

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	<input type="text"/>	
Email	<input type="text"/>	
Phone Number	<input type="text"/>	

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”.

SEARCH THE ARCHIVES

Basic Search (Keyword) Search

Print Save to Bookbag Submit Request Sort More

Found 89 record(s)

← 1 2

BASIC SEARCH RESULTS							
	TITLE	DATE	SERIES NUMBER	FONDS	RECORD LEVEL	LOCATION NUMBER	ITEM NUMBER
<input checked="" type="checkbox"/>	View Record Centennial Botanical Conservatory	[198-?]	441		Photo		243
<input type="checkbox"/>	View Record Centennial Botanical Conservatory	[198-?]	441		Photo		219

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.