



RESEARCH ORIENTATION GUIDE

BC ARCHIVES

Preserving and Providing Access to
the Recorded Evidence of British Columbia's Past.

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WELCOME TO THE BRITISH COLUMBIA ARCHIVES

The BC Archives is the archives of the Government of British Columbia. It provides research access to historical records of enduring value to BC to both the provincial government and public researchers. Broadly speaking, our mandate is to collect, arrange, preserve and make available records of continuing historical interest created by the government of BC and other provincially significant organizations, businesses and individuals.

Records can take many forms. Our holdings include: government documents and records; private historical manuscripts and papers; maps, charts and architectural plans; photographs; paintings, drawings and prints; audio tapes; film and video; newspapers; and an extensive library of publications with a strong emphasis on the social and political history of British Columbia and the Pacific Northwest.

Our goal is to give you the knowledge and tools you will need to locate and retrieve the material relevant to your research. Your job is to assess and interpret them. If you need assistance during any stage of your research, just ask a member of staff in the reference room.

See **NOTES/DEFINITIONS** section at the end of this document for terms in **boldface**.

PLANNING AHEAD

Before your research visit to the Archives please spend some time doing preparatory work. Think about your topic; it always helps to have a clearly defined research goal. Consult with your instructor if you are taking a course and are unclear about the focus of your research. Do some background reading. University, college and local public libraries will have many of the published sources you will need. These secondary sources will help you identify the important people, places and events to look for in the archival records. Many also have bibliographies which can be used to identify potential research sources. The Internet can lead to useful background information and electronic sources as well. For a guide to web sites on British Columbia history, for example, see [The British Columbia History Internet/Web Site](#) and the [British Columbia History Portal](#); for Canada see the list of [Library and Archives online resources](#).

Search on our web site before visiting the Archives. There is an online catalogue of our government and manuscript records, as well as visual, cartographic, moving image, library and vital events holdings. Although not a complete catalogue of all of our records, it will give you a place to start your research. There are also [research guides](#) on a variety of topics. See the end of this document for a list.

If you have questions about our collections or specific records, you can [contact us](#) by telephone, fax or email.

A number of our records are in **offsite storage** and can take up to a week to retrieve. Some government and private records may also have **restrictions** and require special procedures for access. If you have identified records of interest prior to your visit you can contact the Reference Desk (250-387-1952) to find out whether they are offsite and/or restricted. Lengthy lists may also be emailed, faxed or sent by letter post but may not be dealt for 2-4 weeks due to the volume of reference and research inquiries received by the BC Archives. Offsite material can be ordered ahead of time, up to a maximum of 10 boxes at a time. Access to government (GR) records which are restricted (or not yet open for access under the *Freedom of Information and Protection*

of Privacy Act) must be arranged through the **Information and Privacy Section**. You may be required to complete and sign a Research Agreement. Depending on the nature and extent of the records, it may take several weeks before access is granted. Access to restricted non-government (MS) records usually has to be arranged with a private individual or organization. Again, if your time at the Archives is limited, it is a good idea to make the necessary access arrangements well before you arrive.

Please remember that the Archives can be a very busy place. We will be able to give you more assistance if you organize your research time well. If you arrive at the last minute to do your research you may be competing with many other researchers for resources and staff time and may not be able to access the material you need. Also allow yourself sufficient time to do your research, especially if your topic is a complex one and requires detailed research and/or access to many records.

GENERAL PROCEDURES AND INFORMATION

- All researchers must [register](#) to access the BC Archives. Officially issued photo identification (i.e. driver's licence, passport, etc.) is mandatory to obtain full registration privileges. Researchers are required to show their researcher card and sign in and out at the Security Desk on each visit. For registration procedures, hours of operation and location see the [Plan a Visit](#) pages on our web site.
- Please do not bring any personal belongings into the Reference Room except writing paper, pencils, notebooks, laptop computers, cellphones and cameras (flash off). Exceptions will only be made for medical reasons. All items brought into the Reference Room must be logged in with Security. Lockers for personal belongings are provided free of charge. Cell phones are permitted in the Reference Room with the ringtone turned off; all conversations must take place outside the Reference Room. See Self-Serve Copying section below regarding camera use.
- Use pencils only in the Reference Room; no coloured pencils or ink in any form is allowed.
- Chewing gum, food and beverages are not permitted in the Reference Room. No food may be consumed in the building. Smoking is not allowed.
- Due to health concerns arising from exposure to scented products, the BC Archives endeavours to provide a scent-free environment for staff, volunteers and others using our facilities. We ask all individuals to refrain from wearing scented soaps, perfumes, lotions, colognes, aftershave, hairsprays etc. while using the facilities.
- Washrooms are located in the main lobby. A cafeteria and eating area are available in the Museum Exhibits building next to the Archives.

