Records & Information Template

Records Handover for Staff Leaving or Relocating

This template should be completed to record and handover critical documents and records, ideally at least a week before your departure from the work unit or University.

Conduct a handover meeting to answer any questions about work transition. If a successor has not been appointed, leave this completed template with your supervisor

## Hand over summary

|  |  |
| --- | --- |
| Your name and position: |  |
| Your work unit: |  |
| Handover to (name): |  |
| Date of handover: |  |

## Records handover questions

|  |  |  |
| --- | --- | --- |
| **No.** | **Topic/Question** | **Response** |
| **Identification and location of records** |
| 1 | Have you shown and/or provided a list of the locations where all your paper or digital records are held? Include systems and databases used to manage records.*See Appendix 1. Don’t forget you may need to list manuals, plans, contracts/ agreements and records of sensitive matters.* | Yes [ ]  | No [ ]  |
| 2 | Have you noted which records (hardcopy or digital) are needed for current business use? *Annotate the list from Appendix 1*. | Yes [ ]  | No [ ]  |
| 3 | Have you provided a list of records (hardcopy or digital) relating to recent and continuing projects? *See Appendix 2.* | Yes [ ]  | No [ ]  |
| **Disposal - retention, destruction and transfer of records** |
| **Note**: It is the responsibility of the inheriting area to follow the authorised procedure in destroying or transferring University records. See [Retention and Disposal](https://records.unimelb.edu.au/guides/disposal_advice) for guidance. |
| 4 | Have you deleted/destroyed personal (i.e., non-work related) records and ephemeral working or reference documents that come under Normal Administrative Practice (NAP)? *See* [*NAP Workflow*](https://records.unimelb.edu.au/__data/assets/pdf_file/0006/3909588/RI-Normal-Administrative-Practice-Workflow.pdf) *for guidance*. | Yes [ ]  | No [ ]  |
| 5 | Have you sentenced your records using the [University Records Retention and Disposal Authority](https://records.unimelb.edu.au/services/disposal_advice/rda) (RDA) to identify which records are temporary and which are permanent? *See* [*Using the University Records RDA*](https://records.unimelb.edu.au/guides/disposal_advice/using-the-university-records-retention-and-disposal-authority) *for guidance.* | Yes [ ]  | No [ ]  |
| 6 | 1. Have you identified time-expired temporary records eligible for destruction?
 | Yes [ ]  | No [ ]  |
|  | 1. If yes, have you completed a [Records Destruction List](https://records.unimelb.edu.au/__data/assets/word_doc/0007/1689703/RITemplate-RecordsDestructionList-V2.2.docx)? *Annotate the list from Appendix 1. See* [*Destruction of temporary records*](https://records.unimelb.edu.au/guides/disposal_advice/destruction-of-temporary-records) *for guidance.*
 | Yes [ ]  | No [ ]  |
| 7 | 1. Have you identified permanent records for transfer to Records & Information?
 | Yes [ ]  | No [ ]  |
|  | 1. If yes, have you commenced the transfer with Records & Information? *Annotate the list from Appendix 1*. *See* [*Transfer of permanent records*](https://records.unimelb.edu.au/guides/disposal_advice/transfer-of-permanent-records) *for guidance.*
 | Yes [ ]  | No [ ]  |
| 8 | 1. Have you identified temporary hardcopy records requiring storage until they are time-expired? *Annotate the list from Appendix 1. See* [*Storage of temporary records*](https://records.unimelb.edu.au/guides/disposal_advice/storage-of-temporary-records) *for guidance.*
 | Yes [ ]  | No [ ]  |
|  | If yes:1. Have you determined if there is physical storage space available within the work unit?
 | Yes [ ]  | No [ ]  |
|  | 1. Have you commenced a storage transfer with Records & Information?
 | Yes [ ]  | No [ ]  |

Appendix 1: Records locations list

## Identify hardcopy records location (insert rows as needed)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Record location** e.g. physical location | **Type of information** | **Quantity** | **Comments** e.g. Records are permanent and to be transferred to Records & Information, Records are eligible for destruction etc. | **Current Business use** |
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## Identify digital records location (insert rows as needed)

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| --- | --- | --- | --- | --- |
| **Record location** e.g. file path | **Type of information** | **System name** | **Comments** | **Current Business use** |
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Appendix 2: Records related to recent and current projects/activities

(insert rows as needed)

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| --- | --- | --- | --- | --- |
| **Name of project/activity**  | **Background** Comment on funding, project goals, people involved, contact information and brief description of their roles in the project | **Records relating to projects and their location** | **Action Needed** e.g. Follow up,Discuss with key stakeholder | **Status** e.g. In progress, Complete, On hold, Review |
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