

Research Information Technology Services Updates

To streamline processes and enhance university security, Information Technology Services is implementing new policies for employees who leave the institution, which may affect research data retention.

Relocating work/research documents:

When leaving K-State, it's important to archive your work to ensure project continuity, preserve institutional knowledge and facilitate a smooth transition of all work-related data. Forward all critical materials — including documents and research data — from your inbox and transfer all files from OneDrive to the appropriate shared departmental or unit storage location.

If applicable, make copies of this data onto personal drives so you can continue any research projects in which you are still involved. Consult with your supervisor, department head and unit IT professionals to determine which data can be copied, the correct storage locations for these files, and the proper procedures for transferring them. If you need additional guidance on data governance of research data, please reach out to [the Office of the Vice President of Research](#).

Updating external service email addresses:

Your K-State email will be deactivated [when you leave K-State](#). If you have used your K-State email address to register for any external online services, accounts or subscriptions, you will need to update these services to an alternative personal email to ensure you maintain access. This includes but is not limited to, professional organizations, journal subscriptions, non-K-State listservs, online learning platforms, communication services, cloud storage services and any other websites or platforms where your K-State email is registered. Taking this step is essential to ensure you maintain access to these services after your departure.

Returning K-State property:

All K-State property must be returned to your department or a designated location before you leave. This includes, but is not limited to, computers, mobile devices, tools, lab equipment, and any other items belonging to the university related to your research. Please contact your supervisor or department administrator to arrange for the return of these items and to obtain confirmation of their receipt.

Returning keys and access controls:

Coordinate with your department to return all keys, access cards, building passes, parking permits and any other forms of access control that were issued to you during your time at K-State. Your department will likely have a specific process for

this, so please contact them to make the necessary arrangements. Ensure you receive confirmation that these items have been received.

Setting an away message:

In the weeks leading up to your departure, consider setting an out-of-office message in your K-State email account. This message should inform senders of your departure date and provide an alternate contact within the department or lab for your K-State related research contacts, and your future contact information for collaborators and other professional contacts to reach you when your K-State account is removed.

Retaining personal documents:

It is highly recommended that you retain copies of any important personal documents related to your time at K-State. This includes professional documentation and any other documents that you may need for future reference or employment purposes. Store these documents securely in a personal environment outside of K-State.

Should you require support or have any additional questions, please reach out to your unit IT director or the Office of the Vice President for Research technology team at vpriit@k-state.edu.