



OFFICE CLEANOUT: MANAGER'S GUIDE

Overview: Full cleanout of a former employee's office requires appraisal and disposition actions at three levels of decision-making. After sorting items, determine the appropriate disposition action (reuse/repurpose, toss/delete, or retain) using the general guidelines below. Document your decisions, and the disposition of the items, retain your documentation for 5 years, then destroy. For assistance, contact Records and Information Management, x6289 or email records@kennesaw.edu.

LEVEL I. Easy Disposition Decisions and Actions

PERSONAL ITEMS



Examples: Coffee mugs, framed artwork, certificates, photos, books, personal calendars, notes and notebooks, snacks, shoes, clothes, knickknacks, gadgets, souvenirs, etc.

PREFERRED DISPOSITION ACTION: Box up all items, arrange for pick-up by a specific date, deliver or mail to employee's home address.

ALTERNATE DISPOSITION ACTION: Request permission to dispose as appropriate. Personal papers go in secure shred bins. Snacks go in trash.

COMMON OFFICE SUPPLIES



Examples: Copier/printer paper, hanging folders, file folders, staplers, calculators, desk organizers, pens, markers, pencil sharpeners, scissors, paper clips, 3-ring notebooks, binders, toner cartridges, etc.

PREFERRED DISPOSITION ACTION: Return good, unused supplies to office supplies cabinet. Recycle or throw away broken or unusable items (e.g., old business cards).

ALTERNATE DISPOSITION ACTION: Submit request to Surplus to pick up gently used but still serviceable equipment, tools, furniture, and office supplies.

LEVEL II. Moderately Difficult Disposition Decisions and Actions

WORK-RELATED PAPER DOCUMENTS



Common Examples: Convenience copies, duplicates, webpage printouts, subject matter files, vendor contacts, professional or trade magazines, superseded drafts of reports, catalogs, old blank forms, staff information, old project files, etc.

- **RECYCLE:** Uncontaminated (clean) publications, subject files, any other printouts of a public or non-sensitive nature, etc.
- **DISPOSE IN SHRED BIN:** Outdated copies of faculty or staff emergency contacts (or any other personally identifiable information), correspondence of a sensitive nature, etc.
- **REVIEW FOR BUSINESS NEED:** Works in progress, case matter files, project files, or any original work papers of continued value.

ELECTRONICS, DIGITAL DOCUMENTS



Examples: Desktop and laptop computer, printer, phone; files on network shared drives, Teams or Sharepoint sites.

- **REPLACE OR REPURPOSE:** For electronic devices, peripherals, portable hard drives, contact UITS for disposal.
- **REVIEW FOR BUSINESS NEED:** Review files in employee-owned folders; delete duplicates, review other files for business need, move to active folders.

LEVEL III. Complex and Challenging Disposition Decisions and Actions

WORK-RELATED DOCUMENTS OF ONGOING OR ENDURING VALUE – REGARDLESS OF FORMAT



Overview: Official records held by functional custodians (see examples below) and records documenting significant people, events, and developments in the life of the University. Contact RIM Office for guidance.

Common Examples: After item is closed, expired, or completed, retain:

- **5 YEARS:** Invoices, receipts, purchases (Office of Fiscal Services)
- **7 YEARS:** Faculty/staff evaluations (College, Office of Dean)
- **10 YEARS:** Athletic eligibility records (Athletics Department)

*Full list posted at https://www.usg.edu/records_management/schedules/

SPECIAL RECORDS OF ENDURING VALUE:

Historically valuable records are any kind of documentary evidence, image, recording, etc., that captures the history of significant people, events, programs, or departments. For appraisal, contact archives@kennesaw.edu.