



Records Management Tip Sheet

How Do I Transfer **PAPER** Records to the Archives?

University Records with Archival Value must be transferred to the Victoria University Archives at the end of their approved Retention Period. This is easy to do! Use this as a checklist to make sure all tasks are completed.

Step 1: Contact the Archivist!



- ⇒ archives@vicu.utoronto.ca or 416-585-4562
- ⇒ This gives the Archives time to prepare.
- ⇒ Allows you to ask any questions about the process and get assistance in advance.



Step 2: Pack Your Boxes



- ⇒ Use the standard “bankers box”
 - 10” x 12” x 15” (1.2 cubic feet).
- ⇒ Maintain order: Keep series together and maintain your office’s file organization.
- ⇒ Do not over or under fill boxes! Maintain a hand width of space for easy access.
- ⇒ Use [Box Transfer Labels](#) to record box identification information. Download these from our website. Stick on the short side of the box.



REMINDER!



Only a small amount of records have Archival Value. **Not sure about yours?** Contact the Archivist for guidance!

Step 3: Complete Box Content List



- ⇒ Use the [Box List Template](#) to document key box content information. Download this from our website.
- ⇒ Send completed lists to the Archivist electronically.
- ⇒ Print a copy and place inside each box being transferred.



Step 4: Contact the Archivist!



- ⇒ Arrange a good time for delivery of the boxes with the Archivist
- ⇒ Contact I&S to set up the delivery.
- ⇒ **You’re done!** The Archivist will be in touch to confirm the transfer and provide an accession number.



Questions?

416.585.4562
archives@vicu.utoronto.ca
http://library.vicu.utoronto.ca/archives/records_management