# **Teams Chat**

Teams chat messages are automatically deleted 7 days after they are sent or received. After deletion, WDFW has a limited window of opportunity to recover these messages before they are deleted permanently.

**After the employee has left:**

☐ Create a service desk ticket within 7 days of the employee’s exit to request a copy of Teams chat messages.

# **MS Forms**

Records and data that cannot be managed by retention labels are automatically deleted 30 days after the employee’s O365 account have been deleted.

☐ Create a service desk ticket within 30 days of the employee’s exit to request transfer of Forms. Only WaTech has the ability to transfer forms after an employee’s account has been disabled or deleted.

# **MS Stream**

Stream is a built-in Microsoft app that each employee has access to use, upload, download, and retain. https://web.microsoftstream.com/

Records and data that cannot be managed by retention labels are automatically deleted 30 days after the employee’s O365 account have been deleted.

**After the employee has left:**

Create a service desk ticket within 30 days of the employee’s exit to request transfer of Stream videos. Only WaTech has the ability to transfer videos after an employee’s account has been disabled or deleted. Videos created after 11/1/2021 will automatically delete 3 years after they have been recorded unless a retention label has been applied.

# **Other Misc. O365 data**

Records and data that cannot be managed by retention labels are automatically deleted 30 days after the employee’s O365 account have been deleted. Prior to leaving the agency, an employee should transfer the following data types to their supervisor or another custodian.

When in doubt, move the data to OneDrive for easy transfer or submit a Service Desk ticket.

Create a Service Desk ticket