From:	Corbett, Krysti
To:	O"Grady, John; Morrison, Denise; Tim Seidman; McBride, William; Mills, Lesley; Pitchford, Ann; Sims, Mark; Oliver, Leah
Cc:	Johnson, StacyD
Subject:	Notice: File Storage - re: OneDrive for Business
Date:	Tuesday, February 28, 2017 1:42:00 PM

All,

Over the past couple of years, an Agency workgroup worked on how to best manage employee's data files. Currently, each employee maintains their data files in a variety of locations i.e. local drives, dedicated or shared network drives or the OneDrive. In April 2017, the Agency will implement a system change where all personal files will default save to the OneDrive for Business. This data management initiative is designed to:

- Standardize the location of data files thereby making searches for FOIAs and eDiscovery easier;
- Leverage the availability of nearly unlimited Office365 cloud storage solution;
- Provide seamless availability of data files for end users whether working onsite or remotely;
- Ensure safety of data files in the event of individual computer malfunction;
- Reduce the amount of localized LAN storage
- Reduce the reliance and support for additional hard drives

This change which will occur in April 2017 will apply only to new personal files. The Agency will determine the process by which to move legacy files from local drives and network share drives to the OneDrive. That information will be communicated to you in the months to follow.

Although, the change for the end-user is minimal, an employee may obtain training via live and recorded webinars on the IT Training Program Home Page by selecting Recorded Webinars or the Webinar Calendar respectively.

Stacye Johnson is the lead LER specialist on this initiative – please let her know if you have any questions or concerns. She can be reached at 202-564-3941.

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