Application for access – non-government records

City of Toronto Archives
255 Spadina Road, Toronto ON M5R 2V3
Tel: (416) 397-0778
Fax: (416) 392-9685
Email: archives@toronto.ca

How to use this form

Please use this form when requesting non-government records with the access condition: CONDITIONAL ACCESS (FORM). These records may contain sensitive information, and therefore require review by staff.

Complete this form, and attach a list of the files you wish to view. You can generate the list in the Archives' on-line database, WebGencat.

Submit your form and list to Archives' Research Hall staff. The review of the records may take a few days, depending on the number of files. When the review is completed, staff will contact you.

Please keep a copy of your file list for future reference.

Your contact information

Name:

Researcher number:

Telephone:

Email:
Subject and purpose of research

Please indicate how you intend to use the records (ie. exhibit, publication, display, private study, etc.). If you are a student, please indicate the name of your institution, the program and year of study.

Conditions

1) Researchers may not disclose personal information that could identify an individual, except with the permission of that individual. In the case of a person who is deceased or likely to be deceased, permission to consult the papers will be at the discretion of the City Archivist or his/her designate. Personal information relating to a person who held elected office or a senior public administrative position may be disclosed if it relates to the performance of that person in the position.

2) Researchers must comply with the requirements of the Canadian Copyright Act. In addition, no quotation from any document may be made without attribution, and no extensive quotation from a document without consent of the copyright holder.

3) If you wish to make copies of any of this material please speak to a member of staff first.

Signatures

Signature of Researcher:

_______________________________

Date:

_______________________________

Signature of City Archivist/or designate:

_______________________________

Date:

_______________________________

The personal information on this form is collected under the authority of the City of Toronto Act, 2006 (sec. 20), By-law 696-2001. The information is used to process your application for access to archival records, for contact purposes, and aggregate statistical reporting. Questions about this collection can be directed to: City Archivist, City of Toronto Archives, 255 Spadina Road, Toronto, Ontario, M5R 2V3. Telephone: (416) 397-7393.