

CORPORATE RECORDS AND ARCHIVES

Records Storage Guide

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Records Storage Guide

Outlook

Individual Outlook

USE FOR

- All official duties of your job.
 - Any email sent in the delivery of your duties at Carleton must be sent from your university account.
- Documenting business transactions or major decisions.

DO NOT USE FOR

- Personal email and personal business.
- Long-term retention of transitory records.
 - You must regularly purge emails that you are only cc'd on, that are only needed for a short period or for reference.
- Long-term retention of significant or historical records.
 - Any emails or attachments that carry significant weight (operational, legal, or historical) should be considered for retention in your department's appropriate repository or, if historical, transfer to Corporate Records and Archives once past retention.
 - If saving important email messages in your records repository outside of Outlook, save them as PDFs and **not** .msg or .pst files.

Shared Mailboxes

USE FOR

- Collecting registrations, general reference, and information.
- Collecting data sent from form submissions such as Jira or web forms.
- Actioning and triaging requests to the appropriate staff and/or appropriate repository.

DO NOT USE FOR

- Long-term retention of materials, particularly any emails that have confidential or personal information (e.g. student numbers, SINs, medical certificates, etc.). Shared mailboxes carry higher risk due to multiple people having access to them.

Shared / Department Repositories

Network Drives

BEST USED FOR

- Records that require a retention period longer than 7 years.
- Records that are more static and do not need constant updating.
- Semi-active or inactive records are still needed occasionally (1-2 times a year) for operations.
- When your department has a firm folder structure (e.g. a functionally organized structure), file nomenclature, and documented permissions where needed.

DO NOT USE FOR

- Archiving records. “Archiving” material implies that it carries enough significance to be preserved **permanently**. The only way to actually preserve the university’s permanent digital records is by transferring the material to Corporate Records and Archives.
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Teams

BEST USED FOR

- Records that fall under project management.
- Records that require collaboration from multiple staff and even individuals external to your department.
- To maintain use of active records that are accessed daily or multiple times a month.
- Records that have clearly defined retention and disposition rules.
- Records that are used in conjunction with other MS365 tools such as Planner.

DO NOT USE FOR

- Archiving records. “Archiving” material implies that it carries enough significance to be preserved **permanently**. The only way to actually preserve the university’s permanent digital records is by transferring the material to Corporate Records and Archives.
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*OneNote***BEST USED FOR**

- Departments needing a wiki-type platform for documenting active process or procedures.
- Maintaining transitory notes for your team or personal workflows.
- Rough drafts for minutes.
 - Final copies should be saved in your department's repository.

DO NOT USE FOR

- Retention of official university records, especially case files containing personal or confidential information.
- Retention of official minutes.
- Documenting major business decisions.
- Storing business records that document decisions related to students and other staff (e.g. student advising records, leave sheets for staff under you, etc).

Individual Repositories*OneDrive***USED FOR**

- Early single-author drafts of records.
 - Final copies should be saved in your department's repository.
- Notes and reference material, e.g. professional development.
- Convenience copies of records that will only be needed short-term.
- To-do lists, brainstorming, and any other transitory records that help you do your job but have no long-term value.
- Temporary copies of personal material e.g. leave records, insurance records, etc.
 - If you need to save this type of material somewhere for access at work then OneDrive is the best place since it is not accessible to anyone else.
- Anything that does not belong in another repository but that you might ordinarily save to a desktop or your computer's 'Documents' folder. Saving in OneDrive means that this material is saved in the cloud and is accessible remotely if necessary.

DO NOT USE FOR

- Truly personal records, i.e. tax documents, health records, family photographs etc.
- Final copies of work; completed deliverables.
- Any material with long-term retention.
- Any permanent records that belong to the university.
- Storing business records that document decisions related to students and other staff (e.g. student advising records, leave sheets for staff under you, etc).
- Large audio visual files.

P drive

USED FOR

- We strongly advise against use of the P drive.
- If used, the P Drive should only store single-author drafts that will be moved to another repository.

DO NOT USE FOR

- Personal records.
- Final copies of work; completed deliverables.
- Any material with long-term retention.
- Any permanent records that belong to the university.
- Anything that you might need to access remotely or via a mobile device.

Teams Chats

1:1 Chats (Any chat between people that originate from the general chat function)

USED FOR

- Transitory communication.
- Sending **links (not attachments)** to invite review or collaboration on documents.
-Sending attachments will create a duplicate copy in the SharePoint library of the recipient.

DO NOT USE FOR

- Sending records as attachments
 - Sending attachments to individuals rather than sharing links creates duplicate copies in SharePoint libraries.
- Conversations of a personal nature, e.g. disclosing private information
- Conversations of a sensitive nature, i.e. Teams chats are subject to FIPPA requests like any other record and/or form of university communication.

Meeting Chats

USED FOR

- Transitory discussion and questions.
- Documenting voting responses **for later inclusion in final minutes or reporting.**

DO NOT USE FOR

- Documenting business transaction or major decisions.
- Sharing sensitive or confidential information.

Other Systems

Does your department maintain records or data in other specialized platforms or databases? These systems also require records and data life cycle care.

- Are you still using the system for what it was originally contracted for?
- Do you regularly purge the system of past-retention records or data?
- Does the system contain any records that are of permanent (legal or historical) value that should be transferred to Corporate Records and Archives?
- Do you have a legacy system that is no longer used but needs to be decommissioned?
- Does your unit have an intranet site that requires review?