

November 20, 2017

To Ministry of Environment and Climate Change Strategy Administrative Staff,
Ministerial Assistants, Deputy Ministers, and Assistant Deputy Ministers,

This memo is to outline how I expect the management of my records to be handled as Minister of Environment and Climate Change Strategy.

First, if I receive or reply to a message or email regarding ministry issues to any account other than my government email account, I will forward the email to a government account including the senior ministerial assistant.

This includes but isn't limited to my legislative account, my Gmail account and Facebook messenger.

Second, I will log any correspondence that comes to my legislative account about government business by ensuring that a Ministry account including the senior ministerial assistant is copied in any response.

This will ensure that all records that come to or from my legislative account about government business will be logged as part of ministry records. My Ministerial Assistants will coordinate the management of records in our office.

Sincerely,



George Heyman
Minister of Environment and Climate Change Strategy