

Office of Information Affairs

Collaboration Platforms Quick Guide

The National Archives and Records Administration (NARA) expects Federal Agencies providing collaboration platforms to manage the records in those platforms according to individual agency approved records schedules. All USDA Personnel* have a responsibility to ensure that USDA information is accessible, searchable, discoverable, manageable, and preservable by USDA.

*USDA Personnel are defined as Employees, Contractors, Students, Volunteers, Interns, Fellows, and Political Appointees.

Federal Agencies use collaboration platforms to work with internal staff, other agencies, and external groups in the public and private sector. The content created in collaboration platforms can be accessed on many types of devices and are Federal records.

The term “collaboration platform” is broad. A collaboration platform may contain but is not limited to:

- Collaboration Suites: Google Workspace, Microsoft 365, Nextcloud, OpenPaaS, Zoho One;
- Document Collaboration: Box, Google Workspace, Huddle, Max.gov, Microsoft 365;
- File Sharing: Box, DoD Secure Access File Exchange (SAFE), Google Drive, Huddle, Max.gov, Microsoft OneDrive, Nextcloud, Owncloud;
- Email: Gmail, Outlook, ProtonMail, Thunderbird, WorkMail, Zoho;
- Calendars: Amelia, Calendly, Doodle, Google Calendar, Max.gov calendaring service, Nextcloud, Outlook, TeamUp, Thunderbird;
- Chat: Discord, Facebook Workplace, Google Chat, HIVE, Jabber, Mattermost, Microsoft Teams chat, Zulip;
- Video Conferencing: Adobe Connect, AWS Chime, Cisco Webex, Google Meet, Jitsi, Microsoft Teams, Verizon BlueJeans, Zoom, ZoomGov; and
- Project Management: Atlassian Trello, Salesforce, Slack.

When managing records in collaboration platforms be sure to:

- ✓ Transfer a copy of the documents into the USDA environment, whether Shared Drives, or SharePoint.
- ✓ Contact your Agency Records Officer (ARO), who will work with your USDA Information Technology (IT) Administrator, to help you bring these government records into the USDA environment.

For any questions, contact the Departmental Records Program:

Departmental Records Officer (DRO) Beatriz Collazo, at Beatriz.Collazo@usda.gov, or USDADepartmentalRecords@usda.gov.