Managing Working Documents on OneDrive

OneDrive

Microsoft OneDrive allows users a flexible way to access, store and share their files, even across multiple devices. This cloud-based service is replacing current individual working (personal) drives (e.g. H drive) in some government institutions to make business more convenient and collaborative. When using *OneDrive*, it's important to keep in mind the way you handle your records so that you are fulfilling your obligations as a Government of Saskatchewan employee.

Here are some key things to remember:

Public Records

- All public records should be captured and kept securely in your institution's official record-keeping system as per *The Archives and Public Records Management Act*.
- RIM staff at each government institution are responsible for developing and communicating policies and practices compliant with the Act about the usage of OneDrive and the capture of public records. As an employee, make sure you are aware of these policies!
- Follow internal guidance to make sure that the integrity and security of public records are upheld.

Best RIM Practices

- *OneDrive* is like your old personal drive, so it should be used for the same types of documents in accordance with your institution's practices.
- Don't use *OneDrive* as official storage for public records. Always make sure to transfer public records from OneDrive to your institution's official record-keeping system, where the security and protection of the records can be maintained.
- Drafts that document significant changes are also public records! These have to be moved to and kept in the official record-keeping system, along with the final documents.
- Be familiar with what constitutes a transitory record versus a public record. Regularly delete transitory records from *OneDrive*!
- Sharing confidential or highly sensitive records on OneDrive is not recommended and your institution may have policies in place identifying certain categories of records that shouldn't be shared. Check with your RIM staff for more information!
- When sharing documents make sure that:
  - proper access controls are in place for editing
  - appropriate permissions are set for access to documents and all documents are secure
- It is recommended that you only access your government *OneDrive* account using a government device.
- If personal devices must be used, never save and retain public records on these devices. Follow your institution's policies on the use of personal devices.