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## Organisational Change: Managing Records Pre and Post Restructure

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### Overview

Periods of organisational change can be a stressful time for staff. Careful planning and preparation can alleviate some of the stress. One important thing to consider when preparing to implement change in any organisation is the protection of its records, which form the corporate memory of the organisation.

Records & Archives Management Services (RAMS) provides guidance and support to organisational units of Western Sydney University in meeting their statutory obligations in regards to recordkeeping. Each organisational unit of the University is responsible for managing the records created to support the activities it undertakes and meeting the University's legal obligations.

### So what do you need to do?

Notify RAMS of the changes to your organisational unit **before** they occur. This will ensure that information required by staff members to continue working smoothly will be available as soon as possible after the new structure is in place.

### Structure

Will your unit continue?

If yes:

- What will be the correct name of your unit?
- Where will your unit sit within the new structure?
- What activities will it be responsible for?
- Will any activities currently within the unit's responsibility be reassigned? If so, to which unit?
- What will be the staff/position listing within your unit?

If no:

- Who will be responsible, in future, for the records of current activities?

## Records

Records of your organisational unit (stored in email boxes, group drives, hard drives, etc.), will need to be addressed as follows:

Records of activities that will continue

- What organisational unit will be responsible for them in future?
- Who will require access to them in future?
- If paper records exist, they will need to be transferred to the new unit, or to RAMS storage (following established RAMS procedures), **before** the changes occur

Records of activities that will no longer continue

- When will the unit's activities cease to be?
- Who will be responsible for the records in future?
- Who will require access to them in future?
- If paper records exist, they will need to be transferred to secondary storage (following established RAMS procedures), **before** the changes occur. **These records MUST NOT BE LEFT BEHIND.**

If you are unsure about how to manage your records, please contact the

**RAMS Liaison Officer** for your unit,

or email [rams@westernsydney.edu.au](mailto:rams@westernsydney.edu.au). We are here to guide and support you.