



**University of Toronto Archives  
Records Schedule**

028 Schedule No.

029 Replacement Schedule No.

**LOCATION**

002 Office Name

003 Address/Phone:

**DESCRIPTION**

004 Title of Records Series

005 Purpose

006 Contents

007 Date Range

008 Original/Duplicate

009 Status

**PHYSICAL DESCRIPTION**

010 Type

011 Format

012 Size

013 Volume

014 Estimated Annual Accumulation

**FILING**

015 Filing

016 Index

017 File Breaks

**RETENTION**

024 Retention Requirements

025 Final Disposition

**RESTRICTIONS**

026 Access Restrictions

023 Class

021 Legislation

**APPROVALS**

University Archivist

Head of Office

Presidential Advisory Committee  
on Archives and Records Management

Date

Date

Date