

Managing OneDrive, Outlook and Desktop Content for Staff Transfers and Exits Standard

Data, Privacy and Innovation Division, Data and Content Management Branch

Version: 1.1

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Approval date: June 1, 2023	Last reviewed: June 2023	Review date: June 2024
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Standard Statement

This standard establishes requirements for managing Outlook, OneDrive, and Desktop content when an employee transfers between areas or exits the Government of Alberta.

Authority

This standard is issued under the authority of the [Government Organization Act](#), the [Records Management Regulation](#), and the [Content Management Policy](#).

Scope

This standard applies to all departments defined under section 14 of Schedule 11 of the *Government Organization Act* and agencies, boards and commissions as defined in Schedule 1 of the Freedom of Information and Protection of Privacy Regulation.

Agencies, boards and commissions that are not contained within Schedule 1 of the Freedom of Information and Protection of Privacy Regulation are encouraged to align with this standard.

Standard Description

This standard provides high-level direction on how Outlook, OneDrive and Desktop content is managed and who is responsible for reviewing an employee's Outlook, OneDrive, and Desktop content when they transfer between departments or exit the Government of Alberta. Adherence to these requirements helps to ensure content is safeguarded against improper use, access, disclosure and/or disposition, while providing staff access to content to deliver on key initiatives and operational activities.

Standard Specification

General

1. The Government of Alberta's content is legally the property of the Crown in right of Alberta, with some exceptions (e.g., licensed intellectual property).
2. Accountability in the Government of Alberta flows from the Crown to ministers, to deputy heads (or equivalent).
 - 2.1. As per section 9 of the Records Management Regulation, the deputy head of a department is ultimately accountable for the content in the custody and/or under the control of the department.
 - 2.2. Responsibility, but not accountability, for content may be assigned by the deputy head to another party (e.g., to an assistant deputy head, to a program executive and/or manager etc.).
3. Records can only be disposed of in accordance with an approved records retention and disposition schedule.
4. All records, whether official or transitory, are subject to the *Freedom on Information and Protection of Privacy Act*, and may be responsive to information access requests and/or litigation.
5. Outlook, OneDrive and Desktop are designated as transitory content spaces. Any official records stored in Outlook, OneDrive, or Desktop must be saved to an official content management system.

Transfers

Ministers and Minister Office Staff

6. When Ministers change portfolios, they maintain access to their Outlook, OneDrive, and Desktop content.
 - 6.1. Ministers have 30 calendar days to review content in OneDrive, Outlook, and Desktop and ensure any ministry-related content from their previous portfolio are returned to the respective ministry.
 - 6.2. Standard specification 6 and 6.1 also apply to Minister Office staff that transfer between Ministers' Offices.

Deputy Ministers and Deputy Minister Office Staff

7. When a Deputy Minister transfers between departments, they maintain access to their Outlook, OneDrive and Desktop content.
 - 7.1. Deputy Ministers have 30 calendar days to review content in OneDrive, Outlook, and Desktop and ensure any department-related content from their previous department are returned to the respective department.
 - 7.2. Standard specification 7 and 7.1 also apply to Assistant Deputy Ministers that are promoted to Deputy Ministers.
 - 7.3 Office staff that transfer between Deputy Ministers' Offices will have their Outlook, OneDrive and Desktop content transferred from their former department to their new department.
 - 7.3.1 Standard specification 7.1 also applies to Office staff that transfer between Deputy Ministers' Offices.

Employees

8. Department staff that transfer to a new position within the same department will maintain access to their Outlook, OneDrive, and Desktop content.
9. Department staff (other than scenarios described above) that transfer to a new position in a different department and require access to existing content within their Outlook, OneDrive, and Desktop must submit a request through BERNIE.
 - 9.1. BERNIE requests are to be reviewed by the appropriate delegated information controller in both the originating department and the receiving department. Both delegated information controllers must approve the request before content will be transferred; requestors are required to indicate whether any content they are seeking to transfer is under a current litigation hold.

