# Records Management Guidance
## Managing Records in OneDrive

OneDrive is one of the standard tools available to county employees that can be used to store records. This document provides some basic guidance about how to manage public records within OneDrive. For more information, see resources section at the bottom.

**What is OneDrive?**

It is a place where you can store electronic documents, including **anything you save to your computer**. These files are all **synced (backed-up) to the cloud** and available from other devices. By default, OneDrive includes all files in your **Documents**, **Desktop**, **Downloads**, and all other folders under **OneDrive – King County**.

Records in OneDrive are available either from File Explorer or through a web browser (via office.com). Remember that records in OneDrive do not belong to you; they are potentially discoverable and subject to public disclosure.

**What to use OneDrive for?**

- Records that do **not need to be shared**, or records **shared with up to 3 people**
- **Working files / drafts**
- **Temporary** storage, including **transitory** records and/or individual **reference**

**Best Practices**

- Avoid saving unnecessary records in the first place, including personal (non-work related) records
- Keep transitory records separate from records with retention value
- Keep your folder structure as simple as possible (avoid layers of subfolders)
- For records that need to be shared with 3+ people, consider using a space like SharePoint or Teams
- For records that have retention value, consider filing to Content Manager

**Resources**

- Technical issues – Submit a helpticket at helpdesk.kingcounty.gov and/or contact KCIT
- Training – KCIT Training Hub
- General records questions – Records Management Program
- Agency-specific records or process questions – Records Management Leads *or* Agency Records Officers

King County Records Management Program
206-477-6889 – records.management@kingcounty.gov
www.kingcounty.gov/recordsmanagement

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