



University of Toronto Archives and Records Management Services
Records Inventory

■ **Location**

002 Office name: _____ **003** Office address/phone: _____

■ **Identification**

004 Title of record series: _____

005 Purpose: Operational or Administrative

006 Contents:

007 Date range: From _____ To _____

008 Original record series or Duplicate record series

Comments: _____

009 Status: Continuous Discontinued Date: _____

Reason: _____

■ **Physical Description**

010 Type:

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

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 accumulated: _____ linear ft

■ **Filing and Storage**

015 Filing: Alpha Numeric Alpha-numeric Chronological
by _____
 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 _____ (years)
In storage _____ (years)

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

021 Legislation (name of statute): _____

022 _____
Surveyor _____ 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

Approved by
University Archivist

Date _____

Date _____

028 Schedule no.: _____