Subject: Important: Terminated Employees and Google Drive Documents

When an employee leaves the university and is flagged as “terminated” in the BPP feed, Texas A&M Information Technology will remove their access to Texas A&M Google Applications. After three weeks, all Google Drive documents the employee created will be deleted by Google. This includes documents they shared with other employees or documents in folders owned by other employees.

Once deleted by Google, Texas A&M IT has seven days to restore any documents or files. After seven days, we can no longer retrieve these documents.

Please ensure Google Drive document transfer is a part of all employee exit procedures. There are several options for transferring documents, either before or after an employee leaves. Review options in our Knowledge Base - https://u.tamu.edu/KB0012843.

Losing access to important or critical documents is very frustrating and time consuming for our customers. We appreciate your assistance in preventing this from occurring. If you have questions about Google Apps at Texas A&M, please contact Help Desk Central at helpdesk@tamu.edu or 979.845.8300.

Sincerely,
Texas A&M Information Technology