

GUIDE FOR DEPARTING EMPLOYEES

What Do I Need To Do Before I Leave?

1. Make sure that all your paper records are filed and accessible in a shared location for remaining staff/your successor. This includes all records that are at your home.
2. Make sure all your electronic records are filed in a shared area on the network or you have transferred work to a colleague(s). This includes work that is stored at home or on a personal computer.
3. Delete any work that does not need to be kept – this should only be in accordance with your agency records retention and disposition schedule and the General Administrative Records Retention and Disposition Schedule. All disposal procedures as prescribed in the RIMS Manual should be followed.
4. Make sure that all personal emails have been deleted from the system.
5. Make sure that all emails are properly archived in the appropriate folders.
6. Make sure that all emails that are not required are deleted.
7. If you are a department Records Officer, inform your Division Director that they will need to designate a new Records Officer in your absence.
8. Set an out-of-office message on Outlook to inform people that you will not longer be working for the State of Alaska and include an alternative contact for people to email.