1. Below is a table that outlines details shown in the image above regarding what happens, or should happen, with a University Google Drive data if an employee leaves or changes roles.

<table>
<thead>
<tr>
<th>Employee Leaves</th>
<th>Employee Changes Department</th>
<th>Employee Changes to Student</th>
<th>Other Change?</th>
</tr>
</thead>
</table>
| 1. Data is not deleted; employee loses access based on grace period.  
2. Gmail: Forwarding can be setup by employee; use Takeout to copy any email needed by old department.  
3. Calendar: Manually recreate any needed meetings.  
4. Drive: Employee should change ownership of department data before departure; sharing permissions remain the same. Admin can move entire contents to a different employee.  
5. Groups: Group manager can be changed to another employee. | 1. Gmail: Forwarding can be setup by employee; use Takeout to copy any email needed by old department.  
2. Calendar: Manually recreate any needed meetings.  
3. Drive: Employee should change ownership of department data before departure; sharing permissions remain the same.  
4. Groups: Group manager can be changed to another employee. | 1. Gmail: Forwarding can be setup by employee; use Takeout to copy any email needed by old department.  
2. Calendar: Manually recreate any needed meetings.  
3. Drive: Employee should change ownership of department data before departure; sharing permissions remain the same.  
4. Groups: Group manager can be changed to another employee. | 1. Contact the IT Service Desk. |

Related FAQs
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