

Date Provided: 23 November 2018

Office 365 and SharePoint

Ref: EFOI / 8122

Information Request and Response by Eastbourne Borough Council

1. *Does your organisation currently use Office 365?* **No**
2. *Does your organisation currently use SharePoint Online?* **No**
3. *Does your organisation currently use SharePoint on premise?* **No**
4. *Are you currently using any of the following Office 365 / SharePoint functionality for records management (retention and disposal)?* **No**
 - a. *Records Centre*
 - b. *Content Types*
 - c. *Labels*
 - d. *Information Management Policies*
 - e. *A third party product*
5. *Do you have an Electronic Document and Records Management System (EDRMS) or Enterprise Content Management System (ECMS), other than SharePoint?* **Yes**