



University of Toronto Archives and Records Management Services  
**Profile of Office**

**001** Official office name (in full): \_\_\_\_\_

**002** Mailing address: \_\_\_\_\_

**003** Street Address (if different from above): \_\_\_\_\_

**004** Title of head of office: \_\_\_\_\_

**005** Name of current head: \_\_\_\_\_

**006** Mandate of office: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**007** Legislation/authority under which office operates: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**008** Date of creation of office: \_\_\_\_\_

**009** Previous names of office and date of existence: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**010** Reporting structure of office:

a) Reports to: \_\_\_\_\_

b) Offices reporting: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**011** Remarks: \_\_\_\_\_

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\_\_\_\_\_