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**To:** Kester, Tonykester@aging.sc.gov  
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**Subject:** Office 365 & Public Records: Are you archiving everything you need to?

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## Does Office 365® cover your obligations for FOIA and other public record laws?

eDiscovery and compliance are essential activities for any government organization, regardless of its size or the jurisdictions in which it operates. If you think that Office 365® software is robust enough to handle your electronic communications archiving and eDiscovery you may be in for a surprise.

Read the latest report focusing on the successes and pitfalls of eDiscovery within Office 365®.

### Key Takeaways:

- Growing complexity of eDiscovery
- Rapid proliferation of electronic information, and the number of data types that must be retained
- Limitations and deficiencies in Office 365® from an eDiscovery and compliance context

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### UPCOMING WEBINAR

#### Text Messaging, BYOD and Public Records

October 5, 2016 @ 10AM Pacific - 1PM Eastern

Chances are, employees are using both work and personal devices to send work-related communications, which means they are creating public records. The problem is, it's nearly impossible to capture these records effectively. So how do you set your office up to easily produce these records and respond when a record request happens?

#### Register to learn:

1. How BYOD can still work in government offices

2. Best practices for archiving text messages for record management
3. Real-world examples and case studies
4. What to look for in an archiving vendor

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