VICTORIA UNIVERSITY
ARCHIVES

Everyone working from home should review the University of Toronto's *Temporary Special Telecommuting Work Arrangements Guideline.* This was sent to Victoria University in COVID-19 Update 3, March 13, 2020.

Reminder!
Best practices for managing records have not changed.

Please CONTINUE to:

- Save digital work materials in your office's designated repository. This could be a shared drive, OneDrive, SharePoint, etc.
  - You should **not** be storing your work on your desktop or the default Documents folder of your home or office computer. These are inaccessible to your team and are not backed up to University standards.

- Ensure privacy and confidentiality are respected.
  - Keep your workspace at home clear of your work documents when you aren't working.
  - Be mindful of what documents can be seen by others in a video call.
  - Paper documents should be kept secure until you can return them to your office.

- Follow the usual procedures for records destruction or transfer to archives.
  - For simplicity you may wish to save paper records for destruction or transfer until you are back in the office.
  - You can request an electronic records transfer though our form available in the Forms part of our Records Management website.

- Manage your work email carefully. When working from home more decisions and transactions can occur over email.
  - You may need to save key email messages to your office's shared drive, OneDrive, or other designated location.
  - Continue to use your University of Toronto email address for all your work email.

- Use University of Toronto or Victoria University supported technology tools for video and phone conferences.
  - This ensures that support is available and that privacy and security are being well managed. Popular supported tools include: Skype for Business and Microsoft Teams.

Need assistance? Have questions? Please ask!
Jess Todd, Records Manager/Archivist
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Looking for Records Management tasks, training, or resources?

- Review Records Management Tip Sheets, Glossary, and Training.
  - If you're looking for more, talk to the Records Manager about hosting a virtual training.
- Review the training videos created by the University of Toronto Archives & Records Management Services.
- Consider working with your department to create and publish a Naming Convention.
- Start work on a records management manual for your office.
- Review the office file plan for updates. If you don't have a file plan, we have draft plans for almost all offices. Please request yours from the Records Manager.

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