

Dear employee,

As a campus, we've come to rely on Google Apps (email, calendar, docs) for much of our day-to-day business. However, when you leave, you'll want to make sure that neither you nor the University Corporation loses access to important files.

Things you should know

- Your Google account will be **deactivated on the date of your separation**, **unless you are a student employee**.
- When a Google account is deactivated, all email, calendars, docs, forms, etc associated with that account are **deleted within 30 days**.
- Once files have been deleted, **IT cannot retrieve them**.
- "Sharing" files isn't enough - you must **"transfer ownership"** to an existing account.
- Even if you are an alumni association member you should still transfer ownership of work-related documents out of your account and over to a manager or team drive.

What you should do:

- Take action before your separation date.
- [Follow this checklist](#) to ensure personal files are transferred to your personal account and University Corporation files are transferred to your manager.

**Please note that it's important to change ownership of any work-related documents before your separation, even if you are an alumnus.**

Thank you,

Corporation Human Resources in conjunction with Campus IT