

MFAH Procedure

Title: Transfer of Terminated Employees' Electronic Records to Archives
Policy Number:
Effective Date: 4/2015
Department of Origin: Archives, IT

Summary:

When the key employees identified in the Archives Transfer of Terminated Employees' Electronic Records policy leave the museum, the Archives Department will ingest their files into the digital repository for preservation.

Procedure Details:

When a key employee leaves the museum the following will happen:

1. The Archives Department will contact the employee's department to request the file path to where that employee's files are stored.
2. Archives will request the department head send an email to the Support Center approving the request.
3. Archives will forward those file paths to the Support Center requesting change permissions for archives and read only permissions for everyone else on the folders involved.
4. The Support Center will open a ticket for the Network Group to change the permissions on the files giving Archives change permission and everyone else read only permissions.
5. The Support Center will notify the Archives Department permissions have been changed.
6. The Archives will ingest records into digital repository.
7. Following final arrangement and description, the department of origin will be notified of availability of records in digital repository.