Records Management

IMPORTANT NOTICE
The Victoria University Archives is closing on December 20 2023 until the summer (the exact date of reopening is not yet available). We are moving our collections into temporary storage to accommodate numerous construction projects on campus.

We look forward to serving you again in summer 2024!

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.

Office Hours

One hour appointments available - [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? Where's my office's file plan? Office Hours are a great way to connect with the Records Manager to talk about your records questions and consult on records projects. You can request an in person or virtual appointment.

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