From:	Wilson, Raylene (SAO)
To:	Kernutt, Matthew R (ATG)
Cc:	Rose, Al (SAO)
Subject:	New guidance for SAO staff
Date:	Wednesday, November 15, 2023 1:19:53 PM
Attachments:	RetentionSchedule_TeamsChat_Crosswalk.pdf Teams Chat Guidance.pdf image001.png

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Hey Matt,

We have created some new guidance for SAO staff around Teams Chats.
Al and I thought it might be good to have your review on the two documents prior to us publishing.
Let me know what you think or if you have any suggested edits.
If you would like a meeting, just let me know

Thanks,

Raylene Wilson
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