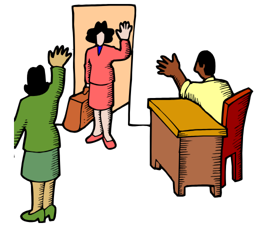
You're about to embark on a new adventure…What should be done with your records before you exit your current position?

Guide for Managing Email and Electronic Records *for* Exiting Employees and their Supervisors



Remember that County records, regardless of format, cannot be destroyed without having met State approved retention period, nor can they be taken with you, even if moving to a new position within the County. It is essential to leave behind well-organized files and complete documentation of their location and file structure when leaving; it is simply the right thing to do.

Review the documents you have saved on your network drive, any shared drives, and email messages in you Outlook account (Mailbox and archive):

Step 1: Dispose of Transitory Records and Personal Material

<u>Transitory records that are no longer needed</u>

Transitory records are records that are required for only a short period of time to facilitate the completion of a routine action or the preparation of a subsequent record. Transitory records are <u>not required</u> to meet legal obligations or to document your decisions or actions.

What is a Transitory Record? Follow the steps in the diagram

Step 1:
Do any of the following apply?

The document was created or received in connection with County business.
The document provides evidence of a County business transaction.
The Document provides information about actions or decisions related to County projects or activities.

YES →

Step 2:
Do any of the following apply?

The message contains information that only has immediate or short-term value that won't be needed in the future.
The message is a duplicate, or a cc, that was circulated to you strictly for convenience or reference purposes.
It is a draft version of a document that will have no further value once an updated or final version of the document is produced. *****

NO →

Official County Records
•Supports County business transactions
•Directly contributes to the understanding of County functions, policies, decisions, procedures or actions
•Pertains to activities that involve the legal or financial rights of the County or citizens affected by its actions.

→

File and retain the record according to the appropriate retention schedule
Contact the Records Management Program for assistance at:
records.management@kingcounty.gov or 206-477-6889

↓ NO (Step 1) ↓ YES (Step 2)

TRANSITORY RECORD
You may dispose of the document when it is no longer needed

* **Not all drafts are automatically transitory**. Offices responsible for drafting legislation, legal documents, policy, budgets, standards, guidelines, or procedures might need to track the evolution of the final document. These offices may need to keep various drafts, research and working materials in order to have a record of changes that were made and why.

Examples of Transitory Records Include:

- **Miscellaneous notices or memoranda**, such as broadcast e-mail notices of holidays or special events, minor information items concerning routine administrative matters or other issues not directly pertaining to the functions of your office
- **Informational copies** of widely distributed materials that you/your office is not the creator or sponsor of such as meeting minutes, agendas, or newsletters
- **Preliminary drafts** of letters, memoranda, or reports and other informal notes which do not document substantive changes in the preparation of a final document
- **Duplicate copies** of documents that are retained only for convenience or future distribution
- **Personal messages** such as "want to meet for lunch?" or phones messages such as "please return Robert's phone call"
- **Publications** such as informational newsletters, catalogues, and pamphlets received from outside sources
- **Unsolicited advertising materials** company brochures, price lists, menus, etc.

Personal Materials
Review documents saved in your network drive and email messages in your Outlook account (mailbox and archive) and remove anything of a purely personal nature. Personal materials are those documents that relate solely to your private affairs and are not used to conduct County business.

Examples include:

- Family and personal correspondence
- Personal banking and finance information
- Materials from your activities as a member of a professional association
- Copies of your personnel records such as benefit information, performance evaluations, payroll/salary information, etc.

Step 2: Identify, Organize and Transfer Active Records

Active records are those needed to document current projects and financial information. Identify your projects or responsibilities that are works-in-progress and the records in your custody needed to document them, then discuss plans with your supervisor.

1. Discuss the status of active projects and the supporting records and determine if the records should be reassigned to another employee or held for transfer to your successor.
2. Make sure your electronic records and email messages are clearly named and filed in the appropriate project folder within your agency's file plan:
   - If you have access to electronic filing within the King County Electronic Records Management System (KC ERMS), be sure to file all your electronic records into the appropriate Matters and Folders within the system.
   - If you do not have access to KC ERMS, save your records on your office's shared network drive in the appropriate folders.
   - DO NOT use portable media (CD, DVD, USB drive, etc...) to temporarily store or transfer the information as they these unstable mediums can easily be lost or damaged leading to the permanent loss of the record[s].
3. Finally, be sure to document what files were transferred and their location and give the information to your supervisor.

Step 3: Identify, Organize and Transfer Inactive Records

Inactive records are those that are no longer needed to carry out the activities they were created for but cannot be immediately disposed of because they have not yet met their retention requirements. Work with your supervisor to make plans for these inactive records by:

1. Determine who will take responsibility for your inactive records for the remainder of their retention period. (Your office will need to be able to locate these records in the event they are needed for an audit, public disclosure request, or litigation action.)
2. Identify and transfer you inactive records in the same manner as your active records.
3. Ensure your electronic records and email messages are clearly named and filed in the appropriate project folder within your Windows file structure or in KC ERMS.
4. Finally, be sure to document what files were transferred and their location and give the information to your supervisor.

Step 4: Identify Records Past their Retention Period

Review the remaining information in your network drive/Outlook account and delete any records that are past retention. Document these records on an "Agency Records Destruction Form."

To determine the retention period of your records:

- Contact your agency's records manager, or
- County General Records Retention Schedule: http://kcweb.metrokc.gov/archives/records_retention_schedules.aspx
- Contact the County Records Management Program, Records.Management@kingcounty.gov or 206-477-6889