

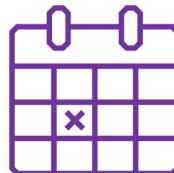
What to Know Before You Go

When starting new jobs there's a list,
Email, training, and keys can't be missed!

Did the previous role
Leave their records at all?
Your new job they'll surely assist.



When leaving there's a list as well,
Leave your records - we think they're swell!
If you used it for work,
In your home it can't lurk.
Bring them back when bidding farewell!



Things electronic or paper,
Your research on water vapor!
If it's about your job,
"It's a record," we sob,
We might need to use it later.



Don't shred them or stash them, we ask!
It's not such a difficult task.
Don't hide records away,
We prefer that they stay,
Preserving your deeds of the past.

So, what should you do when you leave?

It's easy enough to perceive.
Just follow retention
with careful attention.
Reach out to us so we don't grieve!



Questions about records?

Contact us at libsc@k-state.edu or check out k-state.edu/arm/records/