

Tip Sheets

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Tip Sheets

The Records Management program uses **Tip Sheets**, short, informal documents, to provide guidance on common Records Management issues.

Currently Available

[Transitory Records](#) [Updated March 2019]

[Archival Transfer - Paper Records](#) [Updated March 2019]

Please download and share! If there is a topic that you would like to see turned into a tip sheet, please contact the [Records Manager](#).

Attach a File:  [Transitory Records](#)

 [Archival Transfer - Paper Records](#)

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Source URL: http://library.vicu.utoronto.ca/archives/records_management/quick_reference/tip_sheets