

Disposal policy for Microsoft Teams

Microsoft Teams

A chat-based collaboration tool which includes document sharing, online meetings, and other features for business communications, supporting teams to make decisions, communicate and work creatively and collaboratively with each other.

Functions of the application include:

- Chat – instant messaging to quickly communicate with someone or a group.
- Channels - a collaboration space for teams or projects to start conversations, share announcements, access files, apps and resources that are regularly used.

Selected Sample Records	Disposal Instruction	Notes
<p>Channels</p> <ul style="list-style-type: none"> • Teams channel files • Teams channel conversations 	<p>Destroy 3 years after last modified.</p> <p><u>Reason:</u> Business need</p>	<p>This only applies to administration SharePoint sites and Teams.</p> <p>All information in Teams is subject to disclosure under the Freedom of Information Act and the Data Protection Act.</p> <p>Applies to files stored in channels, not files linked to in a Teams post. Channels library should not be used to store files. Information should be stored with other content relevant to that activity or workstream.</p>

Microsoft Teams continued,		
Chat <ul style="list-style-type: none"> • 1:1 chat message • Group chat messages 	Delete 24 hours after message sent. <u>Reason:</u> Business need	This applies to all Parliamentary users. All information in Teams is subject to disclosure under the Freedom of Information Act and the Data Protection Act. Chat should not be used for making key decisions. When this does happen, it should be recorded. Outlook should remain the primary tool for decision-making, and these emails should be stored in SharePoint.
Meeting Recordings in OneDrive <ul style="list-style-type: none"> • Meeting recordings 	Destroy 30 days after creation <u>Reason:</u> Business need	Recordings which have been moved into a document library in SharePoint will inherit the relevant disposal instruction for that area.

The policy for the Microsoft Teams contained in this document has been developed by the Parliamentary Archives. If you have any questions about this policy, then please contact a member of the Information and Records Management Service (IRMS) at RMAdvisory@parliament.uk.

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