

Records Management

Purpose

The Victoria University Archives is the office responsible for developing, implementing, and supporting the systematic management of University records and information throughout their life cycle.

Policy

The Records Management Program is described in the [Victoria University Records and Archives Policy](#).

Retention Schedules are being developed and for more information see the [Victoria University Records Schedule and Classification Plan](#).

File plans for each office are also under development.

What We Do

The Records Management Program supports all Victoria University staff in managing their records from creation to final disposition.

We offer training, guidance, and various tools to support staff in performing records management activities.

Please contact the [Records Manager](#) for assistance or more information.

Virtual Office Hours

Thirty minute appointments available on Wednesdays from 11am to 1pm. [Book your appointment online!](#)

Do you have questions about Records Management at Victoria? What to keep? How to transfer records to the archives? How to organize a shared drive or SharePoint? Virtual Office Hours are a great way to connect in real time (using Microsoft Teams) with the Records Manager to talk about your records. An "in person" alternative to phone calls or email.

Last updated: October 21, 2020

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