From:	Cooper, Kathleen (SAO)
To:	Wilson, Raylene (SAO); Armijo, Sadie (SAO); Blair, Teri (SAO); Collins, Kelly (SAO); Frank, Scott (SAO); McCarthy, Pat (SAO); Nelson, Scott (SAO); Rooney, Keri (SAO); Roper, Janel (SAO); Rose, Al (SAO); Talbert, Rick (SAO); Woelfle, Scott (SAO)
Subject:	RE: Teams Chat Materials for Cabinet 11/14
Date:	Monday, November 13, 2023 8:59:08 AM
Attachments:	image003.png image004.png image005.png

To support these good documents, we also drafted some proposed messaging: A message to all staff from Pat and an SAO Central post. Draft copy is here:

Microsoft Teams Chat Guidance.docx

(Sorry the file name is little misleading, but we've been iterating (haha) these documents.

K

From: Wilson, Raylene (SAO) <wilsonr@sao.wa.gov>
Sent: Monday, November 13, 2023 8:47 AM
To: Armijo, Sadie (SAO) <armijos@sao.wa.gov>; Blair, Teri (SAO) <blairt@sao.wa.gov>; Collins, Kelly (SAO) <collinsk@sao.wa.gov>; Cooper, Kathleen (SAO) <cooperk@sao.wa.gov>; Frank, Scott (SAO) <franks@sao.wa.gov>; McCarthy, Pat (SAO) <mccarthyp@sao.wa.gov>; Nelson, Scott (SAO) <nelsons@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>; Talbert, Rick (SAO) <rick.talbert@sao.wa.gov>; Woelfle, Scott (SAO) <woelfles@sao.wa.gov>
Subject: Teams Chat Materials for Cabinet 11/14

Good morning Cabinet!

In preparation for tomorrow, here are the newly revised Teams Chat Guidance and the Retention Schedule/ Teams Chat Crosswalk.
Looking forward to your feedback and the discussion tomorrow.

Thanks,

Raylene Wilson
Legislative and Records Manager
Office of the Washington State Auditor
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Legislative | Legal | Records