IDENTIFYING, RETRIEVING AND USING MATERIALS

Once you are registered at the Archives, you will have access to both our online and manual guides and catalogues to identify the material you wish to research.

MATERIALS AND SEARCH TOOLS

Published material

Search the online library catalogue for published, or printed, material, i.e. books, government publications, pamphlets, journals, music scores, etc. These are usually considered to be secondary sources but include first-hand accounts of events that contain valuable information. Search by author, subject, title, or **keyword**. Certain library materials are available on **microfilm** and **microfiche**, some of which is available on a self-serve basis in the Reference Room. Use the full call number (including the NW, NWp, NWs, etc.) to request items.¹

Manuscript (textual) material

Unpublished textual records are generally divided into two categories: government and non-government. Historians sometimes refer to unpublished archival records as primary sources. Use both card catalogues and online databases to search for records.

- Card catalogues

The “Government Records and Historical Manuscripts Catalogue #1 (Old System)” and the “Colonial Correspondence (GR 1372) Index” are not duplicated in the online databases although components of both are incorporated into them. Search these catalogues by name or subject. Records in the Government and Historical Manuscripts Catalogue will be identified with an alphanumeric number, e.g.

E
D
P84

Some of the records in the old card catalogue have been described in the Fonds Descriptions database (see below); this number would appear as E/D/P84. As well, some records in the old card catalogue have been converted to GR or MS numbers. The old cards have either been removed or a notation has been made on the card. Descriptions will be found in the Textual Records database (see below). The **finding aids** for these records sometimes provide the old manuscript numbers, should you have an old citation reference.

The Colonial Correspondence Index is an incomplete item level card index to GR-1372. It is also available on microfiche (Bf0042). The [finding aid](#) provides a complete file listing but not the details of which documents are in each file.

- Online databases

There are two online databases that deal with manuscript material: Textual Records and Fonds Descriptions. The Textual Records database describes records at the accession level. It includes the call number of an **accession** (GR for government records and MS for non-government records, e.g. GR-0441 or MS-1077), records series or collection title, start and end dates of the records, their physical extent, the informational content of the records, the source and date of transfer/donation to the archives, subject headings and secondary titles. Selected accessions have **finding aids** which provide more detailed levels of description and which can

¹ If a call number starts with CIHM, also include the NW number found in the Notes field of the catalogue entry.

help you identify the specific document, box or file you need to request. Finding aids do not exist for every GR or MS numbered accession in the index. Printed copies of finding aids are located on shelves in the Reference Room and are self-serve. In addition, there are guides to government records, known as the “blue inventory binders”, organized by department or ministry.

The online Fonds Descriptions database contains descriptions of collections or groups of records created and/or accumulated by a single records creator. They include records in all media and from all catalogues at the BC Archives and often provide an informative biographical or administrative history. A **fonds** description may list call and/or accession numbers.² It will be necessary to check the Textual Records database for further information if a GR or MS number is provided. If call or accession numbers are not available, use the description number (e.g. AAAA1280)³ to check the black duotang binders in the Reference Room to obtain a list of call or accession numbers or seek assistance for further information about how to retrieve material which is part of a fonds. Again, it will be necessary to check the Textual Records database for further information about GR and MS records.

Search the Textual Records and Fonds Descriptions databases by **creator**, title, subject or **keyword**. Basic Search performs a full text search (note the three search methods).⁴ The Advanced and Browse search options allow for more specific searches. Click on the Help tab for more information on searching. Up to a maximum of ten results are displayed at a time. Use the “More Results?” box to view more results or use the Preferences tab to change the number of results displayed per page as well as the initial display level. Click on the left hand number or page icon on the Summary Screen to view the full description.

