

TERMINATION-SEPARATION CHECKLIST

Faculty, Staff, and Graduate Assistants Idaho State University

The following checklist is provided to help departments address the disposition of the records in the possession of, or those created by, a departing employee.

It is divided into two sections – one for the Employee, one for the Records Coordinator. This form intended as an aid, and is not a requirement.

Robin Wilson, ISU Records Manager x 3251

NAME: _____ DEPARTMENT: _____

EMPLOYEE ACTIONS

(complete by last working day)

RECORDS

Done	N/A	All formats of records should be transferred to active personnel	Transferred To (Name)
PAPER RECORDS			
1.	<input type="checkbox"/> <input type="checkbox"/>	Records (documents, files, correspondence, etc.)	
2.	<input type="checkbox"/> <input type="checkbox"/>	Research/data notebooks (furnish a copy, you retain original)	
3.	<input type="checkbox"/> <input type="checkbox"/>	Patient/client files	
ELECTRONIC RECORDS			
4.	<input type="checkbox"/> <input type="checkbox"/>	Retrieve and/or delete any personal files/information on your office computer, office/department/lab server, central file space (CWIS), etc.	
5.	<input type="checkbox"/> <input type="checkbox"/>	Retrieve any personal email files, or files on the University email servers and systems, that you wish to retain.	
	<input type="checkbox"/> <input type="checkbox"/>	NOTE: a. You must have the permission of the appropriate unit administrator to copy any University files or records. b. Files are purged when your email account is closed. c. ISU retirees are eligible to continue their email accounts indefinitely	
6.	<input type="checkbox"/> <input type="checkbox"/>	Review position-related email with delegated person.	
7.	<input type="checkbox"/> <input type="checkbox"/>	If you have an alternate email address, set options for your email to be forwarded. (Contact 282-HELP for assistance)	
8.	<input type="checkbox"/> <input type="checkbox"/>	Relay (transfer, copy, etc.) to the appropriate unit and/or University administrator(s) any department or University data files, electronic documents and records, etc., that are stored on your office computer or in your personal server file spaces.	

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9.	<input type="checkbox"/> <input type="checkbox"/>	If you possess sole access rights to an administrative database, software application, information system, etc., that is necessary for program or unit administration or operations, transfer the passwords to the appropriate unit administrator, or arrange for a unit administrator to be given the access needed to assure continued operations.	
10.	<input type="checkbox"/> <input type="checkbox"/>	Remove any University owned/licensed software loaded/installed on a home computer.	
<i>For assistance, contact the technology staff in your college and/or unit or call Computer Services Help desk at 282-HELP.</i>			

RECORDS COORDINATOR ACTIONS

RECORDS/ DATA SYSTEMS

Done	N/A		Transferred To (Name)
1.	<input type="checkbox"/> <input type="checkbox"/>	<p>Ask the employee to transfer any University records (e.g., paper, electronic, email) held in his/her work area or home office/computer to his/her supervisor. In particular, prevent the employee from retaining, copying, or removing in any way confidential or sensitive records.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Protected health information, as defined under HIPAA; this includes, but is not limited to, any and all client/patient medical or health care records. For assistance with HIPAA questions, contact the HIPAA Privacy Office at 282-2683. <input type="checkbox"/> Human Subject Project files <input type="checkbox"/> Student Advising Files, graded materials, petition files, etc. <input type="checkbox"/> Personnel Evaluation or Tenure Review files (of personnel other than departing employee) 	
2.	<input type="checkbox"/> <input type="checkbox"/>	Review these records for possible transfer to other staff members or University Archives (e.g., paper records or email communications related to federal grants).	
3.	<input type="checkbox"/> <input type="checkbox"/>	Obtain passwords to any administrative database, software application, information system, etc., for which the employee possesses the sole access rights, and that is necessary for program or unit administration or operations.	
4.	<input type="checkbox"/> <input type="checkbox"/>	Notify Computing and Communications about the employee's departure, so that data systems access, Faculty/Staff Tools, and email accounts will be terminated. <i>Note: Official retirees are eligible to continue their email accounts; students can continue their accounts for two years past graduation.</i>	

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5.	<input type="checkbox"/> <input type="checkbox"/>	Delete the employee's access to department data systems, email servers, voice mail systems, email lists, etc.; remove any passwords or file protections (file access passwords) unique to the departing employee. Immediately delete the employee's access to any protected health information, as defined under HIPAA. This includes, but is not limited to, access to the electronic medical record system and to any email and server systems on which protected health information is communicated or maintained. For assistance with HIPAA questions, please contact the HIPAA Privacy Office at 282-2683.	
6.	<input type="checkbox"/> <input type="checkbox"/>	Change codes on door entry systems; deactivate building/area access; notify Public Safety to deactivate security/proximity card, where appropriate.	
7.	<input type="checkbox"/> <input type="checkbox"/>	Provide for continuing security of confidential records (e.g., human subject research records).	
8.	<input type="checkbox"/> <input type="checkbox"/>	Change safe combinations.	
9.	<input type="checkbox"/> <input type="checkbox"/>	Change building directories, phone number listings, and email these changes to Campus Directory.	
10.	<input type="checkbox"/> <input type="checkbox"/>	Change names on subscriptions, institutional memberships, etc.	
11.	<input type="checkbox"/> <input type="checkbox"/>	In case of involuntary termination , access to the above items should be discontinued as of the time notice of termination is given. Particular attention should be given to data systems, student records, SIDS access, personal health information/medical records, offices, phone systems, and restricted areas.	

RESEARCH

Done	N/A		Transferred To (Name)
12.	<input type="checkbox"/> <input type="checkbox"/>	Determine continuation arrangements for existing research projects/grants.	
13.	<input type="checkbox"/> <input type="checkbox"/>	Arrange transition of laboratory notebooks for ongoing ISU research.	
14.	<input type="checkbox"/> <input type="checkbox"/>	Determine presence of film, negatives or other original data from research settings that may be property of the University.	
15.	<input type="checkbox"/> <input type="checkbox"/>	I identify any transition issues related to human subjects.	
<i>For assistance, contact the Office of Research (282-2714).</i>			

Employee Signature: _____ Date: _____

Unit Administrator Signature: _____ Date: _____

Distribution:

- Retain original in department file
- If the employee had responsibility for any laboratory or hazardous chemicals, gas cylinders, biological materials (e.g., animal tissue, diagnostic specimens, microorganisms, cultures, biohazards (e.g., infectious substances and CDC Select Agents), radiological materials, controlled substances, and/or hazardous wastes, send copy to Technical Safety.