

## CONTRACTOR - SEPARATION FORM

**Contractor Name:** \_\_\_\_\_ **Last Day:** \_\_\_\_\_

The following items have been returned to the Human Resources Office:

1. Water Campus Building access card      \_\_\_ Yes \_\_\_ No \_\_\_ N/A
2. Water Campus Parking hang tag      \_\_\_ Yes \_\_\_ No \_\_\_ N/A

The following access should be deleted/removed by the Human Resources Office:

3. State email address/Computer access      \_\_\_ Yes \_\_\_ No \_\_\_ N/A
4. LaGov access      \_\_\_ Yes \_\_\_ No \_\_\_ N/A

Please designate what you would like IT to do with the email address and folders.

- Keep folders and email content – Give access to \_\_\_\_\_.
- Delete all folders, email content and email address.
- N/A; the contractor did not have a state email address or computer access.

**Please return this form with all items above to Human Resources within 72 hours of the separation date.**

Comments:

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\_\_\_\_\_  
**CPRA Supervisor Signature**

\_\_\_\_\_  
**Date**