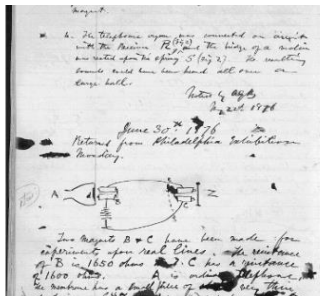




## What Are Historical Records and Research Materials?

Historical records and research materials are items that have been collected and/or received by a person, an organization, or family in the course of their daily affairs. These records and materials document and provide evidence of daily activities and affairs and are kept because of their enduring value. Archives and Special Collections keep these materials in collections to preserve the contextual relationship between records to better tell the history of the people or organizations that created the collections.

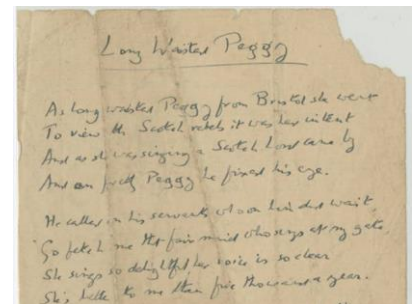
Collection materials can include but are not limited to the following types: diaries, journals, ledgers, minutes, reports, photographs, maps, architectural drawings, deeds, case files, rare books, and may take the following forms: paper, parchment, bound, photographic, microfilm, audiotape, film, videotape, and born-digital, among other forms.



Notebook by Alexander Graham Bell, from 1876. Library Of Congress



1934 International Longshoremen's Association and General Strike. UC Berkeley, Bancroft Library



"Long Waisted Peggy" by E.M. Forester. University of San Francisco

## Types of Archives and What They Collect

- **University and College Archives** – materials that relate to a specific academic institution. Examples: Columbia University Archives, Julliard School Archives.
- **Historical Societies** – typically materials focus on topics about the history of a region, period, or subject. They may maintain some government records. Examples: Buffalo & Erie County Historical Society, Rockefeller Archives Center.
- **Government Archives** – materials relating to state, local or national government bodies. Some Public Historians may collect archival material. Examples: National Archives and Records Administration, New York State Archives, Franklin D. Roosevelt Presidential Library.
- **Corporate Archives** – a department within a company that manages and preserves records of that business. Examples: Wells Fargo History Archives, Johnson & Johnson Archives.
- **Special Collections** – usually a department within a library which holds the rarest and most valuable materials. Materials commonly include books, manuscripts, and/or collections of local history. Examples: NYU Libraries' Special Collections and Archives, Niels Bohr Library and Archives.
- **Museums** – museums tend to place a greater emphasis on exhibiting collection material. Materials focus more on artifacts and artwork rather than books and papers. Examples: The Metropolitan Museum of Art, Eastman Museum.