

	APPROVED	POLICY NO.	16
	<b>Email Deactivation and Document Transfer When Volunteers Leave Policy</b>	EFFECTIVE DATE	Nov 20, 2024
		REVISION DATE	

## POLICY

BVPA Board directors and committee members use an '@pickleball.org' email. As well, BVPA uses a Google shared drive for its Board and committee work.

When a BVPA volunteer leaves the organization, their related emails and documents will be transferred to a [admin@bowvalleypickleball.org](mailto:admin@bowvalleypickleball.org) email.

The Board Secretary is accountable for ensuring that BVPA email is deactivated and documents transferred.

## PROCESS

To keep data within the organization, the Secretary or other administrator needs to move data to the Archive email and document folders.


### Step 1: Move Gmail Messages To Archive Folder

As each '@bowvalleypickleball.org' email address is linked to the individuals who are leaving BVPA, the Administrator will move the user's emails to the Archive folder in Administrator's email space.

- Administrator Email
- Archive Emails
  - YYYY
    - Ex-user 1 Email folder
    - Ex-user 2 Email folder
    - ...

### Step 2: Move Files To Archive Document Folder

An Administrator will move files to an Archive folder on the [admin@bowvalleypickleball.org](mailto:admin@bowvalleypickleball.org) drive.

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- [admin@bowvalleypickleball.org](mailto:admin@bowvalleypickleball.org) Drive
  - Archive Files
    - YYYY
      - Ex-user 1 Documents folder
      - Ex-user 2 Documents folder
      - ...

## Step 3: Delete User

The Administrator deletes the user in the Directory.

