

# City of Ottawa Archives



The City of Ottawa Archives is always adding to its collections, and we thank you for your interest in preserving the documentary heritage of the City of Ottawa.

## Types of records accepted:

- Correspondence
- Diaries, journals, scrapbooks
- Drawings, maps, plans
- Membership lists, minutes of meetings, reports
- Unpublished works of fiction, non-fiction and poetry, speeches
- Photographs, films, videos

## Donations

We accept materials for two general collections: **archives** and **reference**.

Our archival collections of community records consist of original documents relating to individuals, families or organizations in Ottawa, which are acquired and preserved for their historical value.

Although the Archives' main focus is original archival records, we also collect books and other library materials specifically related to Ottawa history for our reference collections. We also maintain special collections, such as maps and self-published family histories.

If you are interested in donating to the Archives please email [archives@ottawa.ca](mailto:archives@ottawa.ca). An archivist will contact you to discuss your materials and our processes.

# Benefits of donating

**Please consider donating community records to help create a picture of life in Ottawa. They will be preserved and accessible for future generations.**

We offer donors:

- Preservation of your materials
- Safe and secure storage
- Digital copies (limited) for you to maintain
- Reference room services including Wi-Fi
- Records access available to all researchers
- Accepted materials may be eligible for a tax donation receipt upon donor's request
- Supporters spotlight - donor web profile

Your donations to the City of Ottawa Archives support the development of our community records collection and exhibits that promote our community values of inclusiveness, and help to bring stories to life for Ottawa residents and visitors.

## Records we will accept

Our archival collections of community records consist of original documents relating to individuals, families or organizations in Ottawa. This list illustrates the wide variety of record types that may comprise materials in the collection. The list is not exhaustive. Both paper records and electronic records are accepted.

### Organizational Records\*

- Administrative files
- Office correspondence and memos
- Minutes and reports
- Membership lists
- Board of Directors records
- Facilities management files
- Executive records (President/CEO files)
- Budgets and annual financial reports
- Fundraising/philanthropic materials
- Written histories of the organization

*\* No longer active or required for operations*

### Personal Papers

- Letters and correspondence
- Journals and diaries
- Appointment books
- Research/subject files
- Unpublished writing and drafts
- Scrapbooks
- Professional records
- Published works with extensive marginalia

### Print Materials

- Press releases
- Press packets
- Newsletters
- Programs
- Brochures
- Small posters and flyers

### Audio/Visual Records

- Photographs
- Negatives and slides
- Video recordings
- Audio recordings
- Film
- Documentary artwork

## Do you have a publication or directory to offer?

Although our main focus is original archival records, we also collect books and other library materials specifically related to Ottawa history for our reference collections. We also maintain some special collections, such as maps and self-published family histories.