



Office of Information Technology Services

ANDREW M. CUOMO
Governor

MARGARET MILLER
Chief Information Officer

Memorandum

TO: NYS Commissioners and Agency Heads
FROM: Maggie Miller, NYS Chief Information Officer
DATE: February 20, 2015
SUBJECT: Update on Migration to Office365

As you are aware, based on the recommendations of Governor Cuomo's SAGE Commission, the State has been engaged over the past three years in a major initiative to streamline government and make it work more efficiently, effectively and consistently through modernizing our information technology systems. One part of this transformation has been to consolidate the more than 20 incompatible and outmoded email systems that existed in the State into a single, cloud based email system called Office365. I am happy to share with you that migration to this single statewide email and collaboration system is nearing completion.

The consolidation of our email systems is revolutionizing how we, as a State, communicate and collaborate with each other. Before this email system consolidation we, as partner agencies, could not readily find each other's contact information. Now we can easily communicate, collaborate, plan, schedule conference calls and meetings and manage our online correspondence consistently and effectively. This is a significant accomplishment and I want to thank everyone for their hard work in making government work better.

As you are aware, on June 30, 2013, the State adopted a standard 90-day email management and preservation policy. This is a reminder that the standard 90-day email management and preservation policy continues to apply in Office365. The 90-day email management and preservation policy recognizes that some email must be saved for longer than 90 days due to records retention schedules and other operational needs. Please remind your staff that any email messages that must be saved for longer than 90 days should be saved either in agency files outside of users' mailboxes or in their "Retain" folders. If you have questions about preserving email in Office365 for litigation hold purposes, please contact your General Counsel.

Thank you again for your continued cooperation and commitment to making government work smarter.