

From: [VITACOMMS](#)
Subject: VITA Buzz: It's time to move your files
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Attachments: [image001.png](#)
[Moving Files to OneDrive.pdf](#)



Dec. 20, 2023 - It's time to move your files

As a cost-saving initiative, we are decommissioning some of our network shares, specifically what is known as our X: drives.

I ask that you take the following actions by **Jan. 15, 2024**:

Step 1

Review files within your X: drive and, keeping within our records management policy and procedure, determine what should be deleted and what should be moved to your OneDrive.

For assistance, visit the [Records Management home page](#) to review the following:

- Flowchart: Is it a record?
- Flowchart: Records destruction
- Records management training slides 2023

Step 2

PLEASE FOLLOW THE PROVIDED INSTRUCTIONS CAREFULLY

Copy data from your network share to OneDrive. Instructions on how to copy the data are attached and can be found on *The Source* > Employee Center > Guides and instructions > [Moving files to OneDrive](#).

- For Folders, when copy/pasted, the "Date Modified" date within OneDrive will be the date the folder was copied.
- For files, they should retain their original "Date modified" date.

NOTE: Regarding the files, if the "Date Modified" date changes after being copied to OneDrive please contact [Ben Barnett](#).

Step 3

Once you've confirmed all the data has been moved, and the "Date modified" date of the files hasn't changed, delete the contents of your X: drive. After which the folder will

be removed, and you will no longer have access to the network share.

The data on your X: drive was not shareable. Now that it has been moved to OneDrive, that functionality is available. If you choose to share some of the files/folder that were moved, please remember OneDrive is approved for storing Commonwealth sensitive data, it is not approved for sharing it. In addition, files/folders can only be shared with others within VITA or between agencies. Sharing of any kind outside the Commonwealth of Virginia (COV) is not permitted. If you require additional information, the OneDrive FAQ document be found [here](#).

If you have specific questions related to records management please contact [Amy Judd](#). For all other questions please contact [me](#).