

ADDITIONAL RESOURCES

To learn more, talk to an archivist, visit an archives, or follow these links:

CITY OF TORONTO ARCHIVES

www.toronto.ca/archives

ARCHIVES OF ONTARIO

www.archives.gov.on.ca/en

RISE UP!

www.riseupfeministarchive.ca

A digital archive of feminist activism in Canada from the 1970s to the 1990s.

ARCHIVES ASSOCIATION OF ONTARIO

www.aao-archivists.ca
www.archeion.ca

Searchable database and best practices.

ASSOCIATION OF RECORDS MANAGERS AND ADMINISTRATORS

<http://www.arma.org/r2/standards>
-amp-best-practices

TWHP

The Toronto Workers' History Project

The Toronto Workers History Project is a large group of workers, unionists, professors, students, artists, teachers, librarians, archivists, educators, researchers, community activists, and retirees dedicated to the preservation and promotion of the history of working people in Toronto.

We are committed to bringing to light the experiences of working people and their contributions as individuals and collectively to the building of this city, in the home, in the paid workplace, and in the community.

We want to highlight the vitality and creativity of working-class cultures in the history of Toronto. We are determined to include the full diversity of working-class experience, including women, Indigenous people, racialized people, people with disabilities, and gays, lesbians, and trans people. We embrace the histories of people from all parts of the world. We aim to make these stories available through a variety of media for audiences of all ages and backgrounds.

We want to educate the people of Toronto and beyond, but also to inspire activists in social-justice and labour movements with the lessons from the past for the struggles to change the world today.

WWW.TWHP.CA • INFO@TWHP.CA
[TWITTER @TOWORKERS](https://twitter.com/TOWORKERS)



HOW TO KEEP OUR HISTORY ALIVE

(BY PRESERVING OUR RECORDS)

TWHP

The Toronto Workers' History Project



**WHY DO
LABOUR
RECORDS
MATTER?**

WHERE YOU WILL FIND RECORDS

- ✓ Union offices
- ✓ Members' basements
- ✓ Retirees' attics
- ✓ Barns, sheds, garages - wherever they've been stashed

HOW TO DECIDE ABOUT RECORDS

- ✓ Designate a few members in your local to be an archives committee.
- ✓ Locate all existing records.
- ✓ Make an inventory of what you've got
- ✓ Contact your provincial or national office. Some unions have staff whose duties include records management. Ask if they have existing policies or guidelines about which records to keep, how long to keep them, and how they should be organized.

HOW SHOULD YOU STORE YOUR STUFF

- ✓ Store the records in proper storage boxes in a secure area away from outside walls, heating areas, water mains, and daylight. Keep your storage space cool and dry. If possible, avoid large changes in climate.
- ✓ Good storage should be accessible, permit easy movement of objects, and be safe for both objects and persons.
- ✓ Raise storage shelves and units/ cabinets at least 15 centimetres above the floor to reduce the possibility of damage from flooding.
- ✓ Photographs are particularly sensitive. Wear cotton or nylon gloves when handling photographic negatives and prints. Store photographs flat and away from light sources.
- ✓ Never eat or drink near your records or artifacts.

WHAT'S WORTH KEEPING?

- Minute books
- Newsletters, magazines
- Correspondence
- Reports
- Conference proceedings
- Course materials
- Certificates
- Pamphlets, flyers
- Posters
- Photographs
- Art work, music
- Banners, flags

WHAT TO DO WITH RECORDS

- Store them properly in your offices
- Find an archives to take them

