

## Office of Information Affairs

# Personal Storage Table (.PST) Files Quick Guide

When Federal agencies first began using email, storage was very expensive. As a result, in the past, agencies instructed their staff to move .PST Files to another location to save Outlook storage space. Storage is cheaper now, and we don't have to move .PST files anymore. Microsoft advises that .PST Files can become corrupted outside of Outlook, especially when saved to One Drive.

.PST Files in OneDrive can become corrupted and slow down the network as One Drive synchronizes them. It can take a lot of effort for USDA Information Technology (IT) to restore the files to your email. Although you can save .PST files to One Drive, USDA IT policy will locate and remove those .PST files from One Drive.

Client Experience Center (CEC) is not responsible for restoring .PST files that become corrupt. Microsoft does not guarantee that corrupted .PST files can be retrieved.

See below steps for managing Outlook Data Files and Personal Storage Folders (.PST) Files

- ✓ Keep Outlook Files in Outlook.
- ✓ Contact your Agency Records Officer and IT Systems Administrator to move these files back into Outlook.
- ✓ Save your emails as PDFs (File > Save As PDF >) to make them available to your team, and save to the Shared Drives or SharePoint. Alternatively, you can save your .PST files to SharePoint.

For help, contact your Agency Records Officer, who will work with your USDA IT Administrator, if you experience any issues, or have a large volume of .PST files to manage.

For any questions, contact the Departmental Records Program:

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