

How To: Request Records

www.thunderbay.ca/en/city-hall/city-archives.aspx

How to Request Records Using the City Archives Online Search Portal

Step 1: Access the Online Search Portal.

Read Option A below to learn how to make a general request. Read Option B if you want to request specific records.

Option A: Make a general request

Not sure what records you want? In the Online Search Portal, click on "Make a Request" in the top right-hand corner.

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BASIC SEARCH	ADVANCED SEARCH	BROWSE COLLECTIONS	BROWSE SERIES	BROWSE CREATORS	
BROWSE SUBJECTS	CART				

You can then fill out the form with your name, contact information, and your request. Click "Save" or "Save and Exit" and your request will be submitted to the Archives staff, who will contact you regarding your request.

You can also make a general request by contacting the Archives directly at <u>archives@thunderbay.ca</u> or (807) 625-2270.

ADDING REQUESTS

Views		🔄 Cancel 🛛 Save 🔚 Save & Exit
Your Details	 Your Request	
Name		
Email		
Phone Number		
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Option B: Make a Specific Request

Search for the file title of records in the Online Search Portal. (See the Basic Search Guide for instructions.)

Select the records you are interested in by checking the box to the left of each record.

After selecting a record, click "Save to Bookbag".

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Basic Search (Keyword)		conservatory				Q S	earch		
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Foun	nd 89 reco	ord(s)							
				← 1	2				
				BASIC SEARCH	RESULTS				
		TITLE		BASIC SEARCH	SERIES NUMBER	FONDS	RECORD LEVEL	LOCATION NUMBER	ITEM NUMBER
Vie	iew Record	TITLE Centennial Bota	nical <mark>Conservato</mark>	BASIC SEARCH DATE ory [198-?]	RESULTS SERIES NUMBER 441	FONDS	RECORD LEVEL Photo	LOCATION NUMBER	ITEM NUMBER 243

Once you have added all the records you are interested in viewing to the bookbag, click on "Make a Request" in the top right-hand corner.

Follow the instructions as listed above in Option A: Make a General Request. When you submit your request, a list of the records you are interested in will be sent to Archives staff. Archives staff will then contact you to set up an in-person research appointment to view the records.

*Note: File titles and descriptions are listed as they appear in the original records and have not been edited. These file listings may contain different spellings, inaccuracies, or terms which are now considered offensive. They have been left in this original format for historical authenticity.