**INFORMATION MANAGEMENT**

**EMPLOYEE EXIT CHECKLIST**

# INTRODUCTION

The records of government are a valuable resource and an important asset that document its business activities. Their effective management enables government to support future action and decision making, reduce costs, meet business, legal and accountability requirements, and preserve New Brunswick’s documentary heritage.

Every employee has the responsibility to properly create, capture, and manage the records they create, regardless of format, and to maintain them for as long as they are required. To be of value as evidence, records must possess and maintain context and structure through proper management within a record-keeping system.

Records are not to follow an exiting or transferring employee since this removes information that is under the ownership and custody of the department, division or branch they are leaving. Records, whether physical or electronic, if removed, will no longer be available to the department/branch/division that is mandated to manage them. In addition, their removal/copying and availability outside GNB poses a security problem, access rights issues, and issues respecting their status as public records.

The checklist below is intended to be used as a model for all government departments, agencies, boards, and commissions. It is suggested that the public body’s Records Manager and Information Technology division collaborate to determine the actions that should be outlined on the checklist developed for use in their department.

**PURPOSE**

This document is intended for all exiting employees, whether leaving the employment of the government, transferring to another department, or moving internally within the same department.

**DEFINITIONS**

The *Archives Act* defines a record as:

“…*correspondence, memoranda, forms and other papers and books; maps, plans and charts; photographs, prints and drawings; motion picture films, microfilms and video tapes; sound recordings, magnetic tapes, computer cards and other machine-readable records; and all other documentary materials regardless of physical form or characteristics…”*

that are or have been

“*prepared or received by any department pursuant to an Act of the Legislature or in connection with the transaction of public business, preserved or appropriated for preservation by a department, containing information on the organization, functions, procedures, policies or activities of a department, or other information of past, present, or potential value to the Province…”*

Thus, **records provide evidence of the conduct of government business and can be in any medium or format**.

***Note:*** *Records must not be destroyed or removed from the control of the Government of New Brunswick, unless such action is authorized under the Archives Act.*

Non-record information can be destroyed (without authorization) once the action associated with it has taken place. Examples of such information include notices of events, meeting notices, reference or convenience copies, and messages which are personal in nature. For more information see *Identifying and Handling Non-Records Directives.*

| Person Responsible | Action | Initial | Date Completed |
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| Manager/Supervisor | **General*** Provide the *Exit Checklist* to the departing employee.
* Meet with the employee once he/she has completed the checklist to review the storage location of records.
* Ensure there are no records remaining in the employee’s directories and hard drives.
* Contact the Help Desk and provide written authorization for the disabling/suspension of the employee’s account.
* Forward all records to the Records Manager, and assist with determining disposition as specified by approved retention and disposition schedules.
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| EmployeeContact the Help Desk for assistance with any technical matters, and the Records Manager if assistance is needed to determine what information qualifies as a record. | Electronic Records, GeneralRemove (by deleting or burning to CDs) all personal information stored on hard drives, personal drives, laptops, e-mail accounts, Blackberries, PDAs, etc.Identify, classify, and file all records into a shared directory or electronic records management system. If no structure is in place, contact your departmental Records Manager for assistance in creating a logical folder/file structure on the server Delete old versions/drafts.Delete all non-records such as convenience copies.Ensure that disks, CDs, zip disks, back-ups, and USB keys are identified, labeled, and forwarded to the Records Manager.Inform records manager of the storage location of all electronic records. |  |  |

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| Person Responsible | Action | Initial | Date Completed |
| EmployeeContact the Help Desk and/or the records manager for assistance, if required.  | E-Mail* Delete all e-mails that are non-records.

Identify and move e-mail records into a shared directory or electronic records management system. If no structure is in place, contact your departmental Records Manager for assistance in creating a logical folder/file structure on the server.* Inform records manager of the storage location of all e-mail records.
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| EmployeeContact the Records Manager if assistance is needed to identify and classify records.  | Paper and Other Records* Identify and file all records in the paper filing system.
* Destroy, using a secure method, all non-records such as working documents and convenience copies.
* Return signed out files to the file room or the appropriate file cabinet.
* Forward audio, video tapes, photographs, negatives, microfilm, etc., to the records manager.
* Forward any other records which would be considered as evidence of a GNB business transaction to the records manager.
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| Records Manager | * Assist with the identification of records and non-records.
* Assist with the inventorying of records.
* Assist with the classification of records.
* Assist with creating logical folder/file structure on the server for e-mail if none exists.
* Assist with the disposition of records according to approved retention and disposition schedules.
* Collaborate with Help Desk staff concerning folder structure and permissions, where necessary.
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| Help Desk Staff | With the **written authorization** from the exiting employee’s supervisor/manager:* Assist employee with burning records to CDs or other machine-readable formats.
* Set up folders and permissions in consultation with the records manager.
* Delete folders and permissions.
* Disable User IDs.
* Disable e-mail account.
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