

What to Do with Papers in Your Office

Planning an office move or tidy-up? When facing the papers in your space remember: if there are University records there are rules for what to do with them.

So what should I do first?

1. Plan ahead

Make a note to contact Records Services as soon as you know the office move or tidy-up will go ahead. Whether it is a little or a lot of paperwork, the team can provide advice and support to ensure it is managed in keeping with University policy.

To get the most out of the consultation process, before you contact Records Services:

- Identify **what you have**
Make an initial assessment of the documents included in the move or tidy-up – the 'what', 'where' and 'how much'.
- Think about **how you use** what is there (if you use it at all)
Does it include day-to-day records you may need to keep on hand, or records you only look at a couple of times a year? Could some be sent to off-site storage? Or, if appropriate, even destroyed?
- If you are moving offices, think about how much **storage room** you will have in your new space

2. Do not throw any papers out

Not yet, anyway. Because if what you have turns out to include University records, you will need approval from the University Archivist before the records can be destroyed.

3. Contact Records Services

Once you know the office move or tidy-up is going ahead and you have a good idea about your current and (if you are moving) prospective records situations, contact Records Services as soon as possible.

The team can:

- give advice tailored to your situation
- provide an overview of what happens next
- identify any resources you might need
- answer any questions you might have.

Letting Records Services know sooner is better than later to give them enough time to help you prepare for the activity with as little stress as possible.

What happens next?

Once you know the move or tidy-up is going ahead:

1. [dyt@t@](#)