



Staff Separation Checklist

Requirements for records and information management

When leaving the University please be considerate of your successor by ensuring all your records are tidied and managed appropriately before you go. None of us would like to come into a new job where records are all over the place or are not there at all.

Keep in mind that old pile of files in a store room, under the desk or in the cupboard that you've always been meaning to do something about ... now is the time to deal with it.

Records and Information Management is not just about using TRIM. Records & Archives Management Services (RAMS) provides guidance in managing information regardless of where it is created, used and stored.

Check List

- Have you **nominated a person** to transfer responsibility of your records to?
- Have you **contacted RAMS** as soon as practical after advising of your separation date?
 - *Invite a RAMS staff member to visit your workspace to identify where records and information are held, and provide guidance on how to manage them*
 - *Allow enough time for paper records to be boxed, listed and transferred*
- Have you **removed all records from furniture and electronic storage devices** (filing cabinets, cupboards, USB sticks, external hard disk drives)?
- Have all hard copy records and information been:
 - captured to TRIM;**
 - listed and boxed for RAMS; or**
 - disposed of appropriately**
- Have all your **business emails** been captured into TRIM?
- Have all your business documents from **"My Documents"** or **group drives** been captured into TRIM?

Note: While RAMS staff cannot manage your records for you, we can provide advice on how to deal with your records.

Remember!

- *Don't leave records for someone else to deal with.*
All records must be dealt with appropriately.
- Penalties under the *State Records Act* also cover abandoning records.