

# Fact Sheet

## Managing Records and Information in Office 365

Queen's uses the [Office](#)



## Communication sites

Further guidance on managing University Records can be found on the [Records Management and Privacy Office](#) website.

---

<sup>i</sup> Short term: The length of time needed to retain a record to complete a task or project. Lasting from days to years.

<sup>ii</sup> Long term: The length of time needed to retain a record to satisfy the minimum retention period of a record. Retention periods can range from one year to several decades.

<sup>iii</sup> An information or record silo is an isolating of those resources making them inaccessible to groups or parts of an organization that need them. Information silos severely limit the ability to collaborate with others.

<sup>iv</sup> Reproduced with modification from: <https://www.jumpro365.com/blog/the-document-circle-of-life-in-office-365>