

CORPORATE ARCHIVES & RECORDS

Records Management Off Boarding Checklist

When employees leave positions in your department, in addition to the required HR and IT processes to off-board that staff member, you must also safeguard records that belong to the university. Official university records must be retained and maintained in a manner that meets your department's requirements under the [Corporate Records and Archives Policy](#) and the [Carleton University Retention Schedule](#). Ideally, this RM Off-Boarding should happen with the employee at least two weeks prior to their departure. If this is not possible and you need support to review the materials, please contact Corporate Records and Archives for assistance.

Electronic Records

- ☐ Delete transitory records such as non-essential emails, drafts and duplicate documents, working materials, and reference materials. See [Official Records vs. Transitory Records](#) for more information.
- ☐ Move any significant or official records from personal drives (P Drive or OneDrive) to appropriate locations on your department's network drive or designated records repository (e.g. Teams, SharePoint).
- ☐ Ensure that any records – official or transitory – that contain private or confidential information are either destroyed or transferred to the appropriate staff responsible for the material.
- ☐ If you are the administrator for an ongoing MS Teams site, ensure that the ownership is transferred to the new person responsible or that any records stored on the Teams site is deleted and/or transferred to the appropriate departmental storage space.
- ☐ Ensure that official records are completely deleted as needed off of mobile devices and external storage devices.
- ☐ Are records organized in a functional and logical manner? Can a new employee easily gain access and understand records that they need in order to take over the position?
- ☐ Contact Corporate Records and Archives to assess any records that may be permanent and ready to transfer to the Digital Archives Vault.

Email

- ☐ Ensure that significant attachments that must be retained are saved to the appropriate department location.
- ☐ Forward any emails detailing unfinished or ongoing business to the appropriate staff.
- ☐ If the employee's email contains a large amount of significant legal, fiscal, or operational records, ensure that they are organized and saved to the department's records repository or forwarded to an appropriate staff member (e.g. department administrator, successor, unit head).
- ☐ Contact Corporate Records and Archives to assess Outlook accounts or saved correspondence to ensure that retention requirements are followed.

Social Media and Passwords

- ☐ If any of records, folders, or department accounts are password protected, ensure that those access passwords are provided to the appropriate administrator or unit head.
- ☐ Do you run any social media accounts for your department? Ensure that responsibility and passwords for such accounts are transferred to the appropriate staff person.
- ☐ Do you have any URLs registered under your name? Ensure that this information is transferred to the appropriate staff person.

Physical Records

- ☐ File all official physical records that are still active or must be retained within your work unit as appropriate. Ensure that all files and boxes are labelled correctly.
- ☐ Ensure that your department's administrator is aware of the records under your control and any that may have been sent to a secondary storage location.
- ☐ Ensure that any physical records that were used during work-from-home periods have been returned to your department's custody.
- ☐ Dispose of confidential or sensitive records in your work unit's locked shredding bins.
- ☐ Does your department have an inventory checklist to complete with the departing employee? Do they have any access cards, keys, mobile devices, tools, or other university property to return to the department?
- ☐ Contact Corporate Records and Archives to assess any records that may be permanent and ready to transfer to Corporate Archives' holdings.

Knowledge Transfer

Consider what intangible knowledge and experience your departing employee may need or want to transfer to their successor or the department in general.

- ☐ Is it appropriate to complete an exit interview with the employee, for their benefit as well as to the benefit of the department?
- ☐ Does the departing employee have a long history with the university? Corporate Records and Archives conducts oral history interviews with staff and faculty as part of the Carleton Community Oral History Project. Contact us for more information!