- Requesting records

Once you have identified records of interest, use the GR, MS or old manuscript number (e.g. A/E/Su8), plus box and volume number if applicable, to request the records (see “Retrieving Original Material” below). If the records are available on **microform** a reel or fiche number will be provided (e.g. B13173, A01766, 176A, Bf003). Unless restricted, **microfilm** and **microfiche** are available on a self-serve basis in the Reference Room.

ACCESS RESTRICTIONS may exist on both government and non-government records. Government records are subject to the *Freedom of Information and Protection of Privacy Act* (FOIPPA) as well as the federal *Youth Criminal Justice Act*. Private records are subject to donor restrictions. As it can take up to several weeks to obtain permission to access these records, it is a good idea to find out whether records are open or not and allow enough time to arrange for access.

Visual records

There is no centralized index to the photographs and other visual records (paintings, drawings, prints) at the Archives. Over 160,000 photograph descriptions are to be found on our web site, with about 80,000 having images online. They can be retrieved by searching the online Visual

² These will be GR, MS, “old MSS” (e.g. E/C/H24.9), F (film), T (sound recordings), photo accession (e.g. 97912-21), record accession (e.g. 91-7206), and microfilm or microfiche (e.g. 255A, Af00481) numbers.

³ Note that a description number is only used to identify a description online; call and accession numbers are required to retrieve physical records.

⁴ Free-form Boolean logic can be used when the search option is set to Most Specific.

Records index by title, subject, **keyword** or **creator**. If you have a reference to a photograph for which no image is available (online or in the Photo Reference Room), use the number(s) provided to request access to the original. Photographs may also be found as part of manuscript collections which can be searched on the Textual Records database. The Fonds Descriptions database contains records of photograph collections, usually identified by the photographer or collector as well as descriptions of fonds which contain photographs.

Descriptions of most of the painting, drawing and print collection of about 10,000 items are on our web site as well, together with digitized images for over half. They can be searched by creator, title, or keyword.

Sound and moving image material

For films and videotapes search the moving image database on the web site by title, subject, **keyword**, etc. They are identified by a V or F number. There is an online database for sound recordings as well as a card catalogue in the Reference Room. The online index is searched in the same way as for the moving images. Some audio collections are described in the Fonds Descriptions database (see "Manuscript (textual) material" section above). Finding aids are available for some collections. Audiotapes are given a T number which can also be used to request transcripts and documentation if they exist. If a reference copy of a film or sound recording is available it can be played on equipment in the Reference Room. If no reference copy is available, and one can be made, it will take a few days to have one produced. In some cases a reference copy cannot be produced and, unless special arrangements can be made, no access is allowed.

Cartographic material

Maps, plans, architectural drawings, charts, etc. have been catalogued using two systems. The "new" system exists online as well as in card catalogue form, the "old" one only as a card catalogue. Search the card catalogue by author, title, subject and date; search the web site index by author, title, subject, date and **keyword**. Call numbers from the old catalogue (e.g. S-616.9hk-T765, 4000-K1955) must be converted to the new numbering system (e.g. CM-A997, CM-C10) using the conversion binder. **Finding aids** for some of the map collections are found in the Reference Room and [online](#).

Many of the maps have been reproduced on **microfiche** which are available in the Reference Room on a self-serve basis. Originals must be requested at the Retrievals Desk and may require 1 to 7 days to retrieve. [Selected images](#) of maps are available on our old website.

Newspapers and clipping files

Both of these collections are on microfilm in the Reference Room and are self-serve. The newspaper reels are filed in alphabetical order by community, and then by title. Consult the [online listing](#) for our holdings of *Newspapers on Microfilm* or the holdings binder in the Reference Room to locate a particular title or community. The Archives does not hold 20th century Vancouver and Victoria daily newspapers, with the exception of the *Colonist* (1858-1939) and the *Vancouver Sun* (1989-2011). They are available, however, at university and public libraries. A searchable digital copy of the *British Colonist* 1858-1920, is available at www.britishcolonist.ca/

The Vertical File, or clipping file, consists of newspaper and magazine articles and some miscellaneous material on a variety of British Columbia subjects. This collection has been

microfilmed. Two useful tools are the *BC Newspaper and Clipping File Index 1858-1983*, on self-serve microfiche, and the four large black index volumes for the Vertical Files. Both are to be found in the Reference Room. The *BC Newspaper and Clipping File Index* contains reference to articles from a number of British Columbia newspapers. Articles marked with an asterisk (*) can also be found on the Vertical Files microfilm. The Vertical Files index is an alphabetical list of file titles together with microfilm reel and frame number.

