

“Where should I put my electronic records?”

An extremely simplified guide, eff. 9/5/24

Possible Solution	Use for...	But be careful...
Print-and-File	<ul style="list-style-type: none"> Records requiring wet-ink stamps or signatures Display/Convenience copies of visual media Security copies of vital records 	<ul style="list-style-type: none"> You lose any/all creation metadata You lose the ability to search/cross-reference The space concerns are real and visible
Desktop hard drive/removable media	<ul style="list-style-type: none"> Working copies of records/notes files Large files (incl. video) that you need to transfer internally or externally Personal Files 	<ul style="list-style-type: none"> Hard drives are not backed up regularly—if you “accidentally” delete stuff it’s gone Removable media is very easily to lose/break None of your coworkers have easy access
AD/ “Shared Drives”	<ul style="list-style-type: none"> Day-to-day working files of your office “Official” records that don’t have another repository Records requiring medium-to-high security protection 	<ul style="list-style-type: none"> Sharing outside your department requires ITMD Windows Search is bad; need filing system Hard cap on the amount of storage
OneDrive for Business	<ul style="list-style-type: none"> Documents that you need to share outside your office Records requiring a little more specialized index data One-off documents for collaboration 	<ul style="list-style-type: none"> Sharing/Permissions are notoriously complicated (and default to private) Equivalent of personal folder—can your colleagues get at important documents? You have less storage space than you think
SharePoint/Teams	<ul style="list-style-type: none"> Documents used for extensive/active collaboration Documents (esp. large documents) that you need to share with people outside of the City Records requiring extra metadata configuration 	<ul style="list-style-type: none"> Sharing/Permissions are even more notoriously complicated than for OneDrive User interface is... challenging Records are being generated that you didn’t realize were records (Teams Chats!)
External Applications (Dropbox, Google Drive, AWS, etc.)	<ul style="list-style-type: none"> External sharing where M365 tools are not viable Records and functionality that M365 doesn’t provide (e.g. AirTable) Huge quantities of data that City systems can’t handle 	<ul style="list-style-type: none"> You need to have a signed contract to be sure that the app meets acceptable use Very risky for information security, preservation “Unlimited” storage tends to vanish over time
Records Repository (Evault or MMRC Digital Archive)	<ul style="list-style-type: none"> Records with long-term admin/historical value Records that you need lots of people to access across various departments/sites Records that need to be designated “official” Records with custom searching/workflow needs 	<ul style="list-style-type: none"> Inclusion in either of these limits ongoing changeability The interface is wonky (or can be) There are limits re: what either site can display E-Vault access is within City Firewall only