Location
002 Office name: Office of the President
003 Office address/phone: Simcoe Hall x2121

Identification
004 Title of record series: Educational Associations
005 Purpose: ☑ Operational or ☐ Administrative
To document the role of the U. of T. as a member of various educational associations; to document the work of the associations.

006 Contents:
Correspondence, newsletters, agendas, and copies of minutes from educational associations of which U of T is a member; for example, the Association of American Universities; the Association of Commonwealth Universities etc.

007 Date range: From 1964 To 1991

008 ☑ Original record series or ☐ Duplicate record series
Comments: Other U. of T. Offices likely to receive newsletters etc.

009 Status: ☑ Continuous ☐ Discontinued Date: ______________
Reason:

Physical Description
010 Type: 011 Format: 012 Size
☑ Correspondence ☐ Files ☐ 8.5 x 11 ☐ 8 mm
☐ Forms ☐ Cards ☐ 11 x 14 ☐ Other (specify)
☑ Minutes ☐ Printouts ☐ 3 x 5
☐ Reports ☐ Bound vols ☐ 16 mm
☐ Financial ☐ Maps/dwgs
☒ Statements ☐ EDP (continue on Addendum)
☐ Other (specify) ☐ Microfilm
☐ Photos
newsletters ☐ Sound recordings
☐ Moving images
☐ Other (specify) __________

013 Volume: _____ linear ft
014 Estimated annual accumulation: _2_ linear ft
**Filing and Storage**

- **Filing:**
  - ☑ Alpha
  - ☐ Numeric
  - ☐ Alpha-numeric
  - ☐ Chronological

- **by:**
  - name of educational association

- **Other (specify):** ________________________________

- **Index:**
  - ☐ Card catalogue
  - ☐ Book
  - ☐ Automated

- **File breaks:**
  - ☐ Fiscal
  - ☐ Calendar
  - ☓ Academic
  - ☐ Other (specify)

- **Storage:**
  - ☑ Cabinet
  - ☐ Shelf
  - ☐ Desk drawer
  - ☐ Flat
  - ☐ Rolled
  - ☐ Boxed

  - ☐ Other (specify)

**Analysis**

- **Retention:**
  - In office 2 (years)
  - In storage 3 (years)

- **Access Restrictions:**
  - In office ☑ Yes ☐ No
  - In storage ☑ Yes ☐ No

- **Legislation (name of statute):** ________________________________

- **Class:**
  - Personal Information Bank
  - General
  - Vital record

- **Retention requirements**

  - In office (current plus) ________

  - In storage ________

  - Total ________

- **Final dispositions:**

  - ☐ Destroy
  - ☐ Permanent retention:
    - ☑ Archives
    - ☐ Office of Origin

- **Access Restrictions**

  - In office ☐ Yes ☐ No
  - In storage ☐ Yes ☐ No
  - In Archives ☐ Yes ☐ No

  - Details: ________________________________

- **Archivist**

- **Approved by**

- **University Archivist**

- **Date** __________________________

- **Schedule no.:** ____________________