

Forms and Templates

Transfer Paper Records to Archives

- [Box list template](#)
 - Excel spreadsheet. Includes a completed Example tab.
- [Box transfer labels](#)
 - 6 per sheet, 3 1/3" x 4" - Avery 8254, 5164, or similar

Transfer Electronic Records to Archives

- [Transfer request form](#)
 - Please fill out the form with details of what you want to transfer.
 - See [Tip Sheet](#) for assistance or contact the [Archivist](#).

Records Destruction

- [Records destruction form](#)
 - Microsoft Word. Includes instructions.

In-Office Storage (Semi-Active Records)

- [Records storage inventory](#)
- [Records storage labels](#)

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Source URL: https://library.vicu.utoronto.ca/archives/records_management/forms_and_templates