

# Information Retention at Departure of Employment Policy

Effective Date: 10/01/2009  
Last Revised: 07/20/2015  
Last Reviewed: 04/07/2017

## Audience

All Moody Staff and Faculty (including part time staff, contractors and consultants)

## Policy

Upon departure of employment, workers may not retain, give away or remove from the Moody Bible Institute premises any Moody information other than personal copies of information disseminated to the public and personal copies of correspondence directly related to the terms and conditions of their employment. All other Moody information in the custody of the departing worker must be provided to the worker's immediate supervisor at the time of departure. Departing employees must inform management about all Moody property they possess (including but limited to: all types of computers, library equipment, building keys, ID cards, Fob's, p-cards, portable storage devices and electronic files and the destruction of all email attachments). All scheduled departures will be overseen daily by the immediate supervisor for information security management. ITS Dept. may monitor any and all daily activity on these individual(s) computer.

## Definitions

This policy makes it clear that internal Moody information must not be removed when a worker departs from Moody. The words "readable form" is implied here to make it clear that all information turned over to the worker's immediate supervisor must be accessible and not encrypted. Moody owns all information created by workers during the course of their employment, except where written agreements provide for alternative arrangements. Any data that may be stored elsewhere then at the physical location of Moody property is required to return immediately upon departure notifications.

## Procedures

All equipment and information data will be signed in and out on a daily bases to their immediate supervisor. The direct supervisor may request to have the departing employee's email forwarded to another email address for up to 30 days. After 30 days the departing employee's email account will be archived for e-discovery purposes. The direct supervisor may transfer the "My Documents" folder any time during the first 180 days. And after 180 days the "My Document" folder will be destroyed.

## Documents

n/a

## Contacts

If you have questions or concerns about the execution of this policy, you may contact the Information Technology Services Support Center at 312.329.4067 or [ITS@moody.edu](mailto:ITS@moody.edu) for assistance.

If you have questions about the policy, you may email [ITSpolicy@moody.edu](mailto:ITSpolicy@moody.edu) for assistance.

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