



30 April 2015

Introduction

SCRA received notification from Scottish Government at the beginning of the year that they are implementing a new retention and disposal policy for information stored on shared drives (G drives and H drives). SCRA is a customer of Scottish Government's IT Services (SCOTS) and use their G drives on SCOTS for storing all their business information. As a SCOTS customer, SCRA have been granted exemption to the new policy for G Drives only. SCRA's G drives will be SCRA's corporate record and SCRA will be responsible for implementing their own retention and disposal policy.

This paper defines how the SG policy affects information stored on the staff's H drives so that IG leads can start planning how to approach a clean-up operation of their G and H drives. Essential business information that is currently stored on individuals H drives must be transferred to SCRA's corporate record.

SG's H drive Policy

- **From 1 April 2015** information held on the H drive, which has not been modified in the period one year or older, will be archived for two years. Users will not experience any change when accessing this archived information.
- **During this two-year** period, the business is encouraged to identify information it wishes to retain, and transfer it to the corporate record.
- **From 1 April 2017**, full deletion of the archived information will commence on a daily basis using Enterprise Vault. **There will be no recovery facility.**
- **From 1 April 2016** and every year thereafter, information held on h drives, which has not been modified in the period one year and older, will be archived for two years, before deletion using Enterprise Vault.

Personal Storage files (.PST)

SCOTS do not support .PST files created by MS Outlook and these are not to be kept as an official record. In the event of these files becoming corrupt all the information would be lost.

Single G Drive

SCRA still uses the G drive structure that was set up when SCRA first moved over to SCOTS. The restructuring of SCRA in to a locality based structure to provide more flexible working arrangements has caused some localities to use several G drives. With the G drives being used as the corporate record this may be the right time to consider moving to a single G drive for the whole of SCRA.