# **C/H drive data**

**After an employee has left:** ITS will automatically back-up an employee’s H drive data.

The Supervisor must complete the Employee Exit Notice Form in JIRA: <https://servicedesk.wdfw.wa.gov/servicedesk/customer/portal/2/create/103>

Ensuring that IT has the exited employee’s z-tag number

Coordinate with IGU to complete the back-up and access to the records that were backed-up. IGU will create a report to facilitate access and provide metrics about the data. [Click here to learn more about TreeSize reports](https://stateofwa.sharepoint.com/:w:/r/sites/DFW-igu/Records%20Management%20Library/E-Records%20management/Treesize%20analysis.docx?d=wbbbce8272a0e4b7b9ab105abf2d39bae&csf=1&web=1&e=Ysdtp4).

The Supervisor (or new custodian) must move the records out of the back-up location within 60 days of receiving access to the exited employee’s records.

For GIS users: Contact [Agency GIS Manager](mailto:James.Jarvis@dfw.wa.gov) for assistance.

The Supervisor must work with IT Desktop Support regarding next steps for the physical machine.

Helpful notes:

* As a reminder, retention is not based on format or file type. If you encounter file types that cannot be viewed with existing systems, please convert them to a usable format using this online file converter: <https://cloudconvert.com/>

# **External data storage**

Employees are responsible for backing up and managing the records that are stored external storage to a location approved by policy. This may include (but is not limited to): External/Flash Drives, CDs/DVDs, Notebooks, Tablet(s), Android cell phones and Digital Cameras. Additionally, this may include records stored online but outside of the SGN and/or approved DFW records storage. Example locations might be DropBox.com, Google docs, etc.

To request assistance with external storage devices please create a Service Desk Ticket.

# **Agency-owned iPhones and iPads**

Employees are responsible for backing up and managing the public records and data that are stored on cell phones. Regardless of physical form or characteristic, records created during the conduct of business are considered “public records”. (RCW 40.14)

To backup agency iPhone text messages and other documents: **iMazing** is approved for use, complete a TAR to purchase ($45 per license).

☐ To backup agency iPhone contacts, notes, pictures, and videos to Exchange Online and OneDrive: follow these instructions: [**How To Document - Mobile Device Auto Sync to Exchange Online and OneDrive**](https://gcc02.safelinks.protection.outlook.com/ap/b-59584e83/?url=https%3A%2F%2Fstateofwa.sharepoint.com%2F%3Ab%3A%2Fr%2Fsites%2FDFW-it%2FShared%2520Documents%2FMobile%2FAuto%2520Save%2520Sync%2520iPhone%2520Contacts%2520Notes%2520Photos%2520and%2520Videos.pdf%3Fcsf%3D1%26web%3D1%26e%3DpoQ9Zs&data=04%7C01%7CCarissa.Bourdon%40dfw.wa.gov%7C517266b7d7364ada06c508d9a08b0803%7C11d0e217264e400a8ba057dcc127d72d%7C0%7C0%7C637717341282582958%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=sKEus4oSILO89cy1%2BR8g6yaret6cenKx3pCCPDnu6t0%3D&reserved=0)

Check personal cell phones for public records. Personal cell phones may have public records if they were used for agency business. Please back up public records to an agency approved storage location and delete work-related records off the phone.