

Separation Guidelines

Employees

Immediately after sending separation letter, review records in your care and control to ensure proper maintenance and disposition. Once records are organized in accordance with office file plan, contact supervisor to initiate transfer of records to the proper custodian. For records that are in formats other than electronic, ensure the supervisor has access.

Supervisors/Managers

Immediately upon receipt of an employee's separation letter, review with the employee records in their care and control to ensure proper maintenance and disposition of office records for records maintained in formats other than electronic, ensure that appropriate staff has access to them and that the employee is not taking any physical records from the office with them. For electronic records, submit a request, no less than five working days from separation date to:

IT Consolidated Agencies.

- Complete the [User Deletion form](#) on the Web site.
 - In the "Special Notes" section, specify the electronic records to be transferred for access by the supervisor/manager or other specified designee; including those records on employee network drives, laptops, any managed or personal (.pst) folders in the e-mail system and, if applicable, on their Blackberry and cell phone.
- [OA-LAN Management Help Desk](#) via the Web site or Telephone (717) 783-1087.

Non-IT Consolidated Agencies.

- Contact your own agency IT Help Desk and follow agency procedure to request electronic records to be transferred for access by the supervisor/manager or other specified designee; including those records on employee network drives, laptops, any managed or personal (.pst) folders in the e-mail system and, if applicable, on their Blackberry and cell phone.

Questions regarding these procedures should be directed to the agency Records Coordinator or the Chief of the Office of Enterprise Records Management, at RA-OERM@state.pa.us. For assistance with records management, contact the agency Records Coordinator and/or Records Legal Liaison.