



Leaving the University or changing roles?

What do you need to know about records management?

What is a University record?

During the course of your time at Monash, you will find that you manage a range of different types of documents. For example, some of these documents may take the form of research data or they may be related to teaching. Other documents might be related to administrative functions. You may create and receive a lot of 'work group' documents (e.g. drafts, working papers, copies of things, etc), which are less likely to be classified as records. You may also create and receive more formal documents that form part of the University's official corporate memory (e.g. final reports, committee papers, policy documents, records of financial transactions, student documents, human resource documents, official correspondence, legal documents, etc). These types of documents are more likely to be classified as corporate records. Records and Archives Services provides advice and guidelines on how to look after corporate records.

A corporate record therefore comprises recorded information in any form (regardless of format), created or received and maintained by the University in the transaction of business activities, or the conduct of affairs, and retained as evidence of such activity. Corporate records need to be managed in University recordkeeping systems.

Monash University has a legal obligation to create and manage records which support the university's operational and administrative responsibilities and enable compliance with external demands such as audits and Freedom of Information (FOI) requests.

Key issues to think about when leaving the University or changing offices

- If you are a registered user of TRIM, it is important to notify Records and Archives Services if you are leaving the University, or changing roles. A role change may impact on what you can and cannot have access to within TRIM.
- If you are working in a part of the University that utilises hard copy files that are managed in TRIM you will need to check if you have any hard copy files marked out to you that need to be returned. If someone else in your office wants the files once you leave, then they will need to notify the "owner" of the files, so the files can be marked out to them. The "Owner location" field in TRIM, tells you who the "owner" is. For example, Records and Archives Services are generally the 'owners' of Central Files, Facilities and Services Division are the 'owners' of FS files, Human Resources Division are the "owners" of staff files and so on. If you are unsure of what files you have marked out to you in TRIM, or who to notify, you can always contact the Records Management Office (within Records and Archives Services) for a list of the files that are currently marked out in your name, in order to identify the files that you need to return, or have marked out to someone else.
- For records that have not been managed in TRIM (for any reason, either you have not put them into TRIM, or you have not had access to TRIM), you need to consider a few things. You may like to consult the University's Retention and Disposal Authority (see: <http://adm.monash.edu/records-archives/archives/disposal/index.html>) to establish the retention periods of the records in your custody.
- If you think you have hard copy records that should be transferred to the University Archives, then you will need to contact the Archives to discuss your records. If the records in your custody, only appear to be of temporary value (as identified in the University's Retention and Disposal Authority), then you may need to speak to your colleagues about arranging some short term storage of the records. If you do decide to box up your records, and them stored for a short period, do ensure that you put a box list into the box, as well as labelling the box, with a brief description of what is inside the box, as well as when the records inside, may be due for destruction. At this point, anyone looking after the box, will still need to check with University Archives before destroying the content of the box/es, even when its due for destruction.
- **Allow plenty of time to deal with your records, before you leave. See overleaf for checklist**



**CHECKLIST FOR RECORDS MANAGEMENT WHEN LEAVING THE UNIVERSITY
OR CHANGING OFFICES (ALL STAFF)**

TRIM USER CHECKLIST

- As a TRIM user, I have notified Records and Archives Services that I am leaving the University or changing roles.
- As a TRIM user, I have returned any hard copy files that are currently marked out to me.
- As a TRIM user, I have registered any relevant electronic records (in particular emails) that may be required by others in my office, after I have left the office

FOR RECORDS (BOTH HARD COPY AND ELECTRONIC) NOT MANAGED IN TRIM, OR WHERE TRIM IS NOT YET AVAILABLE

- I have consulted the University's Retention and Disposal Authority (see <http://adm.monash.edu/records-archives/archives/disposal/index.html>) and identified any records of permanent value in my custody
- I have contacted the University Archives for advice on transferring records of permanent value.
- I have boxed and listed any hard copy records that are of temporary value, and notified my colleagues about their location. I have noted the 'destruction' date on the front of the box.
Remember that staff should not undertake the physical destruction of corporate University records without first checking with University Archives.
- In the event of having to retain any electronic records of temporary value, on say a shared drive, I have advised my colleagues of their existence, and where possible, created an electronic "Records Management" folder (if one doesn't already exist) which provides brief details about the purpose of the records and how long they are to be kept for.
Remember that shared drives are not a records management system or long term records management solution.
- I have taken all necessary steps to process the email records, kept in my email account.
Where possible, important University corporate records, should be registered into TRIM. Where this is not possible for whatever reason, it is important to at least forward any important business emails onto the appropriate colleague, in the event that the information in the email is required by others, after you have left, either your position, or the University in general.

ADDITIONAL INFORMATION FOR RETIRING ACADEMICS

The University Archives is always pleased to speak to retiring academics about the possible transfer of their papers to the Archives, on leaving the University. Please contact the Manager, University Archives, for more information.

Need more information?

For more information (including contact information) please visit our website at: <http://adm.monash.edu/records-archives/>.