



University of Toronto Archives and Records Management Services  
**Profile of Office**

**001** Official office name (in full): \_\_\_\_\_

**002** Mailing address: \_\_\_\_\_

**003** Street Address (if different from above): \_\_\_\_\_

**004** Title of head of office: \_\_\_\_\_

**005** Name of current head: \_\_\_\_\_

**006** Mandate of office: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**007** Legislation/authority under which office operates: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**008** Date of creation of office: \_\_\_\_\_

**009** Previous names of office and date of existence: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**010** Reporting structure of office:  
a) Reports to: \_\_\_\_\_  
b) Offices reporting: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**011** Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_