



University of Toronto Archives and Records Management Services
Records Inventory

■ **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:

- Correspondence
- Forms
- Minutes
- Reports
- Financial Statements
- Other (specify)

newsletters

011 Format:

- Files
- Cards
- Printouts
- Bound vols
- Maps/dwgs
- EDP (continue on Addendum)
- Microfilm
- Photos
- Sound recordings
- Moving images
- Other (specify) _____

012 Size

- 8.5 x 11 8 mm
- 11 x 14 Other (specify)
- 3 x 5
- 16 mm

013 Volume: _____ linear ft

014 Estimated annual accumulation: 2 linear ft

■ **Filing and Storage**

015 Filing: Alpha Numeric Alpha-numeric Chronological
by: name of educational association
 Other (specify) _____

016 Index: Card catalogue Book Automated

017 File breaks: Fiscal Calendar Academic Other (specify) _____

018 Storage: Cabinet Shelf Desk drawer Flat Rolled Boxed
 Other (specify) _____

■ **Analysis**

019 Retention: In office 2 (years)
In storage 3 (years)

020 Access Restrictions:
In office Yes No
In storage Yes No

021 Legislation (name of statute): _____

022 John Doe
Surveyor

Jan. 7, 1991
Date

Archives Use Only

023 Class: Personal Information Bank General Vital record

024 Retention requirements

In office
(current plus) _____
In storage _____
Total _____

025 Final dispositions:

Destroy Permanent retention:
 Archives
 Office of Origin

026 Access Restrictions

In office Yes No
In storage Yes No
In Archives Yes No
Details:

027 Archivist

Date _____

Approved by
University Archivist

Date _____

028 Schedule no.: _____