

 University of Toronto Archives Records Schedule		028 Schedule No. 99-9999
		029 Replacement Schedule No.
LOCATION		
002 Office Name Office of the President	003 Address/Phone: Simcoe Hall; 978-2121.	
DESCRIPTION		
004 Title of Records Series Educational Associations		
005 Purpose Operational: to document the role of the University of Toronto as a member of various educational associations, and to document the work of the associations.		
006 Contents Correspondence, newsletters, agenda, and copies of minutes from educational associations of which University of Toronto is a member; for example: the Association of American Universities; the Association of Commonwealth Universities; etc.		
007 Date Range 1964- 1991	008 Original/Duplicate Original office files; other office filing list	009 Status Continuous
PHYSICAL DESCRIPTION		
010 Type Correspondence; minutes; newsletters		
011 Format Files		
012 Size 8.5x11	013 Volume 12 cu. ft.	014 Estimated Annual Addition 2 cu.
FILING		
015 Filing Alphabetical by name of association	016 Index	017 File Break Academic year
RETENTION		
024 Retention Requirements In office: Current + 2 years In storage: 3 years Total: Current + 5 years		025 Final Disposition Permanent retention in University Archives.
RESTRICTIONS		
026 Access Restrictions Access restricted for 20 years from latest date of file activity.		023 Class
021 Legislation		
APPROVALS		
University Archivist _____	Head of Office _____	Presidential Advisory Committee on Archives and Records Management _____
Date _____	Date _____	Date _____
ARCHIVES - COPY 1	OFFICE OF ORIGIN - COPY 2	April 1992

Figure 3
Records Schedule

April, 1993