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Relevant to	All academic and professional services staff

1. Introduction

- When staff leave the University they are responsible for organising the records which are in their care, in consultation with their Line Manager or local Records Coordinator. The advantages to doing this will be:
  - Colleagues will be able to find records which were in previous staff care
  - Successors will more easily be able to take on a previous staff member’s role
  - The records in their care will become part of the records system for their department / unit (if they weren’t already)
  - Some deletion or destruction may be able to take place, thereby saving space and time
  - Business continuity will be preserved
- Records, including teaching materials, created in the course of staff employment are the property of the University. See also the University’s Policy on Intellectual Property.

2. What records do you have in your care?

- Staff need to think about what records they have in their care. They could be in more than one place and in more than one format. They need to consider:
- What medium or format are they in, both hard and soft copy?
  - Paper
  - Electronic
  - Email
  - CD, disk, tape etc.
- What location are they in?
  - Hard drive or personal drive
  - Shared drive
  - OneDrive
  - Email system
  - On laptop
  - On web
  - Desk
  - Office
  - Elsewhere
  - Off site, in storage
- Are they named (by job title) on a Retention Schedule?

    - If this is the case then their successor will need to know about these records
    - If they have no successor another member of staff will have to take over responsibility of these records, and the Retention Schedule will need to be altered to reflect that – staff should contact their local Records Coordinator or the Information Compliance Manager for more information about the Retention Schedule
- Are they the secretary of a committee or meeting?
    - If this is the case then they should hand over the past minutes and other files (whether in hard or soft copy, or both) to whoever will be taking over from them, or their Line Manager
- Is the record a copy of something held elsewhere? E.g. minutes of meetings sent to them, or copies of financial records
    - If so they need to think carefully about whether this needs to be kept for their successor, or whether it can be disposed of

3. Shared drives and personal drives

- Staff should consider the records under their area of responsibility in a shared drive, in the same manner that they would consider their hard copy records, or records on a personal drive. If they find that there are unattributed records on a shared drive they need to:
    - Refer to the person responsible for the maintenance of the shared drive within their department / unit, or if none exists, to their Records Coordinator
- Records on a personal drive which need to be kept should be transferred either to the unit / department shared drive, or to an appropriate colleague. Records which do not need to be kept should be deleted. In particular staff should make sure that any of their own personal data is removed.
- All passwords which have been used to protect documents should be passed to their Line Manager.

4. Email

- Email is the property of the University in the same way that other records are. When staff leave the University they should assess their emails to see whether they should be either saved elsewhere as an electronic record, or deleted. If in doubt, they should consult with their local Records Coordinator.
- After staff have left, their email account and the emails in it will be deleted, consistent with the User Account Management and Access Control Policy.

5. Records containing personal data

- Special care will need to be taken with those records which contain personal data (about individuals), or any form of confidential, sensitive, commercial or financial data. If staff have for instance set up databases or spreadsheets of contact details for their own use, which are not listed on the Retention Schedule, then they should delete these records before they leave.
- Records which contain personal data may still need to be handed over to their successor, but should be done so securely. If staff are in doubt, they should consult with their local Records Coordinator.

6. Disposal

- Once staff have identified the whereabouts of all their records, they need to make decisions as to what they are going to do with them. In order to do this they need to think about their content and importance. If they are unsure about the importance of a record, the following criteria should be used:
    - Is the record listed on a Retention Schedule?
        - If so the record will need to be kept for the length of time specified on the schedule
    - Will somebody need to refer to the record again in the future?
    - How expensive might it be to keep the record, both in terms of space and resources used? If in doubt, staff should consult with their local Records Coordinator
- If staff have records which they have no idea what they consist of or contain, they should consider:
    - How often are they referred to, or when was the last time they were referred to?
    - If they are never referred to, and there is no reason why they would be, appropriate arrangements should be made to dispose of them
- Staff will then need to:
    - Transfer records to their successor or a colleague
    - Destroy records
- In order to decide on the method of destruction, staff should refer to Code of Practice 6. The more sensitive the records, the more likely it will be that they should be destroyed or deleted securely.

7. List of records

- Staff should prepare a list of records for their successor or an appropriate colleague: this will include both hard and soft copy files, and their location, both physically and electronically.