Electronic Records

University records that are created, maintained, and saved electronically have the same value and carry the same responsibilities as their paper equivalents. The guidelines and recommendations that apply to paper university records apply with equal force to electronic records.

Management of electronic records should follow the same <u>classification</u>, <u>retention</u> and <u>disposition</u> practices as their paper counterparts.

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Source URL:

https://library.vicu.utoronto.ca/archives/records_management/recordkeeping_manual/electronic_records