

Photographs and Audio-Visual Material

Photographs and audio-visual material (audio recordings, digital photographs, DVDs, films etc.) may also be university records with long-term archival value. Ensure you keep them organized and in good condition in your office (whether kept together or integrated with your files).

Transfer these materials to the University Archives once no longer needed by your office, to ensure their long-term preservation.

When you create these records, make sure to document the subject(s), dates, the creator of the document, and any other relevant information. It is much more difficult to identify the subjects of photographs long after they were taken. Write on the back of photographs in pencil (never pen) or include documentation on a separate piece of paper.

Last updated: August 5, 2014

Source URL: https://library.vicu.utoronto.ca/archives/records_management/recordkeeping_manual/other_matters/photographs_and_audio_visual_material