

**RECORDS CHECKLIST
FOR EMPLOYEES LEAVING THE
MINISTRY OR OFFICE CLOSURES**

Date (YYYY MMM DD)

Employee Name	Employee Number	Serial Number of PC
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Mark each section with an "X" once the records in this program have been printed and / or deleted appropriately as per the *Interpretation Act* and the *Document Disposal Act*.

MS Word

- "C" drive
- "H" drive
- LAN

MS Excel

- "C" drive
- "H" drive
- LAN

MS PowerPoint

- "C" drive
- "H" drive
- LAN

MS Access

- "C" drive
- "H" drive
- LAN

Outlook

- Inbox
- Outbox

Outlook

- Sent Items
- All Folders

Comments: _____

Signature of person who completed this checklist	Print Name
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