is crucial to add an extension for organizational purposes; it'll help workers distinguish between a draft and a final copy. Employees would have easier access to information if they follow a file naming convention.

## 5.3 Content With High Sensitivity

Honey Publishers stresses the importance of safeguarding sensitive information. There is an established number of policies and guidelines for sensitive materials, including how they should be processed, treated, and transmitted. To help maintain confidentiality, physical copies of confidential materials are stored in vaults that can only be accessed by approved employees and management. Although Honey Publishers require that documents containing sensitive information be clearly marked as such, computer copies of sensitive documents have several network security measures in place to ensure safe handling. In the file name convention, sensitive content should be noted, and the type should be written as 'sensitive'. These documents should also have a cover page with the words 'sensitive' clearly visible. Honey Publishing promotes the management of confidential information.

## 5.4 Restrictions on Documents

Unless management restricts access, all documents on the company site should be accessible to all employees. All restricted documents will have the word 'restricted'

highlighted in the file convention name and the cover page. All restricted documents will be approved by management and sent to authorized employees individually via email. Employees who do not have permission from management should not be allowed access to restricted documents; doing so will result in penalties.

### 5.5 Deleting and Archiving Documents

Honey Publishers should archive significant and valuable material and make it available as required. Employees must first follow Honey Publishers' information management and protection protocols before deleting documents. All documents requiring archival will be reviewed by Honey Publishers' Library archival department to decide whether or not they should be stored. When it comes to document deletion, records containing personal or sensitive details that have not been classified as having any long-term value must be securely and permanently destroyed.

### 5.6 Retention and Destruction of the Company's Information and Records

If records are no longer necessary for business purposes after ten years, they should be removed based on the retirement of a manager or senior executive. Employees must follow security and information management protocols when destroying any document. Unless personal devices are used for company business, all personal documents outside of the company belong to the employees. Employees who do not follow Honey Publishing's content destruction policies will face fines and could be fired.

## 6.0 Management Roles and Responsibilities

In terms of information management, management bears a considerable amount of responsibility. An organization is nothing more than a group of individuals, resources, and materials if it does not have management. Managers at Honey Publishers are responsible for ensuring that the proper course, processes, and resources are in place to effectively handle material. Managers must enforce and use effective information management in order to stress the value of the information to employees. This means the strategy should be addressed in meetings, emails, the company's site, etc. The duties of the management at Honey Publishers include the following:

- Ensure that all policies, procedures, directives, protocols, resources are followed.
- Ensure that Information Management goals are clearly articulated and conveyed to all staff in a way that they can understand.
- Developing a strategic plan for staff to ensure successful information management and business growth.
- All employees should be monitored to ensure that they are using strong information management skills and are aware of their responsibilities.
- When workers violate rules, orders, or instructions, all penalties are enforced.

## 7.0 Management Endorsement

*“I endorse this Information Management Policy for Honey Publishers. This company excels at developing, accessing, storing, and disposing of information. Honey Publishers stresses the value of management and employee cooperation by offering specific guidelines about how workers can handle their information.”*

*- Emilia Boston, Senior Executive, Honey Publishers*



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