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Effective Date: December 1, 2021

Transitioning Employee Records and Information Policy

Purpose: To ensure that all employees and managers understand requirements regarding information responsibilities during the transition of a city employee.

Policy: Managers must securely and properly manage the business information of any direct report who transfers, retires, resigns, terminates or otherwise separates from the City (collectively “Transitioning Employees”).

Process & Procedure: Managers must ensure that hard copy and electronic documents are not disposed of and computers and other electronic devices are not wiped or re-issued to another Employee until steps are taken to (1) retain all Records required by the applicable Records Retention Schedule, (2) retain other information required by the City, and (3) preserve information subject to any Preservation Notices.

In particular, managers should:

- Promptly report any Transitioning Employee to the appropriate Human Resources, IT and Agency Records Management Officer for their agency or business unit;
 - Ensure compliance with any procedures developed by HR and IT’;
- Supervise the Transitioning Employee during the transition period to ensure no improper taking or loss of City Records;
 - Transfer Transitioning Employee’s knowledge and files to other staff;
 - Ensure that any access codes, passwords, or permissions granted to Transitioning Employee are duplicated or transferred to other staff;
- Take steps to identify and appropriately retain the Transitioning Employee’s City records; and
- Take steps to identify and appropriately preserve any information of the Transitioning Employee that is subject to a Preservation Notice.

To the extent possible, Transitioning Employees should assist their Managers in completing the steps above. Following those steps will help to ensure that all necessary information is identified, retained and secured, including City records and information subject to a Preservation Notice.