

Managing Records When Leaving the University

Staff may feel that once their decision to leave the University is final, they no longer have to worry about their records and assume that someone else will sort it out. However, this is not the case. All staff members are responsible for ensuring that any records in their custody are dealt with in a proper manner.

If I leave the University what do I do with my records?

As a Curtin staff member you are responsible for ensuring that University records are created, maintained and preserved up to, and including the day you leave Curtin.

University records must not be removed from the University, nor can they be destroyed unless in accordance with approved [disposal authorities](#). Where unauthorised records destruction or removal of classified, restricted or confidential documents from University custody is identified it must be reported to the Head of School, Department, Unit and the Director, Records & Information Management, and penalties may apply under the [State Records Act 2000](#).

CERTIFICATION: Staff leaving must certify that all University records, regardless of format, (ie including electronic documents and email), have been identified and added to the area's recordkeeping system and/or transferred and reassigned to another staff member. The departing staff member and their manager must complete and sign the [Staff Exiting Checklist](#) which is to be returned to People and Culture.

Exiting Procedures

To be completed by the staff member:

- The location/s of all records in your custody, have been identified.
- Records have been captured and are part of the area recordkeeping system.
- All active records have been identified for reassignment to another staff member.
- All inactive records that will require sentencing have been identified.
- Ephemeral records that are reference copies have been destroyed.
- Records taken from filing cupboards/compactuses or records repositories have been returned.
- All filing cabinet keys, safe/vault keys or combinations have been returned.
- No University/corporate records have been destroyed without being approved by Records & Information Management.

To be completed by the supervisor/manager:

- Active records have been reassigned to another staff member with appropriate access rights
- Records have been captured into the area's recordkeeping system.
- Inactive records required to be retained have been transferred to suitable storage area or Records & Information Management's custody.
- Records have only been disposed of in accordance with Curtin's Recordkeeping policy and associated procedures.
- Staff member has agreed that any removal of material has been limited to their own personal papers and effects.
- No unauthorised destruction or loss of records has occurred.

Need Assistance?

Please see the following related procedures:

- [Keeping the right information](#)
- [Disposal of records](#)

Records & Information Management also provide practical [training sessions](#).

For more information please visit the Records & Information Management website at rim.curtin.edu.au.
Or contact us on #7050 or rim@curtin.edu.au.