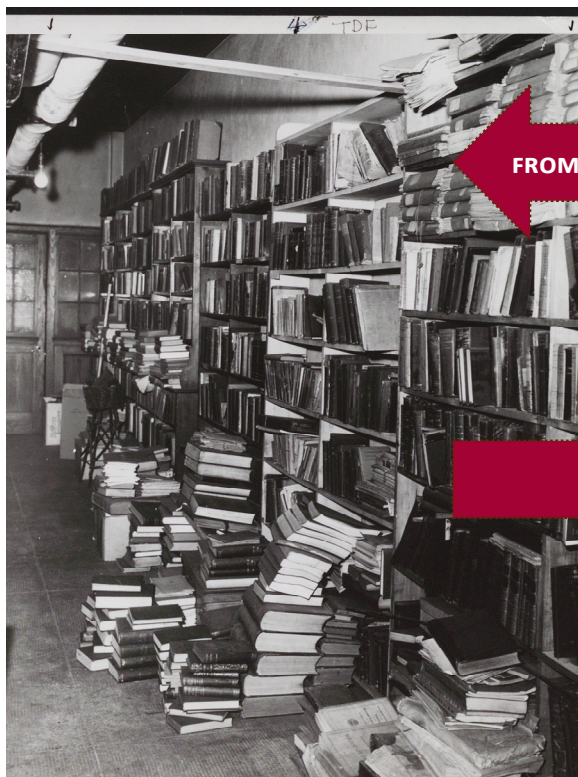


RECORDS MANAGEMENT SUPPORT GROUP



VICTORIA UNIVERSITY
ARCHIVES



FROM THIS...



...TO THIS!

[Books belonging to the Birge-Carnegie Library, n.d.]
Photographer: Alan Walker
1991.161 P629 Victoria University Archives

[Books on shelf at E.J. Pratt Library ca. 1995]
Photographer: Unknown
2013.01 P40 Victoria University Archives

Need help managing records?

You are not alone! The Victoria University Archives is looking for participants interested in best practices for managing records and information. This is a space to share challenges, discuss helpful tips, create solutions, and collaborate on strategies for better management of **paper** and **electronic** University records.

Join us!

Contact the Records Manager/Archivist to register by April 1st

[Date and Location of the first meeting to be determined.]

Topics

We'll introduce you to the University's Records Management program and cover topics including:

- ◆ What is Records Management?
- ◆ Archives (how to transfer records, how to access and use)
- ◆ Naming electronic files and folders
- ◆ Managing email
- ◆ Records disposal

... And more!

Register by April 1st



Contact

416.585.4562

archives@vicu.utoronto.ca

http://library.vicu.utoronto.ca/archives/records_management