How To: Request Records

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.

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 archives@thunderbay.ca or (807) 625-2270.

ADDING REQUESTS

👁 Views   ↩ Cancel 💾 Save 💾 Save & Exit

┌─ Your Details ──────────────────────────┐   ┌─ Your Request ──────────────────────┐
│ **Name**   [   ] │   │   │
│ **Email**   [   ] │   │   │
│ **Phone Number** [   ] │   │   │
└──┘   └──────────────────────────────────────┘

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".

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.