



# Records Management Tip Sheet

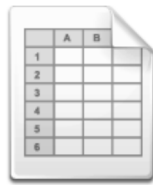
## Archival Transfer

### How Do I Transfer **DIGITAL** Records?

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: Complete a Transfer Request

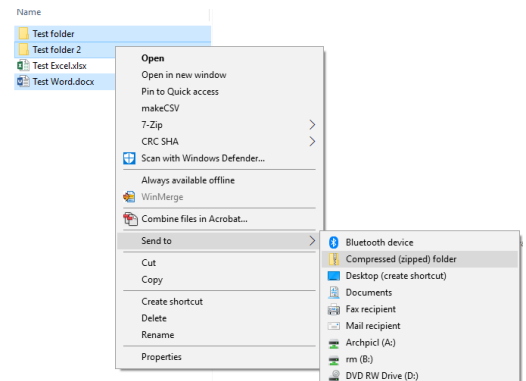


- ⇒ Fill out our online [Request Form](#) and share key information about what you plan to transfer.
- ⇒ Plan to complete and submit **one form** for all the different files and folders you'd like to transfer at this time.
- ⇒ The Archivist will respond to your request with follow-up questions and instructions on how to transfer digital files and folders.



### Step 2: Prepare your files

- ⇒ Maintain order: Keep the existing organization of digital files and folders when preparing your transfer.
  - **TIP:** It's helpful to take screen shots that show how the folder is organized and where it exists (within a shared drive or elsewhere). Include these with the transfer.



### REMINDER!

We can take most file formats including the various Office files, photos, PDF, video, email, and more.

- ⇒ All files and folders must be 'zipped' into one package for transfer.
- ⇒ Need help? Contact the Archivist!



### Step 3: Upload your files

- ⇒ Follow the instructions provided to you by the Archivist.
  - **TIP:** Files too large? Transfer taking too long or timing out? We also accept zipped files on portable media (USB, DVD/CD, hard drives), UT Send, or other alternatives. Ask the Archivist for details.

⇒ **You're done!** The Archivist will be in touch to confirm the transfer and provide an accession number.

⇒ You are now free to delete the transferred records or mark them as successfully transferred to the Archives.

### Questions?

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