

Guidelines 2

Staff leavers - working practices and procedures

1. What's the problem?

2.3 Formalize, document and review any continuing access for leavers

2.4 What if no proper handover has taken place?

2.5 Records management

2.5.1 Paper records

not

records for the records management service (_____

Selecting

selection criteria _____ *Archival*

2.5.2 Electronic records

Leavers Electronic Data Checklist

To be completed by the leaving member of staff and their line manager. Please return the completed form to your Head of Department and a copy to IT Services.

Leaver's Name	Department

Data Handover: