



Exit Consultation



File: 425-20/

Freedom of Information and Protection of Privacy Act

The Act established a right of access to records that are in the custody or under the control of a public body. Physical possession of a record by a public body normally constitutes custody, including situations where the business records of a third party are stored on the premises of a public body.

Document Disposal Act: A document must not be destroyed except on the written recommendation of the Public Documents Committee or officially appointed person(s).

Instructions:

- This form **must** be completed when an employee is retiring, permanently transferring within the ministry or to another ministry, long term leave, or having their employment terminated.
- **Supervisor:** In consultation with the employee, sign and verify completion of this report.
- **Manager:** In consultation with the supervisor, records person and system person (if applicable), sign and verify completion of this report.
- **Employee:** Discuss and complete each section with your Records and Systems person and sign the completed form.
- Original completed form is to be retained at the originating office.
- Please **type or print clearly**.
- **Records Person:** Complete each section with employee. Ensure classification and filing of business records. Destroy all hardcopy and electronic transitional records. In conjunction with your system person, ensure all electronic copies are removed from LAN, hard drive, and personal folders.

A. Personal Information

Office Location: _____ Ministry _____ Division/Branch: _____ Region/District: _____

Employee Name: _____ Position Title: _____ Date of Separation: _____

B. Length of Separation – check one box only

Temporary Permanent

Return Date: _____

C. Uninventoried Hardcopy Record Checklist – Hard copy records only. Transitional copies may be destroyed immediately. For assistance contact your Ministry Records Officer.

Records: In discussion and consultation with the employee.

Are records classified and filed? Yes No
If no, who will be responsible for the records?

If no, how many linear feet of records need to be classified?

Have transitory records been deleted? Yes No

If no, instructions have been provided to records staff.

Name of contact for transitory or outstanding records, if applicable.

D. CHIPS data verified and up to date? – Change TRIM Idir location or Make Inactive. Check one box only

Yes No

E. Computer Systems File Checklist – Records person: Contact your systems support person for assistance.

Systems: In discussion and consultation with the employee.

<input type="checkbox"/> Email	<input type="checkbox"/> Record copy classified and printed	<input type="checkbox"/> Are there other known copies?	<input type="checkbox"/> Yes	Is the electronic version deleted off the system?	<input type="checkbox"/> Yes
<input type="checkbox"/> Worddocs/Excel, etc	<input type="checkbox"/> Transitory copy deleted		<input type="checkbox"/> No		<input type="checkbox"/> No
<input type="checkbox"/> Personal folders & Other		If so, where?		Is the responsibility of the data to be transferred? To Whom?	<input type="checkbox"/> Yes
					<input type="checkbox"/> No

F. Contacts

<input type="checkbox"/> Personal contacts have been notified?	<input type="checkbox"/> Data transfer instructions have been provided to the systems contact?
<input type="checkbox"/> Personal contacts have been forwarded to supervisor?	

G. Signatures

**Standards of Conduct for Public Service Employees
Policy Directive 5.4**

Confidential information that employees receive through their employment must not be divulged to anyone other than persons who are authorized to receive the information. Employees who are in doubt as to whether certain information is confidential must ask the appropriate authority before disclosing it. Caution and discretion in handling confidential information extends to disclosure made inside and outside of government and continues to apply after the employment relationship ceases. Confidential information that employees receive through their employment must not be used by an employee for the purpose of furthering any private interest, or as a means of making personal gains.

Employee Signature	Print Name	Work Phone Number	Date Signed
Supervisor Signature	Print Name	Work Phone Number	Date Signed
Manager Signature	Print Name	Work Phone Number	Date Signed
Systems Signature	Print Name	Work Phone Number	Date Signed
Record Person Signature	Print Name	Work Phone Number	Date Signed

Personal Property vs. Government Records

Government records may not be removed from this office. Information created or collected by an employee in the course of conducting government business and as a product of government employment are records of the office and must not be removed or reproduced in any format for removal. Some examples include research material, field notes, studies, and other correspondence or documentation.

Only personal items such as family photographs, personal collection of reference books and pictures (acquired through use of personal funds), awards, cards, employees' copy of forms, etc. may be removed from this office.