From:	Needham, Davis A. (DOC)
Cc:	Marshburn, Julia (RCO); Jones, Cynthia L (DFI); Bourdon, Carissa M (DFW); Jackson, Megan (DOL); Lee, Tammy S (LNI)
Subject:	WARIM September Forum - today"s meeting
Date:	Thursday, September 22, 2022 8:08:18 AM
Attachments:	image001.png Retention Label issue - Deleted Items.msg image002.png image003.png image004.png

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The Washington Records and Information Managers (WARIM0 Forum serves to unite fellow Records Officers and strengthen records management throughout the state of Washington. Our goals are to ensure continuity, cooperation, and consistency of records management standards, as well as support and champion fellow records professionals.

Hello WARIM, Happy Thursday!

September Forum today

During today's September forum meeting we will discuss the following:

- Retention Label issue – Deleted Items. Please see the attached message sent last week to members to the Washington State Shared tenant for more information.
- Teams connected applications and features. Discussing the results of recent testing being done on applications and Teams internal features to see if they are discoverable, where the created records are stored, and if the records can be managed. *Please note that presented information is the result of independent testing conducted by Washington State employees. Additional testing and verification is encouraged by WARIM members and their organizations. The WARIM technical team is planning to share this document with Microsoft and verify its contents.*
- Community questions – Survey engagement.
- Additional topics or questions.

If you are unable to join today's meeting over Teams, you can join over the phone +1 564-999-2000,,128776083# conference ID: 128 776 083#

Reminders

Meet the New State Archivist. Washington State Archives invites you to an Online Meet the New State Archivist event at 1pm October 6, 2022

Join us online to meet Heather Hirotaka, our new Washington State Archivist. Hirotaka will highlight how her experience as a longtime public servant has prepared her for her new role; share her vision for connecting more people to the Archives and preserving Washington's amazing history; and answer questions from attendees. You can register for the event at: Training Signup - Washington State Archives - WA Secretary of State.

Similar Archives trainings and events can be found on the Secretary of State website: State Archives Training and Events - Washington State Archives - WA Secretary of State

Community Questions

The following questions are received from WARIM members. These are great topics to discuss as a group, but you can also share your thoughts directly the original requester.

Teams 7 day retention Rachel Thompson (DES)

"Hello all,

DES has just (finally) rolled out Teams 1:1/1:N Chat, and we're in a bit of an "adjustment period." So, I'm looking to hear from you all (WARIM) about your agencies' responses to the 7-day retention period in Teams Chat (for those in the tenant) OR how you're handling Teams Chat if you're outside the tenant.

Those in the tenant:

- What have employees' responses been to the 7 day chat retention?
- How did you/your agency help them transition/adjust to Teams Chat and it's retention period?

I'd also love to hear from agencies NOT in the tenant about how they are dealing with Teams Chat:

- Do you have retention set on 1:1/1:Many Teams Chat? (If so, what is it?)
- If yes, what has been the response to it?/How was the adjustment period?

Thanks for sharing any thoughts and/or experiences you have had! I'm happy to talk further with anyone as well, if interested."

Record Officer job classification

We have discussed this topic a couple times in the past but there is always interest in gathering more information about what classifications are in use across the state and what efforts can be made to standardize them across agencies of similar size and responsibility.

Off-boarding in M365 revisited

This topic was discussed at a previous forum event with some sample processes shared by member agencies. How are agencies doing with their off-boarding process now, a couple months into using their processes? Are there any new ideas that your organization has implemented? Do you have any lessons learned that you could share with an agency that is trying to establish their own off-boarding process?

Job Opportunities

Check out these job opportunities:

- Compliance Analyst (UW)
- Records Coordinator (ECY)
- Records Manager – Program Specialist 3 (SOS)
- Public Disclosure and Records Specialist (ECY)
- Forms and Records Analyst Supervisor (WSP – Seattle)

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