Follow appropriate HR policies and procedures for personnel replacement, responsibility transitions, benefit and insurance changes, etc. The following checklist is to be used to safeguard access to confidential information when employment ends.

Termination Checklist			
Document of Record for a policy change request			
Employee		**Date of Termination**	
Title			
Termination	☐ Voluntary or ☐ Involuntary		

General	
☐ **Collect Employee's Keys (e.g. building, department, desk, filing cabinets, etc.)**	**Supervisor**
☐ **Collect Any Other Equipment/Items Issued to Employee: Computer, Tablet, Credit Card, etc.**	**Supervisor**
☐ **Transfer Employee's Google Apps Files and Contents**	**Security Officer**
Information Systems	
☐ **Terminate Employee's Google Apps Access (email, calendar, gDrive, etc).**	**Security Officer**
☐ **Terminate Employee's Github Access**	**Security Officer**
☐ **Terminate Employee's Server Account and Access (core infrastructure access)**	**Security Officer**
☐ **Remove Employee from Calendar Invites**	**Supervisor**

Authorization *(to be filled out by Privacy Officer and/or Security Officer)*		
Name Completed By		Date:
Title		Date: