
Procedures for Handling Personnel Files When a Supervisor Leaves

When an employee who has supervised others leaves the agency and does not turn over their direct reports' files before leaving, their supervisor should follow these instructions to correctly identify and handle the personnel files pertaining to that employee's direct reports.

Handling Electronic Files

The supervisor receives the employee's electronic files via the eMAC process.

1. The supervisor searches for a "Personnel Files" folder containing the local personnel files for that employee's direct report(s).
2. If located, the supervisor transfers the folder to his or her H drive and determines if the direct report(s) the personnel files pertain to are still with the agency.
 - a. If a direct report is still with the agency, the supervisor ensures the new supervisor confidentially receives the files when hired.
 - b. If a direct report is no longer with the agency, the supervisor saves and retains the folder in accordance with the Records Retention Schedule.

Handling Physical Files

The supervisor receives the employee's physical personnel files for his or her direct report(s) and determines if the direct report(s) are still with the agency.

1. If a direct report is still with the agency, the supervisor ensures the new supervisor confidentially receives the files when hired.
2. If a direct report is no longer with the agency, the supervisor boxes up the files and sends them to RMG using the [How-to Organize and Send your Personnel Records](#) process.