



Application for access – non-government records

City of Toronto Archives

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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.