

# Google Takeout Transfer Guide

Transfer your District Google Drive, Gmail, and Photos content to a personal account before transitioning away.



## Before Beginning

### Destination Storage

Personal accounts are limited to 15GB. If data exceeds this, the transfer will fail.

[Check personal storage](#) →

### Ownership Requirement

Shared files/Shared Drives will **not** transfer automatically.

**Required:** Make a copy of shared files in your own "My Drive" to include them.

## Technical Details & Data Limits

Category	Behavior	Constraint
Owned Content	Success	Only files where you are the primary owner.
Shared Content	Skipped	Must be copied manually to your "My Drive."
Shared Drives	Skipped	District assets; these do not transfer.
Metadata	Current Only	Revision history is lost; only latest versions copy.
Gmail Labels	Success	Label structures are recreated in destination.

## Transfer Procedure

**1 Access Tool** Sign in to [takeout.google.com/transfer](https://takeout.google.com/transfer) with your District credentials.

**2 Set Destination** Enter personal @gmail.com address and verify with the security code sent there.

**3 Select Data** Toggle switches for available services (Drive, Gmail, Photos, Classroom, etc.) as needed.

**4 Begin Transfer** Select "Start Transfer." The process runs automatically on Google's servers.

### Important Reminders:

- Migrations can take **up to 7 days** for large accounts.
- Check your personal inbox for a summary email once completed.
- **Do not** re-initiate the transfer manually to avoid creating duplicate files.

## Post-Migration Checklist

### 1. Audit Drive

Check the "Archive" folder in your personal Drive.

### 2. Verify Photos

Confirm media library is organized correctly.

### 3. External Links

Update logins for tools linked to District email.

