For Staff Leaving or Relocating

START

- Move all your business records, including emails into your shared drive, if appropriate or transfer your business records to colleagues. Includes records held on external mobile devices

- Identify records that need to be kept, transferred or destroyed

  - Remove all personal papers and items (hardcopy and electronic)

  - Delete any records which come under Normal Administrative Practice i.e. Reference copies, drafts, working copies, material available elsewhere. Refer to disposal toolkit http://www.unimelb.edu.au/records/RDA/

  - Identify records that need to be kept for temporary period of time. Refer to UoM Retention Disposal Authority http://www.unimelb.edu.au/records/RDA

  - Identify records to be kept permanently and then contact Records Services

- Complete the Handover Information sheet and meet to answer any questions

- You have completed your record keeping responsibilities