

What Documents Go Where?

The University has many locations for storing documents. This guide outlines what types of documents and records should go in which system to help you make the right choice.

Please double-check with your School Admin Manager or your line manager for clarification on decisions in your own School/Service.

DOCUMENTS/RECORDS WHERE DO THEY GO

Your personal documents **OneDrive**

e.g. drafts, notes, personal information, documents about staff you manage

See [Digital Skills' guide to OneDrive](#) to learn about what you can do.

Your team/department's shared documents

e.g. meeting notes, guidance, reports, templates, projects

Shared drives (L or M)

OR

SharePoint

OR

Microsoft Teams

Each team/department makes their own decisions about which system to use or may use a combination of all three. Check with your managers if you are not sure.

Project documents **Microsoft Teams**

Especially cross School/Service or with external parties

When a project is complete, its outputs should be moved out of the Team to a more appropriate location

Module and Programme boxes

e.g. handbooks, exams, evaluations etc.

Wisdom – Teaching area

*Teaching resources etc, can be saved in Brightspace
Specifications will be saved to CourseLoop*

Health and Safety documents

Including all risk assessments

Wisdom – Health and Safety area

Committee documents

Agenda, minutes and papers

Wisdom – Committees Area

*Master copies are added by committee secretaries.
Other copies should be destroyed once no longer needed.*

Student records

Supporting documents, including emails – data goes in ASIS

Wisdom – Student Area or Applicant Area

You **must not store student records on L/M drives, OneDrive or SharePoint**

Which System Is For What?

This is a quick guide to what each system should be used for, what the benefits are, and where you can get help.

See also [Information Security's guide](#) to advantages/disadvantages, security risks, and cloud storage, and Digital Skills' guide to [where to save documents online](#).

SYSTEM	WHAT IS IT FOR? WHAT ARE THE BENEFITS?	WHERE TO GET HELP
OneDrive	<p>Your personal documents</p> <p><i>You can access this from anywhere</i></p> <p><i>Your OneDrive is private to you, so you control what is shared</i></p> <p><i>Documents can be shared using links instead of attachments</i></p>	<p>Digital Skills guidance and training</p> <p>HudHelp</p>
<p>Shared Drives (L/M)</p> <p><i>Will eventually migrate to SharePoint</i></p>	<p>Shared documents with your team, department, School or Service</p> <p><i>L drives for Teams; M drives for School/Service</i></p>	<p>HudHelp</p>
<p>SharePoint</p> <p><i>UniShare/UniWide</i></p>	<p>Shared documents with your team, department, School or Service</p> <p><i>You can access this from anywhere</i></p> <p>UniShare – easily collaborate on documents with colleagues in your School or Service</p> <p>UniWide – easily collaborate on documents with colleagues across the University and invited external collaborators</p>	<p>HudHelp</p> <p>Request a site</p> <p>UniShare home</p>
<p>Microsoft Teams</p> <p><i>Underpinned by a SharePoint site</i></p>	<p>Collaboration space for projects or shared documents with your team, department, School or Service</p> <p><i>You can access this from anywhere and invite external collaborators</i></p> <p><i>Includes communication – e.g. post messages and have conversations</i></p> <p><i>Includes a shared Planner</i></p>	<p>Digital Skills guidance and training</p> <p>Request a Team</p> <p>HudHelp</p>
Wisdom	<p>Official University Records</p> <p>Student records; Health and Safety; Quality Assurance; Committees; Module and Programme boxes</p> <p><i>Single, central location for vital records</i></p> <p><i>Retention/disposal managed automatically</i></p> <p><i>Security controls for sensitive records</i></p>	<p>Help Index</p> <p>Protocols Index</p> <p>Records Management (email for advice)</p> <p>HudHelp</p>