



*NASCIO 2022 State IT Recognition Awards
Enterprise IT Management Initiatives*



ADOA Shared Drive Migration - **Enhancing Data Management**

Title: ADOA Shared Drive Migration
Category: Enterprise IT Management Initiatives
State: Arizona
Contact: Bryan Beach
Bryan.Beach@azdoa.gov
(602) 316-8369
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EXECUTIVE SUMMARY

Situation

When the Arizona Department of Administration (ADOA) and other state agencies adopted Google and a statewide Cloud First Policy, it was quickly determined that the use of the ADOA Shared Drive storage would need to be significantly reduced as a means to initiate further migration to the cloud.

Problems

Shared Drive servers consist of physical hardware that is expensive and requires replacement, floor space, and person hours to maintain. In addition, the process of utilizing the Shared Drive increased the file footprint on the physical servers and increased the cost for backing up those files. As a result, this practice was not in alignment with the state's Cloud First Policy or Governor Ducey's key goal of Efficient and Accountable Government.

Solution

A migration of content from the ADOA Shared Drive to Google Drive was initiated to realize significant cost savings while continuing to align with the statewide Cloud First Policy and the Governor's goals.

CONCEPT

By having all assigned content owners review their material stored on the ADOA Shared Drive, it can then be determined what material is eligible for deletion based on existing records retention policies while transferring the remaining material to an assigned Google Drive. While this was a significant undertaking based on the amount of data stored on the ADOA Shared Drive, coordination between the ASET Records Steward and individual content owners resulted in tangible and highly impactful results.

Key performance indicators include:

- Data Quality: Increased data collection and quality
- Cost Reduction: Easier system development and maintenance
- Increased Collaboration: Data exchanges with external systems
- Follows IT Standard: Promotes efficient, economical, and effective development
- Shareable: Capable of being shared and reused by other states, tribes, and agencies

SIGNIFICANCE

Significant cost savings were realized by migrating from the physical Shared Drive servers to the Google Drive located in the Google Cloud Platform (GCP). Agencies are charged less and all agencies using Gmail are already paying for Google Drive, allowing them to take advantage of the unlimited storage offered by Google.

With the predominant use of Google Drive over the Shared Drive, standard file naming and filing conventions have been established for state employees to access content with ease. In addition, these standard file naming and filing conventions result in public records requests being completed in a more efficient and timely manner.

The agencies benefit from more self-administration, resulting in improved efficiency and improved quality of service. Increased self-administration also decreases the amount of staff overhead needed to maintain the system, allowing busy resources to focus on more pressing matters.

IMPACT

The Shared Drive migration project was successfully completed by all ADOA divisions as well as 39 ADOA Managed Agencies in November 2021.

The annual cost of the Shared Drive (Shared File Server) was reduced from \$242,031 per year to \$9,507 per year. The annual cost of the S: Drive System Backup was reduced from \$143,245 per year to \$12,712 per year, a combined total annual savings of \$363,057.

Lastly, the completion of the Shared Drive migration project now reflects alignment with statewide policy and the Governor's goals.