Remote Work: Best Practices for Records
Management
Telework requires specific measures to ensure that information is stored and retrieved
securely and efficiently. These guidelines will help you organize your documents while
working from home. x Store electronic documents in secure locations: network shared drives, OneDrive, and
SharePoint. x Avoid storing documents on a desktop, USB key, or personal device. x Enable document versioning, if that option is available, to avoid creating duplicate documents.
If you must create duplicates, then ensure versions are clearly identified. x Use collaborative tools such as Teams to share documents and communicate with colleagues. x Avoid using free or non-sanctioned cloud services to share documents: Dropbox, Google Drive,
etc. x Apply the same level of caution with confidential information at home as you would in the office (i.e., shredding, secure electronic storage).