From:	Cooper, Kathleen (SAO)
To:	Wilson, Raylene (SAO); Wilson, Adam (SAO); Roper, Janel (SAO); Rose, Al (SAO); Welling, Matthew (SAO); Munn, Aaron (SAO)
Subject:	RE: Microsoft Teams Chat Guidance
Date:	Friday, November 3, 2023 1:27:53 PM
Attachments:	image001.png image002.png

Hi again all – after talking with Janel this morning, I drafted a new version of this document. It's in this file, but at the top. So the original and markup are still there.

Janel and I discussed what this document is trying to do. We think we are trying to manage both legal and reputational risk; address staff confusion about "transitory;" help employees know what to do; and emphasize professionalism and judgement.

Finally, we agreed this document can't be the be-all, end-all on this topic. It's not a policy; it's meant to raise the profile of the issue, and supplement the other more detailed laws, rules and policies that employees are expected to abide by. (We also think there are other ideas we should consider on an ongoing basis to reinforce this for staff.)

One change in approach is highlighted in the document – rather than including lists of dos and don'ts in this particular message, we could use the actual retention schedule and then give some concrete examples of what we're talking about and how such things should be kept outside of Chat.

Let me know what you think?

K

From: Wilson, Raylene (SAO) <wilsonr@sao.wa.gov>
Sent: Thursday, November 2, 2023 11:44 AM
To: Cooper, Kathleen (SAO) <cooperk@sao.wa.gov>; Wilson, Adam (SAO) <wilsona@sao.wa.gov>; Roper, Janel (SAO) <janel.roper@sao.wa.gov>; Rose, Al (SAO) <rosea@sao.wa.gov>; Welling, Matthew (SAO) <matthew.welling@sao.wa.gov>; Munn, Aaron (SAO) <munna@sao.wa.gov>
Subject: RE: Microsoft Teams Chat Guidance

Round 2
Microsoft Teams Chat Guidance.docx (sharepoint.com)

Thanks,

Raylene Wilson
Legislative and Records Manager
Office of the Washington State Auditor
(564) 999-0810 | www.sao.wa.gov
Legislative | Legal | Records

From: Wilson, Raylene (SAO)
Sent: Friday, October 27, 2023 3:14 PM
To: McCarthy, Pat (SAO) <mccarthyp@sao.wa.gov>; Rooney, Keri (SAO) <rooneyk@sao.wa.gov>; Roper, Janel (SAO) <janel.roper@sao.wa.gov>; Rose, Al (SAO) <rosea@sao.wa.gov>
Cc: Welling, Matthew (SAO) <matthew.welling@sao.wa.gov>; Munn, Aaron (SAO) <munna@sao.wa.gov>
Subject: Microsoft Teams Chat Guidance

Happy Friday!

As promised, here is our first draft of the Microsoft Teams Chat Guidance for staff.
Please let me know what you think and if you would like any changes made.
Reach out with any questions/ concerns.

Thanks,

Raylene Wilson
Legislative and Records Manager
Office of the Washington State Auditor
(564) 999-0810 | www.sao.wa.gov
Legislative | Legal | Records