

## 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](https://library.vicu.utoronto.ca/archives/records_management/forms_and_templates)