



New York State Archives

**Historical Records Survey (New York State) Survey of
Buildings Housing State and Local Government Records
A4184**

New York State Archives
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Overview of the Records

Repository:	New York State Archives
Summary:	This series contains forms documenting buildings and rooms (including state offices in Albany) used to store state and local government records in the late 1930s. Many privately owned buildings, including private residences and business establishments, were surveyed if the premises were used to store public records.
Creator:	Historical Records Survey (N.Y.)
Title:	Survey of buildings housing state and local government records
Quantity:	9 cubic feet
Quantity:	(9 boxes)
Inclusive Date:	1936-1942
Series:	A4184

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Arrangement

Organized into two subseries: 1. Building Forms; and 2. Correspondence and Amended Building Forms.

Each subseries is alphabetical by county. Subseries 1 (Building Forms) is arranged therein by name of city, town, or village.

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Scope and Content Note

This series contains copies of forms completed by field workers describing buildings and rooms used to store state and local government records.

These forms were completed at the first stage of the surveys of county, town, village, city, and state government records. Many privately owned buildings, including private residences and

business establishments, were surveyed if the premises were used to store public records. The forms are in two subseries:

Subseries 1: Building Forms. This subseries contains the majority of forms prepared, including all of those for state offices in Albany. There is a typed original, three carbons, and often the field worker's handwritten copy of most forms.

Subseries 2: Correspondence and Amended Building Forms. This subseries contains copies of some building forms that apparently were in the process of being revised. Also included is correspondence (1938-1939) between the buildings editor and district supervisors of the survey. The correspondence concerns the transmittal of building forms or revisions requested by the buildings editor.

The buildings form (10 HR) consists of two parts. Part 1 provides the following information about a single structure: name and location; government offices occupying building and the rooms where they are located; physical description (date constructed, material, dimensions, fire resistance, general plan--attached); damages sustained; percent of records stored in fireproof vaults; owner; amount of rent, if any; and other information (e.g. other uses of building, general condition of lighting, ventilation, or equipment).

Part 2 of the building form was prepared for each room or vault in which records were stored. It contains the following information: room/vault number and location; government agencies storing records in the room/vault; percent of agencies' records in the room/vault; dimensions of room, doors, and windows; material, and conditions in room/vault; linear feet of shelving; linear feet of records; lighting; storage conditions (i.e. space); accommodations for users; and custodian's estimate of additional space and equipment necessary.

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Use of Records

Access Restrictions

There are no restrictions regarding access to or use of this material.

Administrative Information

Custodial History

These records were deposited in the State Library by the Historical Records Survey in 1942. Subsequently they were transferred to the State Archives as boxes 1-9 of old collection #550D, accession number -372.

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Access Terms

- Local government--Records and correspondence
- Inventories
- Archives--New York (State)
- Archive buildings
- Buildings
- Surveying
- New York (State)
- Archival surveys--New York (State)
- New York (State). Education Department
- United States. Works Progress Administration
- New York (State). Education Department. Division of Archives and History