



DARTMOUTH COLLEGE
ARCHIVES & RECORDS MANAGEMENT

RM for Departing Employees

Best practices to ensure business continuity and continued access to College records.

01. Consult A&RM

Connect with Archives and Records Management to confirm which files and documents need to be retained by your office after your departure and which can be deleted before.



02. Delete Personal Info

Delete or transfer all personal information from your hard drive, shared drive, and personal drive.



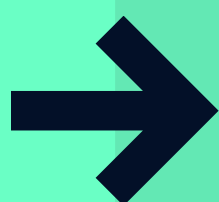
03. Review and Transfer

College records, including email, should be transferred to another employee or stored in a centralized location, such as a network drive or shared drive.



04. Confirm

Make sure that your supervisor and other relevant staff know where on the drive the documents used for your job are kept and that there is no encryption on the files that would prevent accessing the files.



REFERENCE ITC'S DEPARTING EMPLOYEE – START HERE ARTICLE AVAILABLE ON THE ITC SERVICES PORTAL.