

# Look before You Leap into Google Apps Public Sector Supplement

## UNIQUE CONSIDERATIONS FOR PUBLIC SECTOR ORGANIZATIONS

Public Sector organizations around the world are looking for transformative ways to serve their citizens and spur economic growth and opportunity. The challenges of Public Sector institutions are growing more complex, with the impact of globalization on economies and the earth, evolving security threats, or the ability to provide education, healthcare, and other vital services to their citizens. In the face of the global economic challenges of the past few years, the Public Sector has to address those expanding concerns, and create jobs and economic opportunity with a shrinking set of resources.

To balance these requirements, Public Sector organizations are increasingly looking to technology tools and best practices to help reach, communicate, and engage with the communities they serve. The clamor for government at every level to trim down but accomplish more has never been louder. It's a seemingly impossible mandate, but with the right set of tools, agencies can meet that challenge head on.

Microsoft® Office 365 combines the familiar Microsoft Office Professional Plus applications your agency uses every day with cloud-based versions of Microsoft communication and collaboration services—Microsoft Exchange Online, Microsoft SharePoint® Online, and Microsoft Lync™ Online—to enable new levels of productivity. Moving productivity tools and services to the cloud, at a controlled pace that makes sense for your organization, gives you the flexibility and productivity capabilities you need to meet your agency objectives. And delivering them as a subscription service helps relieve you of the expense of maintaining software and hardware on-premises.

Google Apps may seem like an acceptable solution for delivering the office-productivity, messaging, and collaboration technology many Public Sector organizations seek. But the unique requirements of Public Sector organizations for records and document retention, email archiving, accessibility, and security can make Google Apps an unsuitable replacement for enterprise-grade products such as Microsoft Exchange Server or Microsoft Office.

Microsoft offers a set of familiar tools many agencies rely on already for every day productivity, communication, and collaboration, which now extends the suite of applications seamlessly from the desktop to the web—and even to mobile devices. With Office 365, Public Sector organizations can enable cloud computing, empower telework and deskless workers, ensure continuity of operations, help improve security, and manage email compliance.

## RECORDS RETENTION

Public Sector organizations face unique challenges in retaining records and ensuring the fidelity of archived content in order to respond to public inquiry and meet compliance mandates. Documents, files, emails, instant messaging chats, and the metadata associated with content may all be considered a "government record" in many jurisdictions. Failure to meet records retention requirements can lead to penalties for non-compliance, loss of public confidence, and in some cases, even national security risk.

The importance of Public Sector records is reinforced by records retention laws. For example, in the U.S., the Federal Records Act, the E Government Act of 2002, and the implementing regulations issued by the National Archives and Records Administration (NARA) require that all government records must be maintained in a way that retains their functionality and integrity. Additionally, U.S. state and local laws, similar to the Sunshine Law, require that records be retained for a minimum time period in their original format.

When evaluating solutions for office-productivity, messaging, and collaboration in your Public Sector organization, consider asking providers the following questions about records retention:

# Google Apps Competitive Discussion Guide Sbs Group

**Krishan Kumar**



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