# Employee OneDrive records

OneDrive records will automatically be routed to the Supervisor; the supervisor can then change access permissions if they wish to forward records to anyone else. After an employee’s account has been de-activated the records with retention labels will be retained in accordance with the label that was applied. Records that were not labelled will be automatically deleted by the system 60 days after the employee’s account is de-activated.

**After the employee has left:**

[ ]  Review the employee’s OneDrive records to ensure all items have retention labels. [See this video for how to apply](https://web.microsoftstream.com/video/6a11f9df-0f41-4085-90de-8701bae64391) retention labels.

[ ]  To prepare records for destruction review, create a folder called “delete\_me” and move files into this folder. Contact IGU for a records assessment.

[ ]  For GIS users: Contact Agency GIS Manager for assistance.

[ ]  To request access for other employees to manage, create a Service Desk ticket.

[ ]  To request access for records with sensitivity labels, create a Service Desk ticket. Elevated access may need to be requested to manage these records.

Helpful notes:

* For managing a significant volume of records it is highly recommended that the Supervisor create a small “tiger team” to identify where the records need to go and what needs to be shared. This group should include the Supervisor, a teammate, the Program Records Coordinator, Program IT, and an IGU Public Records Analyst (for public records request-related holds).
* Use this “[Retention Schedule Look-up Tool](https://stateofwa.sharepoint.com/sites/DFW-igu/Lists/Retention%20schedule%20lookup/AllItems.aspx)” to determine retention requirements for records. Here are [additional retention schedule resources](https://stateofwa.sharepoint.com/sites/DFW-igu/Retention%20Schedule%20Library/Forms/AllItems.aspx?siteid=%7BA5A5CEBC%2DA2F8%2D4400%2DBC10%2DC2605BCE7358%7D&webid=%7BBD412D6E%2D1D72%2D4D71%2D8F76%2DA31C32432928%7D&uniqueid=%7B42E6117D%2DD57B%2D493F%2D99E4%2DC94F7BCD136A%7D).
* Applying labels and creating a sharing link can only be done one at a time for folders and documents. To save time, create a new folder to consolidate records under one retention label and/or sharing link. Permissions set at a top folder will automatically trickle down to all items within the folder.
* Transfer archival records that have met retention to the Agency’s Records Officer or the Program Records Coordinator. To transfer, [download and fill out this form](https://stateofwa.sharepoint.com/%3Ax%3A/r/sites/DFW-igu/Records%20Management%20Library/Sending%20records%20to%20the%20Archives/Transfer%20Inventory%20Spreadsheet%20FINAL%201.2017.xlsx?d=w2bc35e7631a54100a1af9ccd5768d021&csf=1&web=1&e=LOhXbI) with as much information as possible. [Advice Sheet: Preparing digital records for Archival transfer.pdf](https://stateofwa.sharepoint.com/%3Ab%3A/r/sites/DFW-igu/Records%20Management%20Library/Sending%20records%20to%20the%20Archives/advice-sheet-preparing-digital-records-for-archival-transfer-march-2017.pdf?csf=1&web=1&e=X9fTiu)
* The folder called “Microsoft Teams Chat Files” are copies of records that were shared in a Teams Chat message like an attachment. Recommended label: 000031-Days-Delete-Creation Date.
* The folder called “Microsoft Teams Data” will store miscellaneous records created within the Teams environment like “wikis” and meeting notes. Recommended label for staff meeting records: 002-Years-Delete-Creation Date