This checklist provides guidance on the process that should be followed when leaving the University.

Please note, as members of staff leave the University for a variety of reasons, certain items may not apply. You, along with your line manager, are responsible for ensuring that all relevant actions identified on this form are carried out.

If you are a line manager, you can find further guidance here.

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Agreed Leave/ Retirement Date</th>
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</thead>
<tbody>
<tr>
<td>School/RI/Service</td>
<td>Staff Number</td>
</tr>
</tbody>
</table>

**Employee Responsibility**

**Resignation (if applicable)**
- Give notice of resignation to your line manager and confirm in writing
- Agree date of leaving/retirement date with your line manager
- Discuss annual leave and ensure you take outstanding leave before your last day

**Handover**
- Liaise with your line manage to arrange handover of work with another employee if applicable.

**Exit Questionnaire**
- Complete exit questionnaire.

**Purchasing cards**
- Hand back purchasing card to line manager

**Email Accounts**
- Agree an appropriate ‘Out of Office’ message, with your line manager, if required.
- Confirm access to any shared mailboxes, so this can be reassigned.
  N.B. All personal email accounts are removed 30 days after an employee leaves.

**Car Parking Permit (n/a if internal move)**
- Return parking permit and swipe card to the Security Gatehouse on the last day of work

**School/RI/US Dept. keys**
- Return to line manager

**Staff Card (card deactivation automatically)**
- Ensure this has been destroyed and placed in confidential waste.

**IT and Access Equipment**
- Ensure that all keys/fobs, IT equipment e.g. tablets, phones, laptops (ensure personal data is deleted from all portable devices before returning) or other University property is returned to your School/RI/US Service.

**Union Membership**
- If you are a member of a Union it would help them if you could inform them of your leaving date.

**Employee and Line Manager**
- Review and close files (digital and paper)
- Destroy all duplicate and time expired information
- Retain substantive information created about your post or work undertaken
- Liaise with Line Manager and the University’s Records and Information Management Service (RIMS) to ensure that all essential information is retained and Intellectual Property Rights (IPR) are identified
• Destroy any published or reference materials received from external organisations which are not required for ‘record’ purposes

In addition, liaise with Line Manager to ensure that any research data of long term value which has been generated using University resources has been:

i. stored securely before leaving the University and that arrangements have been made for the data to be retained for a period of at least ten years from the completion of the research project (or for longer if specified by the research funder or sponsor) and

ii. if necessary, destroyed in a confidential and timely manner, in accordance with an appropriate data retention schedule. The retained research data should also be accompanied by sufficient metadata (information about the data) to enable it to be put into context. Data of long-term value includes, for example, data that underpin a publication or thesis, or that will form the basis of a future funding application. A description of the data and its storage location should be communicated to the Research Data Management Service who should also be contacted for any further advice and guidance.

Please refer to departmental retention policies in relation to other data and files.

All actions should be completed by the employee’s departure date.

Employee Signature