

CatFiles/W: Drive progress



Archives and Records Management, in partnership with the Division of Information Technology, is continuing to migrate departments to SharePoint for file storage. During this process Records Management, along with your IT director, is working on what records need migrated, ensuring the best policies and procedures are being used, and making you aware of your storage options.

To ensure the necessary backups are performed, and department records are migrated appropriately, all departments are required to go through Records Management and the Division of Information Technology to create a department SharePoint.

While the long-term goal is to reduce W:Drive usage, current CatFiles/W:Drive business needs must first be addressed. This involves taking inventory of office records, understanding where they are stored, identifying their owners, and determining whether retention schedules are required.

How Can You Help?

To help streamline the process and prepare your department for migration, here are a few steps you can take:

1. **Identify Your Files:**
 - a. Where is your department currently storing files?
 - b. What files are most frequently accessed, and by whom?
 - c. Are there files that must be retained for compliance purposes?
 - d. Are there duplicate or outdated files taking up space?
2. **File Cleanup:** Begin reviewing department files and categorize them into three groups for the Records Management Team to review:
 - a. **Migrate**
 - b. **University Archives**
 - c. **Research Data**
 - d. **Delete**

What to Expect:

- **Step 1: Department Meeting:** Archives and Records Management, along with IT Director in your area, will meet with each department to understand files stored on CatFiles/W:Drive.
 - **Step 2: Collaborative Action:** Files will be classified into three categories:
 - **Migrate:** these files are to be moved to SharePoint by your colleges Information Technology Director.
 - **University Archive:** Historical records with no operational need but of historical value will be transferred to the University Archives.
 - **Delete:** Files no longer needed will be put into a deletion folder and reviewed by the university records manager.
 - **Step 3: Implementation:** Files are migrated, archived, or deleted based on the agreed classifications.
3. **Contact Us:** Ready to take the first step? Reach out today, and let's ensure your departments' files are securely and efficiently organized for the future! Contact your IT Director. You can also reach out to the university records manager at dnahll@ksu.edu.