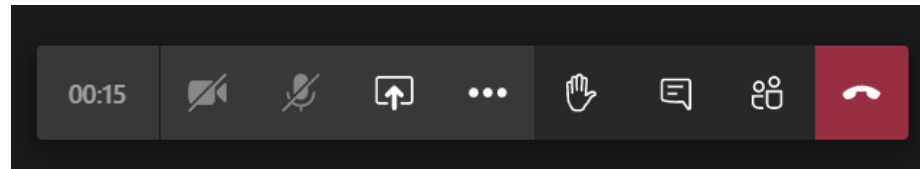


# Virtual Meetings

## Reminders!

- Controls are at the bottom of the window
- Keep your audio off while listening
- Use the chat or raise your hand function if you need to ask a question



## Troubleshooting

- Try leaving the call and rejoining
- Keep your camera off if you have internet connection issues
- Disconnect from any VPN
- Use Chrome if you're joining via browser



# Records Management Support Group

**Jess Todd**

416-585-4562

[jess.todd@vicu.utoronto.ca](mailto:jess.todd@vicu.utoronto.ca)



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# Agenda

What's New

Working from Home

Transferring to the Archives [Electronic Records]

Resources

Discussion



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# What's New

## Working from Home

- [Tip sheet](#)

## Transferring Electronic Records

- [Tip sheet](#) and [Form](#)

## Virtual Office Hours

- Coming soon!



Photographer: Unknown  
Construction of Emmanuel College, 1930  
1991.161/547  
Victoria University Archives



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# Working From Home

## Good News

- Nothing has changed!
- Continue with following all the usual best practices and policies for creating, receiving, maintaining, and destroying all university records

## Bad News

- Everything has changed!
- Email and digital records are being created, used, and relied on far more.
- Work processes may change in order to work from home.

Photographer: A. W. Banfield  
Rev. Banfield Translating Gospel, 1902  
1989.130/12  
Victoria University Archives





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# Working From Home

- Ensure there are no digital records stored on your home computer or other devices.
- Need to transfer digital records back to your office?
  - Small amounts/file sizes? You can probably email them to yourself.
  - Large amounts/files sizes? Set up a OneDrive folder to upload the materials for you to retrieve in the office.
  - Remote access to your work computer? This will give you access to any shared drives where you can work as normal or download from OneDrive/email.
  - If your office is using SharePoint or OneDrive as their repository for records, make certain you are adding your records.

Photographer: A. W. Banfield  
Rev. Banfield Translating Gospel, 1902  
1989.130/12  
Victoria University Archives



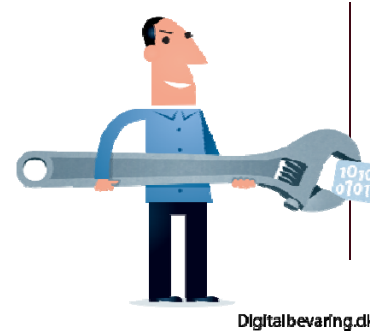
# Transferring to the Archives [Electronic]

## Basics

- You need to tell us what you have to transfer using the [Transfer Form](#)
  - Roughly equivalent to a box content list for transferring paper records
  - Allows us to prepare and may prompt follow-up questions.
- Folders/files will need to be zipped prior to transfer
  - This helps prevent any accidental changes to the records.
- We can accept transfers in a variety of ways!
  - OneDrive is likely the easiest.
  - Can also accept large transfers or very large files on hard drives or other portable media.



# Resources



## Records Management at Victoria

[http://library.vicu.utoronto.ca/archives/records\\_management](http://library.vicu.utoronto.ca/archives/records_management)

## ITS Work from home checklist

<https://its.utoronto.ca/wp-content/uploads/2020/03/working-remotely-checklist.pdf>

## UofT Telecommuting Guidelines

<https://www.hrandequity.utoronto.ca/wp-content/uploads/sites/15/2020/03/COVID19-Temporary-Special-Telecommuting-Guideline.pdf>

## UTARMS

[https://utarms.library.utoronto.ca/sites/default/public/forms-pdfs/utarms\\_wfh-guidelines.pdf](https://utarms.library.utoronto.ca/sites/default/public/forms-pdfs/utarms_wfh-guidelines.pdf)



# Discussion: What's Next?



## Other topics for discussion?

- Legal
- Privacy
- Archives
- Digitization
- Disposition
- Succession planning

How is managing records from home  
working out for you?

**Follow-Up: Tell one person about this support group!**

**Jess Todd**

Records Manager/Archivist

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