Employee Change Request Form – RIM Instructions

Attached are two documents that will assist in identifying records that need to be managed (Appendix "A"), along with another document for Departing/Transferring Employees (Appendix "B"). Please contact Health PEI RIM at healthpeiRIM@ihis.org if you have any questions or require further clarification.

STEP 1 – Top Portion (Check ONE only)
- Emergency Account Suspension - Required where access should be suspended immediately
- Change in Position – Within Government and/or Department
- Exiting Employee – Terminated, resigned, retired
- Name Change – Married name, incorrect spelling, etc.
- Temporary/Proxy Access – If an employee is on a temporary leave, but a supervisor requires access to their files

STEP 2 – Employee Information
  Fill out **all** information relating to the employee, along with the immediate supervisor's name.
  - This form is for all government employees, so Department will be Health PEI.

STEP 3 – Reason for Change (Check ONE only)

STEP 4 – Change Request
  This applies to employees who are changing positions within Health PEI/government

*STEP 5 – Government Records Management Please see Appendix A to determine whether the employee created "records"
- Is the Department under Tobacco Hold or another legal hold?
  - **YES**, Health PEI is under Tobacco Hold.

- The custody of user's paper files:
  - Describe where these files were moved to before the employee left (ie. Supervisor's office, storage room)
  - If the employee did not create paper records, mark as N/A

- If user worked from home:
  - This is regarding both electronic and paper records. List the drive and location of where records need to be moved.
  - If user did not work from home, mark as N/A.

*STEP 6 – Service Centre Tasks – User Files
Provide clear description of where you would like Service Centre to move the electronic records.
- Move government records to new drive:
  - List the network drive(s) where records are located, and where they need to be transferred.
  - If user did not create electronic records, mark as N/A.
  - If user only created records that are saved on a shared drive, mark as N/A.

- Move government records from all user's devices:
    - List the device and the location of where the records need to be moved.
    - If the user did not have a device, mark as N/A.

- All devices have been returned to Government:
    - If the user did not have a device, mark as N/A.

- Proxy access is required for all users' government email records:
    - If user did not create email records, mark as N/A.
    - If email records were not transferred before the employee left, insert supervisor's name and email address. This applies to those who have left the department and/or government.

NOTE - *If the individual is still with Health PEI and did not forward their email records before they left, advise the employee to create an Outlook folder for all records and advise ITSS to provide proxy access.*

STEP 7 – Business Systems and Services
Disable access to programs that the employee used. Check all that apply.
- ie. CIS, ISM

STEP 8 – Directory Access Change(s)
The first section is for new employees or existing employee with a change.
- The "Remove" section is used to remove access to shared network drives.

STEP 9 – Email Group Change(s)
This section is regarding an employee whose membership within an email group needs to be changed.

STEP 10 – Supervisor Checklist for Employee Transfer/Exit and Discussion with Employee
Supervisor's initials required in all areas.

STEP 11 – Equipment
Check all that apply.

STEP 12 – Comments
Use this section for anything that could not be captured properly by the form.

STEP 13 – Department Manager/Supervisor Approval
This is to be signed before the form can be submitted to ITSS.

*Once Step 5 and 6 have been completed, a Health PEI RIM Coordinator will sign the document. Please email the document to healthpeiRIM@ihis.org. The RIM Coordinator will return the form to the supervisor, who then emails the form to ITSS.

WHAT IS A RECORD?	WHAT IS A TRANSITORY RECORD?	WHAT IS A NON-RECORD?
A record, in any format, is information that is created, received or maintained by a public body in the course of its business activities. Records often have legal, evidential, financial or historical value. **Examples:** • Briefing notes, directives, policies, final reports and recommendations • Workplans, schedules, assignments and performance results • Materials that document a business decision, a business transaction or the position of the department • Materials of historical or research significance • Agendas and meeting minutes • Documents that result in the implementation of a policy, program or service, and would allow for the reconstruction of the evolution of policy and program decisions • Materials that would be required to support a financial, administrative, or legal audit • Operational case files relating to the organization's activities	Transitory records are records, in any format, that are of short-term value. Transitory records are only required for a limited time to complete a routine action, or prepare a subsequent document, and do not have to be kept for legal, evidential, historical, or financial purposes. **Examples:** • Working documents used in the preparation of a final document • Copies kept for reference purposes • Department-wide memos, announcements • Email meeting requests • Drafts (if they do not document decisions or approvals) • Duplicate minutes, agendas, correspondence held by committee members other than the chair • Simple phone messages • Advertisements/promotional materials (brochures, flyers, etc), and published materials (journals, magazines, etc.) used in the course of business • Blank forms and obsolete stationery	Non-records are information created or received that do not relate to government business or activities, and include personal emails and spam messages. Non-records should not be stored or maintained on government servers or in storage areas. **Examples:** • Junk mail/Spam • Personal documents • Research material from the web
Disposition: In consultation with a HPEI RIM Coordinator, records are sent for destruction or selective/full retention at the Archives, as per approved records systems.	Disposition: Recycle, shred or delete, as per the Transitory Records System and Guide.	Disposition: Immediately dispose of and/or remove from government storage spaces.

DEPARTING OR TRANSFERRING EMPLOYEES GUIDE

It is each employee's responsibility to properly manage their records prior to transfer or departure

Paper Files	Outlook	Electronic Files (shared drives/personal drives/C drives/google drive)
• Review and classify loose papers, working files, etc. and file them as appropriate. • If you work from home, ensure all records are returned to the office. • If the position is dissolved or is going to remain vacant, records must be moved to the central file room. The cubicle/office should be completely cleared of all records. • Consult a HPEI RIM Coordinator to purge non-records and transitory records.	• Review archived emails. • Print important and active records and place in appropriate folders** • If you are moving to another position within government, create a "previous position" folder and move your current folders in it. A new folder structure should be created for the new position. • Consult a HPEI RIM Coordinator prior to purging transitory and non-records.	• Print and file official file copies (ie. Documents that are not duplicates that document decision making, set policy or procedures, require a reply or action, or reflect department processes)** • Ensure all electronic records are moved to the shared drive. This includes records from personal drives and Google Drive. • Remove any encryptions, passwords or access restriction on records you are filing to ensure they are accessible to authorized staff. • Remove any non-work related or personal items from all drives. • Consult a HPEI RIM Coordinator prior to purging transitory and non-records.

Reminders
- Do not delete or destroy any record type without consulting a HPEI RIM Coordinator.
- All records, regardless of format, created or received in the course of government business are the property of the provincial government, not the individual employee.
- All business records under the control of an employee leaving government or transferring to another government organization must be retained and/or disposed of in accordance with approved records retention and disposition schedules.

** Please discuss with the RIM Team prior to printing (healthpeiRIM@ihis.org)