

What documents go where?

There are many locations for storing different types of 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.

See also [Information Security's guide](#) to advantages/disadvantages, security risks, and cloud storage. (This guide covers *document* storage only; there are other systems in use at the University for managing *data*.)

DOCUMENTS/RECORDS	WHERE DO THEY GO?
Your personal documents (eg drafts, notes, your personal information, docs re staff you manage)	Your K drive <i>or</i> Your OneDrive Staff currently have both options; eventually, K drives will migrate to OneDrive. See Digital Skills' guide to OneDrive to learn about what you can do.
Your team/department's shared documents (eg meeting notes, guidance, reports, templates, projects)	Your shared drives (eg L drive, M drive) <i>or</i> A SharePoint site (Uniwide for cross-service; Unishare within School/Service) <i>or</i> A Team in Microsoft Teams Each team/department will make their own decisions about which system to use, so check with your managers if you are not sure
Projects (esp cross-School/Service or with externals)	A Team in Microsoft Teams When a project is complete, its outputs should be moved out of Teams to a more appropriate location
Module and programme boxes (eg specifications, handbooks, exams, evaluations, etc)	Wisdom – Teaching Area Teaching resources, etc, can be saved in Brightspace.
Health and Safety documents (inc all risk assessments)	Wisdom – Health and Safety Area
Student records	Wisdom – Students Area or Applicant Area Supporting documents, including emails; data goes in ASIS *You must not store student records on K/L/M drives or SharePoint*
Committee agenda, minutes and papers	Unifunctions Master copies uploaded to Unifunctions by committee secretaries; local copies of master records aren't needed

What system is for what?

This table gives an overview of the purpose and benefits of each storage location.

SYSTEM	WHAT IS IT? WHAT ARE THE BENEFITS?	WHERE CAN I GET HELP?
K drive	Your personal documents K drives will eventually migrate to OneDrive	<ul style="list-style-type: none"> • IT Support
OneDrive	Your personal documents OneDrive will eventually replace K drive <ul style="list-style-type: none"> • Access from anywhere • Share documents using links instead of attachments 	<ul style="list-style-type: none"> • Guidance from Digital Skills • IT Support
Shared drives (eg L or M)	Shared documents with your team, department, School or Service Shared drives will eventually migrate to SharePoint	<ul style="list-style-type: none"> • IT Support
SharePoint - Unishare	Shared documents with your team, department, School or Service Currently hosted on SharePoint 2013, but will eventually migrate to SharePoint Online <ul style="list-style-type: none"> • Easily collaborate on documents with colleagues in your area 	<ul style="list-style-type: none"> • Help pages • Start a site • IT Support
SharePoint - Uniwide	Shared documents for cross-School/Service information Hosted on SharePoint Online <ul style="list-style-type: none"> • Access from anywhere • Easily collaborate on documents with colleagues you choose across the University • Invite external collaborators 	<ul style="list-style-type: none"> • Guidance and training from Digital Skills • Start a site • IT Support
Microsoft Teams (underpinned by SharePoint site)	Collaboration space for projects or for shared documents with your team, department, School or Service. <ul style="list-style-type: none"> • Access from anywhere • Includes communication – eg post messages and have conversations in channels • Includes shared Planner • Invite external collaborators 	<ul style="list-style-type: none"> • Guidance and training from Digital Skills • Request a Team • IT Support
Wisdom	Official University records (eg module and programme boxes, student records, Health and Safety, quality assurance) <ul style="list-style-type: none"> • A single, central location for vital records • Retention/disposal managed automatically • Security controls for sensitive records 	<ul style="list-style-type: none"> • Help Index • Protocols Index • Records Mgmt (advice) • IT Support (access and technical)
Unifunctions	Committee agenda, minutes and papers <ul style="list-style-type: none"> • A single, central location for vital records • Permanent preservation 	<ul style="list-style-type: none"> • Help pages • IT Support