|  |  |
| --- | --- |
| SOP Title Reference: **Managing Leavers Records Procedure** | logomedium |
| Author: GLAS |
| **GLAS Policies and Procedures**  Managing Leavers Records Procedure | |
| St George's, University of London, Cranmer Terrace, London SW17 0RE | |

**Contents**

[1. Introduction 3](#_Toc516646767)

[2. Purpose 3](#_Toc516646768)

[3. Scope 3](#_Toc516646769)

[4. Procedure 3](#_Toc516646770)

[5. Compliance and Assistance 4](#_Toc516646771)

[6. Policy Review Procedure 4](#_Toc516646772)

[Document Information 4](#_Toc516646773)

[Document History 4](#_Toc516646774)

# Introduction

This procedure provides guidance on how to manage records held by members of staff who are due to depart St George’s, University of London (SGUL).

# Purpose

The purpose of this procedure is to ensure that:

1. Records and information are secured and retained,
2. Teams can retain access to vital information that is still needed,
3. Information required to answer access to information requests remains accessible,
4. Records of historic interest are transferred to the Archives.

# Scope

This policy must be followed by all SGUL employees and contractors who create and handle records.

A leaver is:

1. A staff member moving to a different role in SGUL, or
2. Staff leaving SGUL via natural attrition, redundancy, or retirement.

# Procedure

1. Hardcopy
   1. Ensure paper files / records are handed over to a manager or another team member.
   2. Dispose of any duplicates.
   3. Dispose of drafts if they are no longer required.
2. Electronic
   1. Information stored in a personal repository i.e. desktop, home drive, or OneDrive still required by your team should be moved to the appropriate system and then deleted i.e. Agresso, the network file share, or forwarded to your manager.
   2. Managers should ensure that only current members of their teams have access to shared drives and records stored on O365 applications such as OneDrive and Teams. When a member of the team leaves their access should be removed from network drives and O365 applications.
3. Removable devices
   1. SGUL records and information stored on removable devices i.e., memory sticks should be deleted transferred to the appropriate network drive, Teams site, or OneDrive and then deleted.
4. E-mail
   1. Transfer e-mails still required to either a team member, your manager, or if available a shared mailbox.
      1. Delete your copies of these e-mails. This is particularly important if the e-mails contain personal information.
   2. Save any attachments still required by your team to the appropriate network file share or O365 tool.

It is especially important that records containing personal data are transferred to an appropriate repository when you either leave SGUL or transfer to another team. We process personal data in compliance with UK data protection legislation, and personal data should only be used as set out in our [privacy notices](https://www.sgul.ac.uk/about/our-professional-services/information-services/information-governance/data-protection/privacy-notice).

# Compliance and Assistance

The leavers line manager must ensure that staff have complied with this procedure – this can be done during the leaving interview (if there is one) or checked in the days leading up to the last working day.

If you would like technical assistance with transferring your electronic records, contact IT Services – [ITAV@sgul.ac.uk](mailto:ITAV@sgul.ac.uk).

For advice regarding the retention of records, electronic or hardcopy, contact the Records Manager – [khylan@sgul.ac.uk](mailto:khylan@sgul.ac.uk).

If you wish to deposit a record in the Archives, contact the Archivist - [jahvensa@sgul.ac.uk](mailto:jahvensa@sgul.ac.uk).

Data Protection advice can be sought from the Data Protection Officer - [dataprotection@sgul.ac.uk](mailto:dataprotection@sgul.ac.uk).

Researchers can obtain support from the Research Data Support Manager - [researchdata@sgul.ac.uk](mailto:researchdata@sgul.ac.uk).

# Supporting Documentation

[Privacy Notices](https://www.sgul.ac.uk/about/our-professional-services/information-services/information-governance/data-protection/privacy-notice)

[The SGUL Retention Schedules](https://www.sgul.ac.uk/about/governance/compliance/University-Retention-Schedules)

[Retention & Disposal Policy](https://www.sgul.ac.uk/about/governance/policies/retention-and-disposal)

[Records Management Policy](https://www.sgul.ac.uk/about/governance/policies/records-management)

[IT Accounts Closure](https://www.sgul.ac.uk/about/governance/policies/it-account-closures)

[Institutional IT Accounts : Closure of Staff Accounts](https://www.sgul.ac.uk/about/our-professional-services/information-services/it-services/documents/SOP-StaffAccountClosures.pdf)

[Institutional IT Accounts : Guidance on Closure of Staff Accounts](https://www.sgul.ac.uk/about/our-professional-services/information-services/it-services/documents/SOP-StaffAccountClosures-guidance.pdf)

[Archives and Special Collections Policy](https://www.sgul.ac.uk/about/governance/policies/archives-and-special-collections)

[Archives and Special Collections Development Policy](https://www.sgul.ac.uk/about/governance/policies/archives-and-special-collections-development)

[Research Data Management](https://www.sgul.ac.uk/about/governance/policies/research-data-management)

# Policy Review Procedure

This policy will be reviewed annually by the Records Manager.

|  |  |  |  |
| --- | --- | --- | --- |
| Document Information | | | |
| Document Name | | | Managing Leavers Records Procedure |
| Author | | | Kirsten Hylan, Records Manager |
| Issue Date | | | TBD |
| Approved By | | |  |
| Last review | | |  |
| Next review | | | TBD |
| Document History | | | |
| Version | Date | Summary of change | |
|  |  |  | |
|  |  |  | |
|  |  |  | |
|  |  |  | |

|  |
| --- |
|  |