



NYC Department of Records & Information Services (DORIS)
Records Management
31 Chambers Street, Suite 305
New York, NY 10007

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Policy on the Management of OneDrive Accounts

Purpose

This policy establishes records management standards and practical guidance for the management and disposition of OneDrive accounts held by City employees.

Policy

OneDrive is a repository provided for individual users to manage documents, image files or other digital items created or received in the course of carrying out official City business.

OneDrive accounts are not an official repository for city records, **with the exception of the OneDrive accounts of the Commissioner, Deputy or Assistant Commissioner (or their equivalents) at each City Agency**, as indicated below. One Drive records of all users *other than* Commissioners, Deputy or Assistant Commissioners are designated as transitory and have an assigned retention period of 0 Years after the user's term of service. Upon separation, the user account is decommissioned and user access is revoked. OneDrive data will be retained for 0 years and no longer than 60 days following separation.

Process and Procedure

OneDrive is intended for individual work files and drafts, items owned and managed by a single user. OneDrive should not be used as a backup solution, a long-term records repository, or for shared project files, except for the Commissioner, Assistant Commissioner and Deputy Commissioner records.

All other users are responsible for ensuring that any City records with ongoing business, legal, fiscal, or historical value are moved to approved shared repositories (SharePoint, Teams, shared drives, or designated document management systems) and maintained for the duration of the applicable records retention schedules. This should be done in an ongoing and timely fashion.



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Upon an employee's separation from active service at an Agency, the user's OneDrive account will be decommissioned in accordance with citywide technical procedures. Once decommissioned, items stored in the OneDrive location are no longer accessible, except to those granted access for legal discovery purposes. All materials contained in the OneDrive are considered transitory, unless under legal hold. All materials contained in the OneDrive will be deleted within 60 days.

Prior to departure, employees must review their OneDrive contents and transfer any remaining records with ongoing business, legal, fiscal, or historical value to appropriate shared locations. If the departure timeline does not permit a planned review before the departure, an appropriate alternate user should be identified and permitted access to review the One Drive to identify records for transfer within 60 days.

Exception

The OneDrive accounts of the Commissioner and Assistant Commissioner (or equivalent roles) at each City Agency or Office will be retained and transferred to the Municipal Archives following separation from service.