



Standard Operating Procedure

Procedure Title: Retaining Records of Separating Employees and Employees on Temporary Leave

Procedure #: RM.004

Revision #: 000

Unit Responsible: Information Security Department

Individual Responsible: Records Information Specialist

Effective Date: 09/19/2023

Initial Approval Date: 09/19/2022

Last Review/Update Date:

Next Review Date: 09/19/2024

***Does this procedure support a Board Policy? Yes**

If yes, identify: [6.100-Records Management](#)

Board policies can be found at: [LCC Board of Trustees Policy Page](#)

***Does this procedure support HLC criteria? Yes**

If yes, identify: [2A, 2B](#)

HLC Criteria can be found at: [HLC Accreditation Criteria](#)

***Does this procedure support a State or Federal Regulation? Yes**

If yes, identify:

- [Michigan History Center Act \(Act 470 of 2016\) - MCL 399.811\(3\)](#)
- Michigan Freedom of Information Act (FOIA) (Act 442 of 1976) - MCL [15.231](#) - [15.232](#)
- [Michigan Penal Code \(Act 328 of 1931\) - MCL 750.491](#)

***Note:** Standard Operating Procedures should be in furtherance of some LCC policy and/or accreditation criteria, even if the relationship is not direct. Assistance in determining this information can be obtained from the Academic Procedure Advisory Committee (APAC) and/or the Accreditation Liaison Officer.



Retaining Records of Separating Employees, BP 6.100

1. Purpose

To establish the procedures for properly retaining records in the possession of or under the control of employees that are separating from the College, employees that are moving to a different position within the College, and employees that will be on temporary leave.

2. Scope

This procedure is relevant to all employees leaving Lansing Community College (LCC), all employees moving to new positions within LCC, all employees that will be on temporary leave from LCC, and all supervisors of such employees.

3. Prerequisites

An employee or supervisor has initiated the process for one of the following:

- Termination of an employee – [Termination Form](#).
- Position change of an employee, either within the same department or to a different department.
- Leave request.

4. Responsibilities

Supervisors are responsible for ensuring that all public records (including e-mail and other electronic records) in the possession of or under the control of employees who are separating from employment with LCC, moving to new positions within LCC or taking temporary leave from LCC continue to be retained in accordance with the Records Management Policy.

Employees shall not take public records with them when their employment with the College is terminated. They are responsible for making available to their supervisor or designated co-worker all public records in their possession or under their control before leaving the College, before moving to a new position within the College or before the start of their temporary leave.

5. Procedure

A. Employees leaving LCC or moving to a position in a different department within the College:

Using the Supervisor Checklist on the Termination Form, supervisors will work with the employee before they leave (the college or the department) to make sure all records, documents and other materials that have been in their possession or under their control are available for those who will need them after the employee's departure.

This includes:

- Physical records and documents.
- Electronic records and documents.
- Email.
- Log-ins to systems and/or software.

If an employee leaves LCC without providing access to documents, materials or systems, Human Resources (HR) will work with Information Technology Services (ITS) to gain access to electronic materials (e.g. email, H:\ drive). The request for access will be sent to the Head of HR who will then forward it to the Director of Information Security who will grant access and work with the necessary departments in ITS to provide the requested access to electronic materials.

B. Employees changing positions within the same department:

Using the Supervisor Checklist on the Termination Form as a guide, supervisors will work with the employee before they change positions to make sure all records, documents and other materials that have been in their possession or under their control are available for those who will need them after the employee's position change.

This includes:

- Physical records and documents.
- Electronic records and documents.
- Email.
- Log-ins to systems and/or software.

C. Employees taking temporary leave:

Supervisors will work with the employee before their temporary leave begins (when possible) to make sure all records, documents and other materials that have been in their possession or under their control are available for those who will need them while the employee is temporarily on leave.

This includes:

- Physical records and documents.
- Electronic records and documents.
- Email.
- Log-ins to systems and/or software.

6. Reference

- Records Management Policy (LCC) – III. C. Separation from Employment
“Employees shall not take public records with them when their employment with the College is terminated, and they shall not destroy records that have not yet reached the end of their approved retention period (MCL 750.491, as amended).”

7. Definitions

- **Temporary Leave:** A leave of absence during which an employee voluntarily or involuntarily takes an extended period of time off from work with the expectation of returning.