

# 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

**Marcel A. Müller**



## **Google Apps Competitive Discussion Guide Sbs Group:**

## Unveiling the Magic of Words: A Report on "**Google Apps Competitive Discussion Guide Sbs Group**"

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### **Table of Contents Google Apps Competitive Discussion Guide Sbs Group**

1. Understanding the eBook Google Apps Competitive Discussion Guide Sbs Group
  - The Rise of Digital Reading Google Apps Competitive Discussion Guide Sbs Group
  - Advantages of eBooks Over Traditional Books
2. Identifying Google Apps Competitive Discussion Guide Sbs Group
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Google Apps Competitive Discussion Guide Sbs Group
  - User-Friendly Interface
4. Exploring eBook Recommendations from Google Apps Competitive Discussion Guide Sbs Group
  - Personalized Recommendations
  - Google Apps Competitive Discussion Guide Sbs Group User Reviews and Ratings

- Google Apps Competitive Discussion Guide Sbs Group and Bestseller Lists
- 5. Accessing Google Apps Competitive Discussion Guide Sbs Group Free and Paid eBooks
  - Google Apps Competitive Discussion Guide Sbs Group Public Domain eBooks
  - Google Apps Competitive Discussion Guide Sbs Group eBook Subscription Services
  - Google Apps Competitive Discussion Guide Sbs Group Budget-Friendly Options
- 6. Navigating Google Apps Competitive Discussion Guide Sbs Group eBook Formats
  - ePub, PDF, MOBI, and More
  - Google Apps Competitive Discussion Guide Sbs Group Compatibility with Devices
  - Google Apps Competitive Discussion Guide Sbs Group Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Google Apps Competitive Discussion Guide Sbs Group
  - Highlighting and Note-Taking Google Apps Competitive Discussion Guide Sbs Group
  - Interactive Elements Google Apps Competitive Discussion Guide Sbs Group
- 8. Staying Engaged with Google Apps Competitive Discussion Guide Sbs Group
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Google Apps Competitive Discussion Guide Sbs Group
- 9. Balancing eBooks and Physical Books Google Apps Competitive Discussion Guide Sbs Group
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Google Apps Competitive Discussion Guide Sbs Group
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Google Apps Competitive Discussion Guide Sbs Group
  - Setting Reading Goals Google Apps Competitive Discussion Guide Sbs Group
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Google Apps Competitive Discussion Guide Sbs Group
  - Fact-Checking eBook Content of Google Apps Competitive Discussion Guide Sbs Group
  - Distinguishing Credible Sources

13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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