LEAVING OFFICE Form 700 | Filing Officers | Designated Filers

**Start**

Dept Head delegates responsibilities to Designated Filing Officer

**Designated Filing Officer**

- Confirm Date of Resignation/Termination/Leave
- Set-up Leaving Office Requirement in Filer NetFile Account (if applicable; review transfer exception)

**Filer**

- Inform Designated Filing Officer of Resignation/Termination/Leave (including acting assignments and demotions)

**Ethics Commission**

- Review Cover Page of Filed Statement for Accuracy
- Passed Review?
  - Yes: Complete Leaving Office Statement
  - No: Send Late Filer Notice Protocol

- Filed w/i 30 days after Leaving Office Date?
  - Yes: Intake Enforcement Referral
  - No: Start Late Filer Notice Protocol

**End**

- Send Amendment Request to Filer
- Refer Non-Compliant Filer to Ethics Commission > 90 days

**Dept Head**

- Yes: Refer to Ethics Commission
- No: End