#### Leavers’ Checklist: Guidance for managing your information

Information created and managed by staff, whilst in employment at the University of Huddersfield, is the University’s property. Staff are responsible for this information, from its initial creation or receipt, through to its destruction or transfer to the University Archives. Staff are also responsible for putting arrangements in place for the ongoing management of this information, before they leave the University. This will include deleting redundant information, organising and sharing information with colleagues and producing coherent handover notes.

Below are some guidelines to help you review your information and ensure that it is appropriately handed over.

**Why should you manage the handover of your information?**

Before you leave the University you will need to ensure that the information that you created or managed whilst an employee is able to be understood and managed by your colleagues. Equally you need to ensure that you delete redundant information and that which was created for personal use.

To do this you will need to review the information that you are responsible for in all the storage areas that you use. You will need to decide whether this information needs to be kept or deleted. If it needs to be kept, then you should ensure that it is named and filed appropriately, and that it is transferred from private to shared storage areas, so that it can be accessed by your colleagues.

**Storage areas to review**

You will need to check **ALL** of the storage areas that you use and assess **ALL** of the information that you are responsible for, and then make decisions on what actions should be taken.

**Storage areas may include:**

Electronic

* Departmental/School/Service shared drives
* UniShare
* Email
* Legacy/inherited drives
* Personal drives (K drives)
* My Documents
* Desktops
* USBs and portable hard drives

Paper

* Filing cabinets
* Desks and drawers
* Shelves

**Required actions**

When assessing information and its use, you will need to decide whether it should be **kept** or **destroyed**.

To help you assess your information, it is helpful to view information as **current**, **semi-current** or **non-current**.

**Current information:** required daily or regularly for business activities.

*Required action:* ***Keep***

**Semi-current information:** not used regularly, but required for legislative purposes, evidence or reference.

*Required action:* ***Keep***

**Non-current information:** no longer required for business or evidential/reference purposes, therefore of no use to your Service/School.

*Required action:* ***Destroy***

**Dealing with information only you have access to**

* **Review all private/personal systems**

This could include K drives, My Documents, desktops and USBs for electronic information and desks, drawers, shelves and filing cabinets for paper documents.

* **Delete or transfer electronic information**

Any information left in private areas cannot be accessed by your Service/School. Therefore, it is your responsibility to either delete or transfer it to the appropriate shared system, which could be shared drives, Wisdom, UniShare or departmental or University systems.

* **Scan or transfer paper documents**

Paper documents should be scanned and saved into a shared system, or transferred to shared filing cabinets. If documents are scanned, then the paper copy should be destroyed.

* **Ensure all private areas are empty**

Once information has been transferred, ensure that all private/personal systems are empty before you leave the University.

**Rename misleading/miscellaneous folders and files**

Please ensure that folder/file names are self-explanatory and not misleading. Refrain from using words like ‘general’ or ’miscellaneous’. Vague titles greatly hinder information retrieval. If a folder has a misleading title, rename it to reflect its contents. Please refer to the ‘Naming Advice’ guidance at the bottom of this document or contact the Records Management Service for advice as required.

**Dealing with personal or sensitive information**

Any personal/private information relating to you should be destroyed/deleted. If these are paper documents, please ensure that they are shredded, rather than recycled or binned.

Also pay close attention to information relating to other individuals, as we all have a shared responsibility under the Data Protection Act to ensure personal data is managed appropriately. This includes not retaining personal data for longer than necessary, not allowing unauthorised access to personal data, holding inaccurate data and holding data without the data subject’s permission. Please talk to your line manager in the first instance about any information that needs to be kept but you consider it to be personal and/or sensitive. They will be able to advise you on where best to store it.

For further information, see the University’s [Data Protection Policy](https://www.hud.ac.uk/media/assets/document/informationgovernance/dataprotection/DataProtectionPolicyfinal%2825.06.15%29.pdf).

*N.B. Any queries concerning the practical application of the Data Protection Act should be directed to the University Solicitor, Rebecca McCall. Email* *R.Mccall@hud.ac.uk* *or telephone ext. 3796.*

**‘If in doubt, don’t throw it out!’**

If there is any information that you are unsure of deleting/destroying, because it may be needed for legal purposes or is of historical significance, you should consult the [University’s Retention and Disposal Schedule](https://www.hud.ac.uk/media/policydocuments/Retention-Schedule.pdf), which can be found on the [University policies and procedures’ web page](https://www.hud.ac.uk/policies/#/gov freedom of information). Any further queries about retention should be directed to the [Records Management Service](https://staff.hud.ac.uk/cls/records-management/).

