

University of Toronto Archives and Records Management Services **Records Inventory**

ocation 002 Office name: _		Office address/phone:
lentification 004 Title of record	series:	
005 Purpose: □	Operational or Administra	tive
006 Contents:		
008 □ Original red	From To cord series or \square Duplicate rec	ord series
	ontinuous Discontinued Date:	
hysical Description 010 Type:	011 Format:	012 Size
□ Correspondence□ Forms□ Minutes□ Reports	□ Files□ Cards□ Printouts□ Bound vols	□ 8.5 x 11 □ 8 mm □ 11 x 14 □ Other (specify) □ 3 x 5 □ 16 mm
☐ Financial Statements ☐ Other (specify)	 □ Maps/dwgs □ EDP (continue on Addendum) □ Microfilm □ Photos 	013 Volume: linear ft
	☐ Sound recordings☐ Moving images☐ Other (specify)	014 Estimated annual accumulated: linear

_	and Storage 5 Filing: □ Alpha □ Numeric □ by □ Other (specify)	l Alpha-numeric Chronological			
016	6 Index: □ Card catalogue □ Book	☐ Automated			
017	File breaks: ☐ Fiscal ☐ Calendar ☐ Academic ☐ Other (specify)				
018	018 Storage: ☐ Cabinet ☐ Shelf ☐ Desk drawer ☐ Flat ☐ Rolled ☐ Boxed ☐ Other (specify)				
Analys 019	Retention: In office (years) In storage (years)	020 Access Restrictions: In office □ Yes □ No In storage □ Yes □ No			
021 Legislation (name of statute):					
022	Surveyor				
	Archives	Use Only			
023 Class: ☐ Personal Information Bank ☐ General ☐ Vital record					
024 Retention requirements 025 Final dispositions:					
	•	Destroy			
026	Access Restrictions In office □ Yes □ No In storage □ Yes □ No In Archives □ Yes □ No Details:				
027	Archivist	Approved by University Archivist			
	Date	Date			
028	Schedule no.:				