

Prepare to Leave Quick Guide

This guide summarizes what happens to your online access once you leave the City of Boston/your role becomes inactive. When you no longer have an active role (as an employee or with a sponsored account) your access will end immediately after close of business on your last day. People can have more than one role at the same time. In that case, a status change that ends one of your roles will only affect access that is based on that role.

After your last day, you will lose access to:

- Google (Email, Drive and all the Google apps)
- City Network, including any shared drives, VPN, etc.
- Access Boston Portal
- All applications associated with Access Boston (ESS, HCM, FN, etc.)

If you are leaving the City, you should think about what to do with your records before you lose access to them, including emails and electronic files. Here is some basic guidance to get you started with retaining your records and data, plus specific recommendations for each file type.

General recommendations

- Update your email signature to display your last day as soon as it's finalized and two weeks before your departure set up an Out of Office Message which lets people know about your final date and who to contact instead of you.
- Talk to co-workers and supervisor about the records you control which they may need access to after you leave
- Consult the [Records Management Guidelines](#) in Beacon to determine whether they should be:
 - Sent to the Archives
 - Passed on to a colleague
 - Destroyed (*records shouldn't be destroyed unless there is a destruction approval*)
- Note that retention and disposition (destruction or archives transfer) rules apply to paper, email and electronic records and questions can be directed to the City Clerk/City Archives.
- In addition to checking your own personal storage spaces (desk drawers, file cabinets and server space), be sure to check shared spaces, too. This is important where you are the primary custodian of groups of records in shared spaces (public file cabinets, group server space).

Paper records

- Transfer to the most appropriate colleague. Please make sure that they are adequately labeled.
- Archive based on details in the [Records Management Guidelines](#)

Email and Electronic Records

- Pass to a colleague - in order to keep attachments connected to messages and confirm sharing settings, this action will likely require IT assistance (please contact the DoIT Service Desk with 5 business days notice)
 - To send email and electronic files to the Archives, consult with the staff there, some notes:
 - Any attachments must remain connected to the email
 - The format must be acceptable to the Archives
 - Your google drive may be transferred to the Archives. Check your drive for any personal files (i.e. files not pertaining to work you did on behalf of the city) prior to leaving the City.
 - An appropriate transfer mechanism must be determined. For example, copying to a DVD might violate electronic record security policies. Please reach out to the Archives staff for consultation on your best options.
 - IT may need to be involved and is always able to provide assistance.
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To contact Archives and Record Management please call 617-635-1195
or email archives@boston.gov

To contact the DoIT Service Desk please call 617-635-7378
or email doitservicedesk@boston.gov