

Records Management Inventory: Employee Separation

Employee Name _____
Date of Separation _____
Supervisor Signature _____
Date _____

Pursuant to the direction provided in Management Directive 210.5, The Commonwealth's Enterprise Records Management Program, this checklist is provided for agency use in situations of employee separation. This may be used in addition to any existing agency procedures.

Instructions:

It is the responsibility of the supervisor, if there is no other agency designee, to complete this form and return a copy to the agency Records Coordinator and to the agency Human Resources. Review may begin as soon as the employee announces his/her departure and should be completed before the final day. Agencies should consistently follow appropriate records management practices to ease the records management burden of employee separation.

Paper Records:

The employee, supervisor and agency Records Coordinator, or other agency designee, are to:

- Maintain, label, and organize files to facilitate continuity of operations; identify and review all active records.
- Appropriately dispose of any nonrecords, transitory records or records scheduled for disposal. Contact the agency Records Coordinator or other agency designee responsible for records management if there are any questions about records retention or scheduling, as well as regarding records that have an "archival" disposition code.
- Review any files the employee wishes to copy or to remove for personal use (see MD 210.5).

Electronic Records:

The employee, supervisor, IT staff and/or the agency Records Coordinator, or other agency designee, are to:

- Activate appropriate messages on the employee's e-mail account and voicemail, advising as to the future contact information for the program (and, optionally, for the departing employee).
- Avoid premature disabling or closing of the employee's e-mail, which might result in destruction of remaining messages.
- Determine the location of the employee's electronic files, such as on an employee's local drive, individual network folder, etc.

- Make accessible to the supervisor, as appropriate, all of the employee's electronic files.
- Maintain electronic files necessary for continuity of operations, pursuant to the appropriate records schedule; delete nonrecords, transitory files, personal files or files that are scheduled for disposition. Contact the agency Records Coordinator or other agency designee responsible for records management if there are any questions about records retention or scheduling, as well as regarding records that have an "archival" disposition code.
- Review any files the employee wishes to copy or to remove for personal use (see MD 210.5).
- Review files to maintain security and confidentiality and follow any applicable policies regarding reassignment of computer hardware.

Records Security:

The supervisor, IT staff, HR staff and/or the agency Records Coordinator, or other agency designee, are to ensure that the following are done:

- Employee access is disabled to commonwealth e-mail, voicemail and any other commonwealth electronic records accounts (such as CWOPA) upon departure, at the latest; if appropriate, arrange to forward messages to an appropriate person within the agency.
- A determination is made as to when entry badge/keys need to be updated for physical access limitations to records storage locations (physical records storage, computer rooms, or other sensitive storage areas) other than employee's office. Badge access entry privileges should be removed and all keys collected, at the latest, upon departure.

Questions:

Questions regarding these procedures should be directed to the Chief of the Office of Enterprise Records Management, at RA-OERM@state.pa.us.