



# Request for Historical Information

## OVERVIEW:

The TVDSB Archives is able to offer members of the public research services on matters related to schools, former students, and the Thames Valley District School Board (an amalgamation of the amalgamation of the Elgin County Board of Education, The Board of Education for the City of London, Middlesex County Board of Education, and Oxford County Board of Education). The scope of our research is limited to the records and archives that we currently have in our possession, but at times we may refer the requester to outside sources (materials and organizations) that can be useful.

**Requesting your own student records can be done by completing the Request for Student Records form.**

## RESTRICTIONS ON USE:

The Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) that governs Ontario school boards and their records establishes regulations governing the protection of privacy and provides an individual with the right to access municipal government information, including most general records and records containing their own personal information, subject to very specific and limited exemptions. Records containing student personal information such as school attendance, birth dates, home addresses, etc. may not be made accessible to the public until 30 years after the death of the person to whom the information relates. **As a result, based on average life expectancy data from Statistics Canada, the information of students born prior to and including 1924 could be made public at this time.**

## FEES:

*Minor Research:* \$10.00

- Minor research consists of up to four hours spent looking for information. The cost of photocopying and the cost of mailing the records within North America via regular mail is included in this fee.

*Major Research:* \$20.00

- Major research consists of more than four hours spent looking for information. The cost of photocopying and the cost of mailing the records within North America via regular mail is included in this fee.

**\*Payment is due before items will be mailed out, and can be made via money order, cash (in-person only), or via credit card. The Records Information Management Officer will contact you with the total once the request has been completed.\***

Please describe the scope of your request:

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**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Mailing address:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date (mm/dd/yyyy):** \_\_\_\_\_

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Submit this completed form to the TVDSB Records Centre via:

Email: [records@tvdsb.ca](mailto:records@tvdsb.ca)

Fax: 519-452-2409

In Person: TVDSB Records Centre (951 Leathorne St, London ON N5Z 3M7)

Notice of Collection: The personal information provided on this form and any other correspondence relating to involvement in Board programs is collected by the Thames Valley District School Board under the authority of the Education Act and Regulations (R.S.O. 1990 c.E.2) as amended. The information will be used to register the student in a school, for the collection of applicable student/activity fees, as well as for any consistent purpose. Information is shared with employees such that they may carry out their job duties. In addition the information may be used or disclosed to comply with legislation, for compelling circumstances affecting health and safety or discipline, as required in circumstances related to law enforcement matters, or in accordance with any other Act. For questions about this collection, contact the Board's Freedom of Information Co-ordinator, Thames Valley District School Board, 1250 Dundas Street, London, Ontario, N6A 5L1, Telephone 519-452-2000 ext. 20218.