

Managing Records When Leaving CSU

Staff may feel that once their decision to leave the University is final, they no longer have to worry about their records, however this is not the case. All staff members are responsible for ensuring that the records they have in their custody are dealt with in a proper manner.

If I leave CSU what do I do with my records?

As a CSU staff member you are responsible for ensuring that University records are created, maintained and preserved up to, and including the day you leave CSU. University records must not be removed from the University, nor can they be destroyed unless approved by the Manager, University Records. Where unauthorised records destruction or removal of records from the University occurs, penalties may apply under the *State Records Act (1998)*.

Exiting checklist

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 an approved recordkeeping system
- All active records have been identified for reassignment to another staff member
- Low value records that are reference copies have been clearly identified or removed
- 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 high value records have been destroyed prior to a Request for Authority to Destroy Records form being completed and approved by the Manager, University Records.

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 an approved recordkeeping system
- Inactive records required to be retained have been transferred to an approved local storage area
- Records have been disposed of in accordance with CSU'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.

Further assistance

Please see the following related guides:

- [What are General Disposal Authorities?](#)
- [Process for Archiving](#)
- [Disposing of Records](#)