

### ***Records and Information Management (RIM) Guide to Drives – Quick Reference Tool Model***

The following is a model of a quick reference tool for use of electronic drives. This document is an example meant to assist RIM staff in developing similar tools for employees in their institution. Government Institutions may need to modify this model in order to meet their requirements. The model was developed with the assistance of the Ministry of Justice and Attorney General, Access & Privacy Branch.

<b>Drive</b>	<b>Description</b>	<b>Backup Practices</b>	<b>Accessibility and Application</b>
C:\ D:\	Your personal computer hard drive  It is recommended that VPN and <i>OneDrive</i> are used instead. The C: and D: drives should only be used when VPN and <i>OneDrive</i> can't be used.	<i>Not</i> backed up automatically <i>You must backup</i>	<u>Desktop and Laptop</u> Only accessible by you Some desktops only have a C:\ drive  If you have no access to the Network, store corporate documents here When you can reconnect to the network, move those documents to network shared drives right away
H:\	Your personal network drive	Backed up automatically	<b>Not for employee personal storage</b> Only accessible by you Use for sensitive documents you are working on Documents should be moved to corporate workgroup electronic folders when they are completed. All necessary protection and security measures should be in place.
<i>OneDrive</i> replaces H:\	Your personal network drive	Backed up automatically	<b>Not for employee personal storage</b> Only accessible by you Use for sensitive documents you are working on Documents can be shared (provided proper measures are in place to protect sensitive or confidential information) Always make sure to transfer public records from <i>OneDrive</i> to your institution's official record keeping system.
G:\ I:\ L:\ J:\ SharePoint Online	Network shared drives	Backed up automatically	<b>To be used for all business-related documents (public records)</b> Everyone sees <i>all folder names</i> , but files are only accessible by individuals with access privileges Changes to the access privileges for these drives, or the establishment of new shared folders, must be arranged by sending a service request through ServiceNow to IT Division. Use secure shared folders if the material is to be accessed only by a designated group of individuals
Outlook  Desktop and Online	Emails	Backed up automatically	<b>Not to be used for storage of public records</b> Only accessible by you if <i>not</i> saved into network shared folders Drag and drop records to Network shared ARMS2014 or ORS folders or use the save as feature <ul style="list-style-type: none"> <li>• Drag and drop – still allows the ability to respond to that email</li> <li>• Save as PDF doesn't allow response other than attachment</li> </ul> Delete transitory records