

Office of Information Affairs

Personal Cloud Services Quick Guide

When you store USDA records and information on personal (not provided by USDA) online cloud services such as Google Drive, Google Forms, Microsoft One Drive, or the Apple iCloud, the content is not accessible to USDA.

If those systems are ever breached, or hacked, USDA records and information could leak to the public, including any business sensitive, or Personally Identifiable Information (PII). USDA could face legal sanctions, and you could face criminal and civil penalties.

Even if you use your USDA government email address to sign up for the account, companies such as Google and Apple do not provide that information to USDA automatically.

If you use Personal Online Cloud Services to store USDA information, it is important that you:

- ✓ Forward content stored on Online Cloud Services accounts to your USDA Official Email Address.
- ✓ Contact your Agency Records Officer, who will work with your USDA IT Administrator, to help you bring these government records back into USDA control.

For any questions, contact the Departmental Records Program:

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