RECORDS MANAGEMENT FORM FOR EXITING EMPLOYEES

EMPLOYEE NAME _____

EMPLOYEE'S POSITION _____

Who will be taking over your current records? _____

If multiple people, list the names and which part they are taking. _____

List the Projects/Contracts/Grants you have worked on and give close out dates for each.

_____

Do you have any records that are under litigation or are Superfund Cost Recovery?

YES_____ NO_____ List of the records. _____

Is the person taking over your records familiar with the specifics of your records that could impact their retention, (ie: litigation or Superfund status, etc)? YES_____ NO_____

Are you sending any records to storage? YES_____NO_____

If yes give an idea of what you will be sending. _____

Do you currently have any records located elsewhere?

Warehouse YES_____ NO_____ Lab YES _____ NO_____ Other Office YES _____ NO _____

Have you saved records into Lotus Notes ECMS? YES_____ NO_____

Have you saved records into Outlook ECMS? YES_____ NO_____

Do you have records saved on Share Drives? YES_____ NO_____ If so, what kind of records and where are they located? _____

Do you have records saved to your hard drive? YES_____ NO_____

Comments: _____

RECORDS MANAGEMENT LISTING OF BOXES IN STORAGE

TO BE PREPARED BY THE RECORDS CONTRACTOR

LIST OF BOXES IN OPEN STORAGE AREA (OFFICIAL RECORDS)

LIST OF BOXES IN CAGE STORAGE AREAS (NON-RECORD MATERIALS)

COMMENTS: _____