**Duplicate copies of information**

Ensure that you destroy your own copies of information that you know is held elsewhere. Examples include photocopies of records held by other departments or paper printouts of electronic documents.

**Dealing with emails**

You should deal with emails the same way you would deal with other information, ensuring redundant emails are deleted and those that need to be kept are named and shared appropriately. Talk to your line-manager about how best to share emails. Options may include forwarding important/ongoing email correspondence to a colleague, transferring emails to a shared mailbox or organising emails into folders within your own inbox for colleagues to access after you have left the University. Also make sure you place an out-of-office message on your account that directs enquirers to where they can get assistance.

* **Forwarding/transferring emails**

Ensure that you provide explanatory notes for emails forwarded to colleagues or transferred to a shared mailbox, especially if their content/context is not self-explanatory.

* **Filing your emails**

File your emails into folders within Outlook, so that your colleagues can find any correspondence they may need. Take into account ‘naming advice’ and ensure folder names are self-explanatory.

* **Deleting emails**

Delete all personal emails and routine/redundant emails that are no longer required, such as meeting and travel arrangements, stationary orders and room bookings.

**Coherent handover notes**

Please discuss with your line-manager what is required in the form of handover notes. From an information management perspective, it would be useful to provide the location and context for any information you consider important or vital, as well information about important/ongoing correspondence.

**If you need help**

Please feel free to contact the Records Management Service.

*Email* *recordsmanagement@hud.ac.uk* *or telephone ext. 3168.*

**Naming Advice: Guidance on how to name your files**

Below is a list of **8** basic recommendations for naming files:

1. **File names should be short, consistent and meaningful:**

They should make sense to everyone who needs access to them, not just the file creator. Initials, abbreviations and codes that are not commonly understood should be avoided.

1. **Avoid unnecessary repetition in file names and paths**:

E.g. ![MCj04315880000[1]]()Sales Invoices

![MCj04315880000[1]]()2017

 ![MCj04315880000[1]]()January

**NOT**

![MCj04315880000[1]]()Sales Invoices

![MCj04315880000[1]]()2017Sales Invoices

![MCj04315880000[1]]()2017Sales Invoices January

1. **Use capital letters to delimit words, not spaces or underscores:**

Avoid using spaces and underscores in file names. Some software packages have difficulty recognizing file names with spaces. This causes difficulty for files when they are published on the intranet or website.You can use hyphens in dates.

E.g.

2017-08-01CLSSupportForResearchReportDraft

4. **Always state dates back to front (YYYY-MM-DD)**:

Putting dates back to front means that the chronological order of the files are maintained when the file names are listed in the file directory. This enables efficient retrieval.

 E.g. 2017-02-10Minutes **NOT** 03-06-2017Papers **OR** 03Jun2017Papers

 2017-04-12Agenda 10-02-2017Minutes 10Feb2017Minutes

 2017-06-03Papers 12-04-2017Agenda 12Apr2017Agenda

1. **When including personal names, surnames should go before initials**:

E.g. CameronWilliamsA2017-09-01

1. **The most important element for retrieval should appear first:**

Elements should be ordered according to the way in which the file will be retrieved during the course of everyday business.

For example, if files are retrieved according to their date, then the date element should appear first.

e.g. 2017-06-30Agenda
2017-06-30Minutes

 If files are retrieved according to their description, then the description element should appear first.

e.g. SocialEntrepreneursNetwork2017-09-05
WomenSpeakersNetwork2017-06-30

Avoid using common words such as ‘draft’ at the start of a file name, as they will all be listed together in the file directory, making it more difficult to retrieve the file you are looking for. Common words are best used at the end of a file name.

1. **The version number of a document should be indicated in its file name by the inclusion of ‘V’ followed by the version number and, where applicable, ‘Draft’ or ‘Final’.**

It is important to be able to differentiate between various drafts of a document by giving them each their own number. This ensures the most recent version is easily identified and retrieved.

e.g. ProjectProposalDraftV1.1
ProjectProposalDraftV2.1
ProjectProposalFinal

Please see the University’s [Policy Framework](https://www.hud.ac.uk/media/policydocuments/Policy-Framework.pdf) for guidance on how to use versioning when producing policies.

1. **Avoid using non-alphanumeric characters in file names:**

Avoid:  \* : \ / < > | " ? [ ] ; = + & £ $ , .

The use of these characters can cause problems. Even if your operating system allows you to save the file, you may not be able to transport it to another operating system. For example, if you send it to someone else externally they may not be able to open it.

However, hyphens (-) may be used.