

Digital Spring Cleanup

Strategies and tips for dealing with record retention (Brad Houston), data management (Kristin Briney), and document storage systems (Andy Ritter)

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Electronic File Storage

Where we are. Where are we going?

Personal Electronic file Storage

- Local Computer Hard Drive; USB, Optical
- Personal Local Network Drive G:
- Individual Cloud Storage Options; Google Drive, iCloud, Office365 OneDrive, etc.

Departmental Electronic File Storage

- Local Network Drive H:
- Cloud Storage; Office365 SharePoint Environment

Current File Sharing Hazards

- Sharing, Opening and Editing Documents Via E-mail
- H: Departments\Public Storage, everyone has access
- Local Hard Drive Failure, lost or overwritten USB drive

Advantages Cloud Storage

- Centralized file storage, redundant backups, disaster recovery
- No local drive mapping required
- Available over Internet, access anywhere in world
- Ownership of files shared or restricted based on administrative file permissions
- Integrated with MS Office Online, Drag and Drop functionality

Roadmap to Future Electronic File Storage: Cloud Storage

Personal

- G: ufilesgml\GML\Users = Office365 OneDrive – Use Today!

Departmental Site Collection

- H: ufilesgml\GML\Department = Office 365 SharePoint – Ongoing migration over time.

UWM Libraries SharePoint Site Collections

External (Public) – in place of retired Pantherfile Service

AGSL

Archives

Digitization

Internal (Staff) – Departmental File Storage (H:) drive

Digital Collections and Initiatives

Content and Resource Management

AGSL

Archives

Eventually expanding to other divisions

Want to learn More?

UITS Short Courses (<http://www4.uwm.edu/learningtechniques/>)

- Office 365: One Drive
- Share Point: Fundamentals

Learning Technology 24/7 with Lynda.com (uwm.edu/Lynda)

- Keyword Share Point