An additional tool is the Legislative Library *BC Newspaper Index 1900-1970*. Available at the Archives on microfilm, it indexes the Vancouver and Victoria dailies. While we do not hold most of the newspapers indexed, it can be helpful in determining dates for events and can be used for our 20th century *Colonist* holdings. The articles referenced can be obtained at university or public libraries. (Note: The filmed index is not the latest version and lacks indexing for 1911-1917, as well as a number of corrections.)

British Columbia vital events records

The BC Vital Statistics Agency is responsible for the registration of births, marriages and deaths in the province. The original records, collected since 1872 after BC became a province of Canada, remain in the custody of the Agency, although copies for certain date ranges are accessible to the public. Guides are available in the Reference Room to assist you in identifying and locating registration records. Note that these records are not certificates but the original official record of a birth, marriage or death. Certificates are only issued by the BC Vital Statistics Agency.

You can now access scanned images of many of the Vital Events Registrations on the Genealogy database: <http://search-collections.royalbcmuseum.bc.ca/Genealogy/basicSearch>.

RETRIEVING ORIGINAL MATERIAL

Once you have determined that you wish to retrieve a box, volume or other original material, fill out a call slip for each item. Please make sure that all the necessary information is filled in and that your writing is legible. Normally only four items will be supplied to a researcher at one time. When you have completed your first batch of call slips place them in the small black box on the retrievals desk. Staff will then retrieve the material for you and place it on the desk for pick-up. Your last name will be called when your items are ready. Please pick up requests promptly. It is a good idea to note what you have ordered so that you will know which material is yours. If the records you have requested are stored offsite and/or are restricted and you have not made arrangements in advance (see **PLANNING AHEAD**) you will have to wait a day or more for offsite records and at least several weeks for restricted material.

USING ORIGINAL MATERIAL

All archival materials must be handled carefully and must not be removed from the Reference Room. While the material is in your custody you are responsible for it. Much of our collection is unique, or rare, and irreplaceable.

Some handling guidelines:

- Do not place open volumes face down.
- Use one box of material at a time and remove only one folder at a time.

- Use only pencil to take notes (or laptops/tablets). No ink or coloured pencils allowed.
- Retain the original order of documents. Do not mark or re-arrange in any way. If you feel that material is out of order, inform staff.
- Only staff may remove staples and other fasteners. Do not attempt this yourself.
- Use strips of paper available at the retrievals desk as markers. Do not use “stickies”.
- Do not trace maps or other records.
- Do not write on notepaper on top of original documents.
- Refrain from licking fingers to turn pages.
- Use the gloves provided when handling photographic material as oil from hands can damage or stain photographic prints and negatives. Gloves may also be required when handling other records.

If you are viewing material that is part of a research agreement, please remember that you are the only researcher permitted to view that material, unless prior arrangements have been made with the Manager, Information and Privacy Section.

Return the material to the desk when you are finished with it. If you will be using it again the next day, ask a member of staff to have it put on hold.

If you wish to use any material outside of regular full service hours, we have a **locker** system which can be used 4-8 pm, Monday through Friday, and 1-5 pm on Saturday by registered researchers. Document lockers must be reserved by 3 pm (in person or by telephone) on our full service days. Requests for Saturday must be made by 3pm the preceding Friday. Some material, e.g. old manuscript records, photographs, maps and special collections books, are excluded from locker service.

COPYING SERVICES

COPYING BOOKS, DOCUMENTS AND OTHER ORIGINAL MATERIAL

There is no self-serve photocopying or scanning of original archival material or books. If you require photocopying or scanning, fill out the appropriate form, marking the pages with the paper strips provided. All photocopying must be authorized by a staff member. Authorization is subject to the physical condition of the material and may be refused if the material is too fragile or too large. Please note that the BC Archives observes current Canadian copyright legislation which limits what we may or may not copy. You will need to prepay at the reception desk and get your order form stamped "**PAID**" before returning it with the item or container to the Retrievals desk. Please allow up to 20 working days for the processing of your order. If you are requesting copies from library material that is commonly available elsewhere we strongly suggest that you obtain your copies there, rather than at the Archives. Depending upon the number of orders in the photocopy queue, completion times will vary.

