

USING THE ARCHIVES

Restrictions on Access

Records deposited in the Archives are normally on open access but there are some records that are subject to access restrictions. These include:

- ◆ Records containing personal information, such as payroll or personnel records.
- ◆ Vital statistics (Baptism, burial and marriage records) that are still closed in line with the Government of Ontario's guidelines.
- ◆ Surrogate copies, such as microfilm, may be given out (if available) if the original record is in a very fragile condition.

Undertaking Research

There is a \$5 registration fee for undertaking research in person at the Archives. We do offer a limited paid research service for those who are unable to visit us.

Researchers are expected to comply with the Archives code of conduct when using the Reading Room.

Upon approval by staff, patrons may obtain photocopies or take their own images with their own digital camera. Microfilm images can also be obtained as either paper or digital copies.



Visiting the Archives

Office hours: **Mon-Fri 8:30-4:30**

Open to clergy/public: **Tues-Wed 9:00-4:00**

By appointment only

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Toronto, Ontario
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Diocese of Toronto
Anglican Church of Canada

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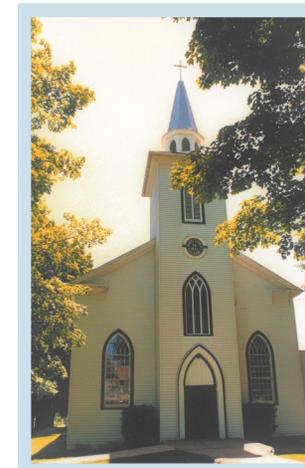
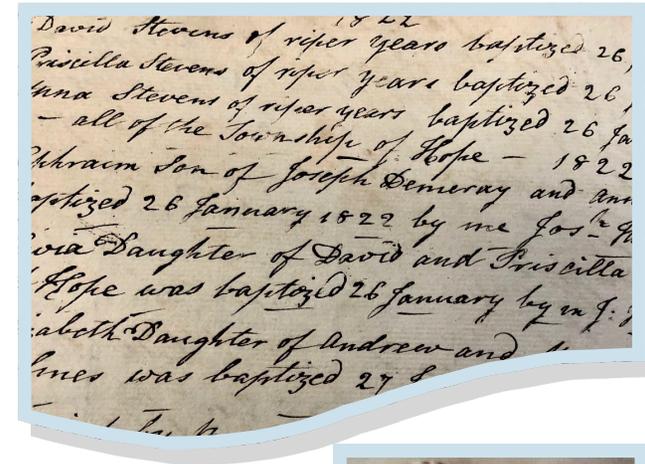
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THE ANGLICAN DIOCESE OF TORONTO ARCHIVES



Diocese of Toronto
Anglican Church of Canada





WHAT WE DO

The Diocesan Archives is the official repository for the records of Synod, its officials, clergy, parishes and organizations. We provide safe, secure and controlled storage for non-current parish records including marriage, baptism and burial records, architectural plans and photographs.

The Archives acquires, arranges, describes and preserves archival records, regardless of media, that have significant and enduring administrative, financial, legal and historical value.



Church of the Epiphany, Toronto, 1921

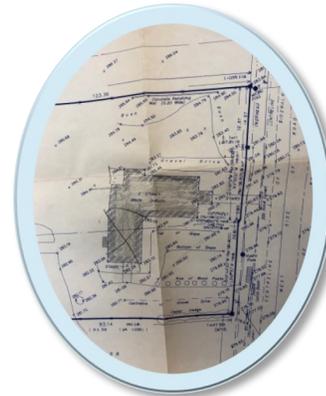
OUR SERVICES

FOR THE DIOCESE & PARISHES

The Diocesan Archives acts as a records centre and maintains the central filing system for active and semi-active files of the Diocese. Some of the records that are maintained in the archives include parish and diocesan property, correspondence, deanery minutes, diocesan boards and committees, treasury and personnel files.

We can provide assistance with:

- ◆ Transferring records to the Archives
- ◆ Records retention
- ◆ Privacy guidelines
- ◆ Providing copies of baptism and marriages
- ◆ Providing resources if parishes are preparing for an anniversary, writing the history of their church, etc.



Land Survey Map, St. Peter's, Churchill, 1899

FOR RESEARCHERS

We have over 700 inquiries a year, many of whom are people wishing to conduct genealogical research or who are requesting copies of their baptism or marriage records. Other uses of our records include students, academics, lawyers, architects as well as other local archives. Most of our inquiries come from Ontario but we receive visitors from across the world either in person or remotely.

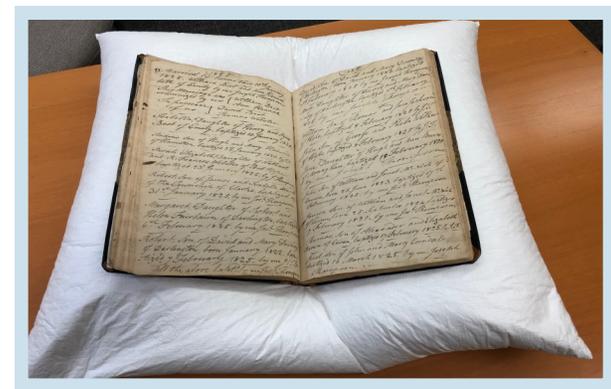
OUR COLLECTIONS

The Anglican Diocese of Toronto was formally established in 1839. The first professional Archivist was appointed in 1983.

Our Archives date back to the early 1800s and provide a rich source of material relating to the history of the Diocese and its parishes.

Our collections include:

- ◆ Parish registers (the earliest dating back to 1819)
- ◆ Parish vestry books
- ◆ Meeting minutes of various Parish organizations.
- ◆ Anglican Church Women records
- ◆ Parish histories/newsletters/pamphlets
- ◆ Synod Journals
- ◆ Annual reports
- ◆ Architectural plans
- ◆ Deeds and titles
- ◆ Photographs
- ◆ Correspondence
- ◆ Church newspapers



Cavan Parish Register 1819-1835