SOP Title Reference: **Managing Leavers Records Procedure**	
Author: GLAS	

GLAS Policies and Procedures

Managing Leavers Records Procedure

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1. Introduction

This procedure provides guidance on how to manage records held by members of staff who are due to depart SGUL.

2. 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. If the information is required in order to answer Data Protection subject access requests or Freedom of Information requests remains accessible,
4. Records of historic interest are transferred to the Archives.

3. 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.

4. Procedure

1. Hardcopy
    a. Ensure paper files / records are handed over to a manager or another team member
    b. Dispose of any duplicates
    c. Dispose of drafts if they are no longer required
2. Electronic
    a. 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 i.e. Agresso, the network file share, or forwarded to your manager
3. Removable devices
    a. SGUL records and information stored on removable devices i.e. memory sticks should be deleted
4. E-mail
    a. Transfer e-mails still required to either a team member, your manager, or if available a shared mailbox
    b. Save any attachments still required by your team to the appropriate network file share
5. Home working

      a. If any SGUL records are held on your personal non SGUL computer these must be deleted

5. 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

If you require advice regarding the retention of records, electronic or hardcopy, contact the Records Manager – khylan@sgul.ac.uk

6. Policy Review Procedure

This policy will be reviewed annually by the Records Manager.

Document Information			
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Related policies and procedures	1. The SGUL Retention Schedules 2. Retention & Disposal Policy 3. Records Management Policy 4. Information Security Policy 5. IT Accounts Closure Policy 6. Institutional IT Accounts : Closure of Staff Accounts 7. Institutional IT Accounts : Guidance on Closure of Staff Accounts		
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