For information about reproductions of photographs and other audiovisual material see staff or the [Reproductions](#) page on our web site.

SELF-SERVE COPYING

Certain categories of material may be copied by the individual researcher. Standard copying charges apply. Books, documents and any other material retrieved by staff can only be copied by staff.

- Copy prints of photographs in our General Photograph collection, located behind the retrievals desk and finding aids in the Reference Room may be photocopied using the copier in the Reference Room.
- Prints may be made of any material on our web site. Note that the entire record is printed when printing a textual record description which includes a finding aid, not just the page being viewed. As some finding aids are lengthy and as there is no way to limit the number of pages printed, researchers are advised to do their printing at home or photocopy selected pages from the Reference Room copy.
- **Microfilm** and **microfiche** records can be copied using the reader/printers or digital scanners in the Microfilm Room. Before scanning records from microfilm/fiche, you must purchase a USB stick from our reception desk. The cost for the USB stick is \$12.00 + tax.
- A **camera** (digital or standard) in still image mode may be used to take photographic images of records **for research and personal use purposes only**. Flash photography and tripods are not allowed. Standard handling procedures apply, i.e. the records cannot be put at risk of damage to improve picture quality.

REMOTE COPY REQUESTS

Copies of documents or other material may be ordered by mail, fax or email. For more information see the [Remote Orders](#) page on our web site. Please note that copy orders for published and manuscript material submitted onsite are generally less expensive than those sent in as the latter are subject to a minimum per item charge.

USE OF COPIED MATERIAL

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Duplicating, sharing, transferring, transmitting, renting, selling, trading, leasing, sub-licensing, loaning, giving or re-packaging of Royal BC Museum Corporation still images, records, documents, cartographic records, sound and moving images from the collections of BC Archives and/or the Royal BC Museum is not permitted.

See the [Reproductions](#) section on our website for more information about permissions and licensing.

NOTES/DEFINITIONS

- **Accession.** A group of records or archives from the same source taken into archival custody at the same time. An ongoing accession allows for annual transfers of material from the same source. Also, the process of formally accepting and recording the receipt of records into archival custody. Accessioning provides basic physical and intellectual control over material coming into an archives.
- **Collection.** An artificial accumulation of documents brought together on the basis of some common characteristic (e.g. means of acquisition, creator, subject, language, medium, form, name of collector) without regard to the provenance of the documents.
- **Creator:** Sometimes referred to as *provenance*. The person, family, or corporate body that originates or assembles records. *Provenance* also refers to the chain of ownership or custody of a record, collection or fonds.
- **Finding aid.** A description which provides information about the contents of records and/or archival materials. Finding aids vary in the amount of detail they contain, ranging from box/volume/reel lists to item level descriptions. Small collections often do not have a finding aid.
- **Fonds.** The whole of the records, regardless of form or medium, created and/or accumulated and used by a particular person, family or corporate body in the course of that creator's activities and functions. A fonds is not the same as an accession. It may contain two or more accessions and an accession may contain more than one fonds. Until recently, both government and non-government records acquired by the BC Archives were described as accessions rather than as fonds.
- **Information and Privacy Section.** Reviews government records for statutory restrictions and determines researcher access to these records.
- **Keyword.** A word (or combination of words) in natural language as opposed to the controlled language of subject or other defined field searches. A keyword search will locate a word that appears anywhere in a record, including author/creator, title, publisher, contents notes and subject headings. The Basic Search on the Archives web site treats all search terms as keywords.
- **Locker.** There are two types of lockers at the Archives, those for personal belongings and those for records being used outside of regular hours. There is no charge for either, but documents lockers must be reserved in advance and are limited to 6 items.
- **Microfiche.** Miniaturized photographic document images arranged in horizontal rows and vertical columns that form a grid pattern on a card-size transparent film sheet. Fiche usually have a title readable without a magnifying device.
- **Microfilm.** A photographic film used specifically for the capture of document images. Microfilm is manufactured primarily in either 16 mm or 35 mm widths.
- **Microform.** A general term used to describe the microfilm, microfiche, or other microform formats used for the storage of documents that have been photographed and reduced in size to reduce in order to conserve space or to preserve materials that deteriorate rapidly.
- **Offsite storage.** Due to lack of space, only part of the Archives collection can be stored onsite. The remainder is stored in special warehouse facilities.
- **Restrictions.** Access to and use of public records at the Archives are subject to statutory restrictions, particularly those imposed by the *Freedom of Information and Protection of Privacy Act* (BC), the *Adoption Act* (BC) and the *Youth Criminal Justice Act* (Canada). Access to and use of private records may be subject to donor restrictions. Restrictions may also be put on the use of fragile records.

