



UNIVERSITY OF TORONTO

ARCHIVES AND RECORDS MANAGEMENT SERVICES

Transferring Records to the Archives

Before records are transferred to the University Archives, offices must confirm with UTARMS that the transfer of records may proceed. Compliance with all instructions will ensure efficient access after the records have been received by the University Archives. Questions concerning these procedures should be directed to the [Records Archivist](#).

The transferring office should ensure the following steps are complete:

- **Separation of records to be transferred:** Records to be transferred to the University Archives must be separated from those not to be transferred.
- **Packing records in 1 standard cu. ft. boxes:** The records must be packed in 1 cu. ft. records storage boxes (banker's boxes). The University Archives will not accept receipt of records packed in any other type of container.
- **Placement of records in boxes:** Records must be placed in the storage boxes in the same order specified on the file list. Boxes should not be overfilled or under-filled. Hanging file folders must not be packed with the files.
- **Numbering the boxes:** Boxes must be numbered consecutively (Box 1, Box 2, Box 3), by writing the box number in bold figures on two sides of the outside of each box.
- **Listing of Boxes:** Compile the list of the records being transferred using the [file list template](#). The final list should reflect the order of the files within each box.
- **Sending the list to UTARMS:** One hard copy of the list is placed in Box No. 1, while the original list is emailed as an attachment to the [Records Archivist](#). The transferring office should keep a copy of the final list for their future reference.
- **Shipment of Records:** When the records are ready, the transferring office contacts the [Records Archivist](#) to arrange for pickup and delivery to the University Archives.
- **Acknowledgement by Archives:** After the records have been received by UTARMS, they are given an accession number to facilitate future retrieval and consultation. The Records Archivist will acknowledge receiving the records and will inform the transferring office of the accession number in writing (A2016-xxxx).
- **Use of Records after Transfer:** The custody of the records after transfer resides with the University Archives, and any use of the records by the transferring office must follow regular Archives reference procedures. Access to records in the custody of the University Archives is governed by the Ontario [Freedom of Information and Protection of Privacy Act](#) and relevant University policies. No records may be removed from the Archives, and all records must be used in the Archives reading room during regular hours of operation. Photocopying services for the transferring office are available.