Note: When a transfer of positions is made as part of changes to ministries, an exception to allow impacted staff to maintain access to their Outlook, OneDrive and Desktop content may be made by either the Deputy Minister that will be receiving the positions, or the Deputy Minister of Executive Council.

Exits

10. Content (e.g., data, records, information) of exiting staff is made accessible to the position responsible for reviewing it for the following time periods:
 - OneDrive: 30 days
 - Outlook: 90 days

11. Review of exiting staff content consists of ensuring official records are stored in the appropriate content management repository and identifying whether any of the content is subject to active/anticipated litigation hold(s) and/or ongoing FOIP request(s).

Premier and Premier Office Staff

12. When a Premier exits the Government of Alberta, the Deputy Minister of Executive Council is tasked with reviewing content.
 - 12.1. This review may be delegated to another employee at the discretion of the Deputy Minister of Executive Council.
13. When Premier Office Staff exit the Government of Alberta, and their supervisor remains, the supervisor is tasked with reviewing content.
14. When Premier Office Staff exit the Government of Alberta and their supervisor also exits, the Deputy Minister of Executive Council is tasked with reviewing content.
 - 14.1. This review may be delegated to another employee at the discretion of the Deputy Minister of Executive Council.

Ministers and Minister Office Staff

15. When a Minister exits the Government of Alberta, the respective Deputy Minister is tasked with reviewing content.
 - 15.1. This review may be delegated to another employee at the discretion of the Deputy Minister.
16. When Minister Office Staff exit the Government of Alberta, but their supervisor remains, the Minister's Chief of Staff is tasked with reviewing content.
 - 16.1. This review may be delegated to another employee at the discretion of the Minister or the Deputy Minister.
17. When Minister Office Staff exit the Government of Alberta and their supervisor also exits, the respective Deputy Minister Chief of Staff is tasked with reviewing content.

Deputy Ministers and Deputy Minister Office Staff

18. When the Deputy Minister of Executive Council exits the Government of Alberta, the Deputy Secretary to Cabinet is tasked with reviewing content and assumes content reviews that the Deputy Minister of Executive Council had been tasked.
 - 18.1. This review may be delegated to another employee at the discretion of the Deputy Secretary to Cabinet.
19. When a Deputy Minister exits the Government of Alberta, the Deputy Minister of Executive Council is tasked with reviewing content.
 - 19.1. This review may be delegated to another employee at the discretion of the Deputy Minister of Executive Council.
20. When Deputy Minister Office Staff exit the Government of Alberta, but their supervisor remains, the supervisor is tasked with reviewing content.
 - 20.1. This review may be delegated to another employee at the discretion of the Deputy Minister.
21. When Deputy Minister Office Staff exit the Government of Alberta and their supervisor also exits, the incoming Deputy Minister is tasked with reviewing content.
 - 21.1. This review may be delegated to another employee at the discretion of the Deputy Minister.

Employees

22. When an employee (other than scenarios described above) or contractor exits the Government of Alberta, their direct supervisor is tasked with reviewing content.
- 22.1. When a direct supervisor is not available the request for review is escalated to the next available supervisor.

Compliance

Consequences of non-compliance with this standard could result in damage to Government of Alberta's reputation, expose Albertans to harm and/or incur unnecessary costs. Depending on the severity of non-compliance:

- either informal or formal requests and/or follow-ups may be made by the Data, Privacy and Innovation Division, Corporate Internal Audit Services, Cybersecurity, Office of the Information Privacy Commissioner, and/or Public Service Commission; and
- legislated disciplinary action (i.e., *Public Service Act*) may be taken.

References and Supporting Resources

- [Government Organization Act](#)
- [Records Management Regulation](#)
- [Content Management Policy](#)
- [Official and Transitory Records Directive](#) and [Guideline](#)
- [Information Controller and Information Custodian Directive](#) and [Guideline](#)
- [Litigation Response and Information Discovery Directive](#)