

Records Information Management Exit Checklists

The following are some best practices for briefing individuals on their records management responsibilities as a departing employee of the University. These checklists describe essential records management responsibilities and tasks all individuals should complete when leaving employment to safeguard university records and property.

- [Records Information Management Exit Checklists](#)

Start as early as possible in each phase of service.

While employees should properly manage university records throughout their service, Records Information Management Services wishes to remind individuals of their responsibilities as soon as a departure is planned. You are encouraged to complete all final records management tasks early as it can take several days to go through office areas, computer systems, and telework locations to capture all records and information that must stay with the institution. For senior officials, it is recommended RIM Services be contacted at least three months out before a transition is planned to begin working for a smooth transition.

Integrate records information management training into existing practices and procedures.

While there are many stakeholders in the exit process, records information management should play an equal role in the security of institutional records/data. While other offices may be a designated office to oversee the entrance and exit procedures, Records Information Management Services should be involved in the process. Records and information are core work products of the University and need to be protected.

Ensure appropriate staff clears the removal of any material by an individual.

Records Information Management Services emphasizes university records and information are the property of and must stay under institutional control. Individuals should be informed of any restrictions on the removal of information when they enter service.

If an individual requesting approval to remove non-record materials, consider having the individual's supervisor review the content before permission is granted. Contractors must consult with the appropriate contracting officer representative or agency official for approval before the removal of materials upon the expiration of the contract. By having agency officials review materials, you can ensure that university records and information are protected.

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Depending on the length of service, it may require several business days to accurately identify and capture all paper and electronic records found at your office, telework location, on shared drives, cloud networks, and university-provided or personal devices.

For Employee Steps to Take Before Departing		Completed
1. Create a folder labeled "Personal" on your university computer and in your university email account.		<input type="checkbox"/>
2. Identify and move all personal, non-university electronic emails, documents, images, audio, and video files you wish to take with you into these folders.		<input type="checkbox"/>
3. Identify and preserve all university business emails by using labels or folders.		<input type="checkbox"/>
4. Save all electronic records to a university network drive and make sure they are accessible by the remaining staff/your successor. <i>This includes but not limited to university records stored on personal devices or at your home.</i>		<input type="checkbox"/>
5. File all university paper records and make sure they are accessible by the remaining staff/your successor. <i>This includes but not limited to university records stored on personal devices or at your home</i>		<input type="checkbox"/>
6. Identify and pack all personal, non-university materials located in your office.		<input type="checkbox"/>
7. Before the destruction of any university records, contact your department/unit Records Management Liaison, consult the Records Retention Schedules, complete a Certificate of Destruction Form, and follow proper records disposal procedures.		<input type="checkbox"/>
Last Week	Turn in all University owned equipment such as but not limited to laptops, tablets, cell phones, thumb drives, etc.	<input type="checkbox"/>
	Turn in any artwork on loan from the Visual Resource Center, if applicable.	<input type="checkbox"/>
	Turn in all materials to the Library and that all fines are paid.	<input type="checkbox"/>
	Schedule an exit interview with your department head, or departmental/unit Records Management Liaison (RML).	<input type="checkbox"/>
Last Day	Turn in ID card and all University issued keys.	<input type="checkbox"/>
	Set an out-of-office message on for your email to inform people that you will no longer be working for the University of West Georgia and include an alternative contact for people to email.	<input type="checkbox"/>

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Checklist for Supervisor and Employee to Complete Together	Check one for each question		
	Yes	No	N/A
1. Do you understand university records and equipment shall not be removed from institutional custody, destroyed without a records disposition schedule, and an approved Certificate of Destruction Form? <i>The University may take action, and penalties may be enforced for the willful and unlawful destruction, damage, or alienation of University records/equipment.</i>			
2. If you are a designated Records Management Liaison (RML), did you inform RIM Services in writing of your departure?			
3. Have you ensured that all records are captured in official recordkeeping systems and available to university staff after you leave?			
4. Can university staff access all password-protected or encrypted accounts, systems, and files after your departure?			
5. Have you returned all records and equipment issued to or checked out by you, including but not limited to files, documents, laptops, tablets, cell phones, thumb drives, etc.?			
6. Have you forwarded or turned over all information requests for which you were responsible, for example, Open Records or FOIA requests?			
7. Have you identified and preserved records in your care relating to audits or investigation inquiries?			
8. Have you identified and notified the University's Legal Office of all records in your care relating to litigation holds?			
9. Have you ensured that all sensitive personally identifiable information, protected health information, FERPA-restricted, and classified information is still under university control?			
10. Has your supervisor or department head reviewed all personal material, non-record, and copies of record material (both in digital and paper format) you wish to remove to ensure no sensitive information or records are leaving the institution?			

By signing, I acknowledge I have completed all of my recordkeeping responsibilities by returning all university records, equipment, and devices.

Employee signature

Date

Supervisor signature

Date