EMPLOYEE SEPARATION CHECKLIST

When an employee first submits his or her separation letter, both the supervisor, records management liaison, or other designee and the employee should begin working through the checklist below. In the case of an immediate termination, the supervisor also takes on the employee’s responsibilities.

EMPLOYEE’S RESPONSIBILITIES

☐ Provide supervisor with a list of all paper and electronic records in your possession. Be sure to check the following locations when completing your list:

  o Paper records
    ▪ Desktop, desk drawers, filing cabinets (shared and individual)
    ▪ Any records temporarily in the possession of another colleague or department
  o Electronic records
    ▪ Removable media (USB sticks, CDs, floppies, etc.), employee’s hard drive, server space, email accounts, calendar accounts
    ▪ University owned portable devices: laptops, PDAs, smart phones

☐ Label and organize records to facilitate continuity of services.

☐ Review records with supervisor.

SUPERVISOR’S RESPONSIBILITIES

☐ Review records with employee.

☐ Using the list created by the employee, designate records as active or inactive, and transfer the custody of these records as appropriate.

  o Transfer active records to the custody of other employees as appropriate. Under certain circumstances the status of the employee or the sensitivity of the records may require that the transfer be documented.

☐ Consult the University’s General Records Retention and Disposition schedule for guidance on retention of inactive records.

☐ Activate appropriate messages on employee’s email and voicemail to relay future contact information for the program or office.

☐ Immediately discard records that are not University Records and not claimed by the employee.

  o Dispose of any information securely.

☐ Disable employee access to email, voicemail, filing cabinets and storage areas.

  o Avoid premature closing of the employee’s email account to avoid accidentally purging records.