

### Where do I Store Electronic Records?

It is important to store your electronic documents in secure locations that are routinely backed up. Your local hard drive, flash drives, or portable hard drives, are not secure places to store UCOP records, as they would be lost or compromised if the item were to crash or be stolen. UCOP provides great options for electronic document storage!

Records Management can help you decide which option would be best for you and your department.

Storage	Description	Security Level
<a href="#">Box</a>	<ul style="list-style-type: none"> <li>• Cloud-based, allows collaboration between UCOP and non-UCOP people</li> <li>• Can access content through all major browsers and through mobile devices running iOS and Android</li> <li>• Has helpful access and versioning capabilities</li> <li>• Contact the ServiceDesk to get access to Box Shield; everyone has automatic access to Box</li> </ul>	Allows P3 and P4 data in Box Shield
<a href="#">OnBase</a>	<ul style="list-style-type: none"> <li>• Cloud-based, has complex versioning and permissions controls</li> <li>• Has built in document retention</li> <li>• Excellent full-text searching allowing users to quickly look through a lot of complex records</li> <li>• Contact <a href="mailto:records@ucop.edu">records@ucop.edu</a> to get started with OnBase.</li> </ul>	Allows P3 and P4 data
Microsoft 365's OneDrive	<ul style="list-style-type: none"> <li>• Integrated with the Office 365 Suite</li> <li>• Easy collaboration</li> <li>• Can access content through all major browsers and through mobile devices running iOS and Android</li> <li>• Log into <a href="https://uofficeofthepresident.onedrive.com/">https://uofficeofthepresident.onedrive.com/</a> to create a OneDrive account.</li> </ul>	Allows P1 and P2 data
<a href="#">SharePoint</a>	<ul style="list-style-type: none"> <li>• Cloud-based, allows collaboration between UCOP and non-UCOP people</li> <li>• Can access content through all major browsers and through mobile devices running iOS and Android</li> <li>• Has helpful access and versioning capabilities</li> <li>• Workflow capability</li> <li>• Enables users to manage their own SharePoint site, reducing the need for IT</li> <li>• Request a SharePoint site through the IT Service Hub</li> </ul>	Allows P1 and P2 data