RESEARCH AND OTHER BC ARCHIVES GUIDES

- *Bedaux Expedition Research Resources*
- *BC Sessional Papers, 1872-1916*
- *Census of Canada, 1881: British Columbia*
- *Census of Canada, 1891: British Columbia*
- *Census of Canada, 1901: British Columbia*
- *Census of Canada, 1911: British Columbia*
- *Coroner's Records*
- *Court Records*
- *Divorce Records*
- *Divorce Records at the BC Archives: an Introduction*
- *Education History Research Guide*
- *Emily Carr: Finding Records, Images and Resources at the BC Archives*
- *First Nations Research Guide*
- *Genealogy Research Guide: Family History Research Resources at the BC Archives*
- *Land Records*
- *Preemption and Homestead Records*
- *Probate Case Files*
- *Probated Wills*
- *Trans-Pacific Records Research Guide*
- *Using BC Vital Statistics "Indian" Birth, Marriage and Death Registration" Microfilm*

BC ARCHIVES QUICKLINKS

- Contact Us <http://royalbcmuseum.bc.ca/archives-visitors/contact/>
- Donating Private Records <http://royalbcmuseum.bc.ca/archives-visitors/donating/>
- Hours of Service <http://royalbcmuseum.bc.ca/archives-visitors/hours/>
- Independent Research Agents <http://royalbcmuseum.bc.ca/archives-visitors/other-resources/>
- Registration Procedures <http://royalbcmuseum.bc.ca/archives-visitors/plan-a-visit/>
- Research Guides <http://royalbcmuseum.bc.ca/archives-collections/guides/>

BC GOVERNMENT WEBSITES

Courts

- Courts of British Columbia <http://www.courts.gov.bc.ca/>
- Court Services <http://www.ag.gov.bc.ca/courts/index.htm>
- Court Services Online <https://eservice.ag.gov.bc.ca/cso/index.do>

Government

- BC Government web site <http://www2.gov.bc.ca/>
- BC Government Directory <http://dir.gov.bc.ca/>

Lands

- BC Geographical Names Information System (BCGNIS) <http://geobc.gov.bc.ca/bcnames/>

- Crown Registry and Geographic Base (GeoBC) <http://archive.ilmb.gov.bc.ca/crgb/>
- Historic Crown Grant Search (1860-1930) <https://apps.gov.bc.ca/pub/rd/html/index.html>
- Land Title and Survey Authority of British Columbia www.ltsa.ca/cms/
- Tantalus GATOR [http://a100.gov.bc.ca/pub/pls/gator/gator\\$queryforms.menu](http://a100.gov.bc.ca/pub/pls/gator/gator$queryforms.menu)

Records Management

- Government Records Service www.gov.bc.ca/citz/iao/records_mgmt/
- Records Schedules (ARCS/ORCS/ORS) www.gov.bc.ca/citz/iao/records_mgmt/arcs_orcs/

Vital Events

- British Columbia Vital Statistics Agency www.vs.gov.bc.ca/

ARCHIVES AND LIBRARIES

British Columbia

- Archives Association of British Columbia (AABC) <http://aabc.ca/>
- MemoryBC: The BC Archival Information Network www.memorybc.ca/
- Legislative Library of British Columbia www.llbc.leg.bc.ca/index.htm

Canada

- Archives Canada: Canadian Archival Information Network (CAIN) www.archivescanada.ca/
- Genealogy Research www.bac-lac.gc.ca/eng/discover/genealogy/Pages/introduction.aspx
- Library and Archives Canada www.collectionscanada.gc.ca/
- Library and Archives Canada topics A-Z www.collectionscanada.gc.ca/a-z-index/index-e.html

OTHER

- British Columbia History Internet/Web Site <http://victoria.tc.ca/Resources/bchistory.html>
- British Columbia History Portal <http://bchistoryportal.tc.ca/index.php>
- Central Registry of Divorce Proceedings www.justice.gc.ca/eng/fl-df/divorce/crdp-bead.html