



Structuring Slack



▼ Channels

- # huddle_q3
- # newsletter_ideas_q3
- # sharing_q3
- # student_schedules_q3
- # transitory_updates_q3
- # intake_process_q3
- # support_requests_q3
- # abc_team_fy21
- # xyz_workgroup_fy21
- # project_a
- # project_b

▼ Direct messages

- Audrey Horne
- Dale Cooper

General discussion content

Delete quarterly

Conversations around processes and workflows

Delete quarterly

Longer-impact discussions for teams

Delete annually

Conversations around project development

Delete as development concludes or moves to next phase

DMs

Delete quarterly, including uploaded files

The above example assumes all in-app discussions are transitory per best practices.

UW Records

Management Services

<http://finance.uw.edu/recmgt>