

The New York State Archives was established in 1971 as a program of the NY State Education Department, and opened its doors to the public in 1978. Its main facility is located in the Cultural Education Center in Albany. The Archives cares for and provides access to more than 130 million documents that tell the story of New York from the seventeenth-century to the present.

The Archives also has nine offices located around the State to address the archives and records management concerns in every region of New York.

This brochure made possible by

NHPRC

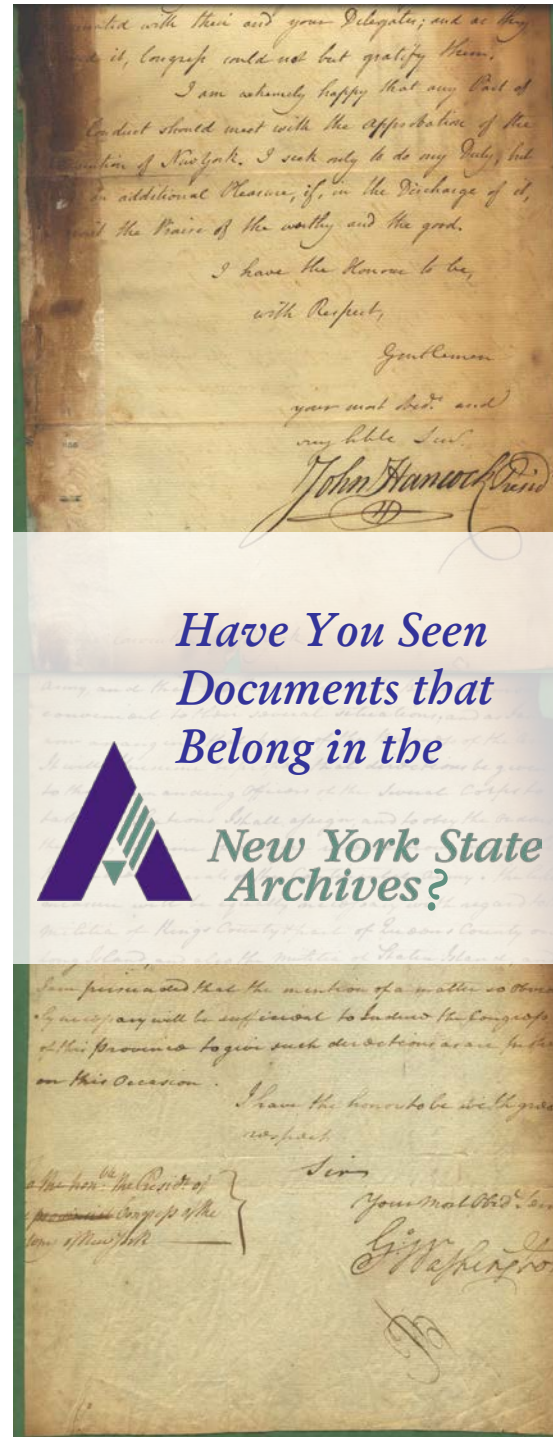
DOCUMENTING DEMOCRACY

National Historical Publications and Records Commission



New York State Education
Department
Cultural Education Center
Albany, NY 12230

(518) 474-6276
www.archives.nysed.gov



What are the Clues to a Document's Rightful Home?

New York's public records are created by state and local governments while conducting the business of the people of the state. Occasionally, these records find their way into private collections, collectibles catalogs, or auctions hosted by a seller or website, such as eBay.

Many of these records are legitimate offerings, having been formally removed from their previous owners. Sometimes, though, the records are improperly removed due to disaster negligence, misappropriation, or theft.

When this happens, the public is denied access to their cultural heritage and identity, as these records should be freely available to everyone through archives, libraries and the government.

It's the law!

Governmental records have legal protections. When someone steals a public record from the government, they are stealing from everyone who is no longer able to access the document. If you see a document that might be a missing New York record, please email dhs@nysed.gov.

What to look for

Record that may belong to the New York State Archives or a government office (county, city, town, borough or village) may have the following characteristics:

- Addressed to a New York State agency or local government
- Official file markings, stamps, seals or notations, including received and classification/declassification stamps
- Exchanges between two government officials
- Records documenting the course of official duties
- New York State agency or local government letterhead, in addition to the above characteristics

But not ...

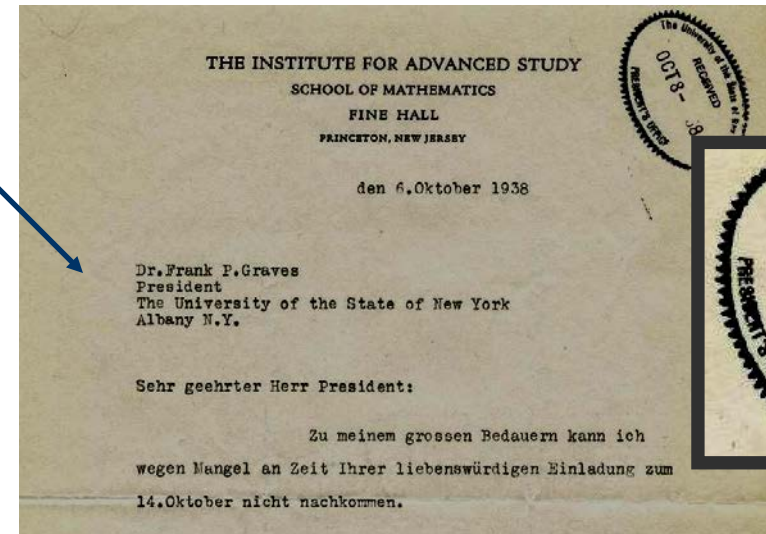
- Documents sent from a government to private individuals (e.g. licenses, notices, letters, certificates, awards)
- Printed publications created or distributed by a government
- Publicity material (e.g. promotional photographs, press releases, autographs)
- Photocopies of records obtained for personal use

You Can Help Us Recover Missing New York Documents!

Official Letterhead of NYS Quartermaster General, with other features



Sent to President of the State University of New York in his Official capacity



Dear General

Sent to Officer

Content pertains to the official course of business of a NYS Agency

Has Carroll been promoted to the command of the 105th?

Yours faithfully

Sent by Chester A. Arthur in his official capacity as Quartermaster General

C. A. Arthur



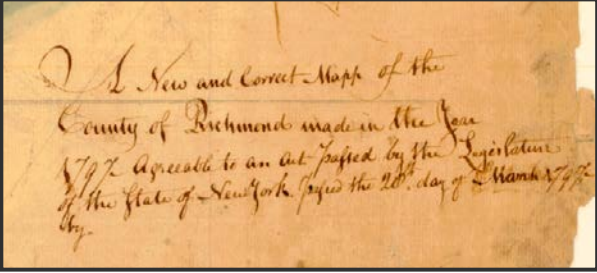
Official Map of the County of Richmond as drawn by the 1797 NYS Legislature



Official filing stamp

What You Can Do

- Check catalogs, advertisements, on-line auctions
- Carefully note descriptions, markings, dates
- Share this pamphlet with others, including historical societies, museums, libraries, businesses
- Report questionable offerings to the NY State Archives



For More Information

www.archives.nysed.gov/
www.archives.nysed.gov/shrab