Microsoft Office 365 and Records Management

Information Management Framework

Guideline

> When implementing Microsoft Office 365 (Office 365) departments and agencies should, at a minimum ensure:
>
> 1. the creation, management, use and disposal of information (regardless of format or media type) is compliant with the Public Records Act 1973 and the policies and standards of the Public Record Office Victoria
> 2. compliance with the Victorian Electronic Records Strategy Standard for permanent records
> 3. integration (automated or manual) with a PROV and VERS compliant:
>   a) third party records management plugin, or
>   b) electronic document and records management system.

Document control

APPLIES TO	All Departments and Victoria Police	AUTHORITY	Victorian Secretaries Board
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Victoria State Government | Premier and Cabinet

Overview

Office 365 is now available for implementation in departments. It supports the *Workplace Environment Statement of Direction* by providing a simple, effective, modern and standardised workplace.

The increased productivity and collaboration capabilities within Office 365 have highlighted the need to ensure that Office 365 implementations are compliant with PROV's policies and standards.

Rationale

The Victorian Government is legislatively mandated (Public Records Act 1973) to capture information as a record, irrespective of where the information is created or whether the information is digital or hardcopy.

Office 365 does not automatically include PROV compliant records management capability. A third-party add-on, or integration with an electronic document and records management system, needs to be applied to ensure that all information (including emails, social media and data) can be captured and managed as a record.

This applies to the entire Office 365 suite including, but not limited to, the following products:

- Active Directory Federation Services
- MS Outlook
- Skype for Business
- SharePoint
- One Drive
- Yammer
- Office 365 ProPlus

Guidance

When implementing Office 365 departments should, at a minimum:

1. Ensure the creation, management, use and disposal of information (regardless of format or media type) is compliant with the Public Records Act 1973 and the policies and standards of the Public Record Office Victoria (PROV).

2. Ensure compliance with the Victorian Electronic Records Strategy (VERS) Standard for permanent records.

3. Ensure (automated or manual) integration with a PROV and VERS compliant

   a. third party records management plugin, or

   b. electronic document and records management system (EDRMS).

> **note** Compliance with the [Public Records Act 1973,](#) and the policies and standards of the [Public Record Office Victoria (PROV)](#), is required when implementing any technology solutions.

Derivation

This guideline is derived from the Public Record Office Victoria's policies and standards.

Scope

The following departments and agencies are formally in scope:

Department of Economic Development, Jobs, Transport and Resources

Department of Education and Training

Department of Environment, Land, Water and Planning

Department of Health and Human Services

Department of Justice and Regulation

Department of Premier and Cabinet

Department of Treasury and Finance

Victoria Police

Glossary

The glossary of terms and abbreviations used in this document are defined in the [IM GUIDE 03 Information Management Glossary.](#)

Document control

Version history

Version	Date	Comments
0.1	04/01/2017	First draft
0.2	05/01/2017	Minor revisions
0.3	23/02/2017	Rebadge as a guideline
1.0	24/02/2017	Publish version