

The purpose of the Archives is to collect, preserve, and provide access to the permanent records generated by the various departments of the Town of Huntington, as well as ensure that these records will be available for future generations. The archival activities we implement enrich education, improve access to historical records and serve as a source of information for residents, teachers, students, community groups and a range of researchers. In addition, our activities help in highlighting the Town's historical organizations and sites.

The Archives is open for research on weekdays, except holidays, by appointment only.

Hours: 10:00 AM – 4:00 PM

For additional information contact:
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Archival handouts are developed by Antonia S. Mattheou, Town Archivist. They are printed on recycled paper and are free of charge.

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RESEARCHING OUR PAST: EDUCATIONAL HANDOUTS FOR STUDENTS & TEACHERS

Solve a History Mystery



Huntington Town Clerk's Archives
Jo-Ann Raia, Town Clerk/RMO

Introduction

This educational packet was developed in an effort to give school curricula a more personal level. The benefits in using teaching tools, such as this one, can be great for teachers and students.

Through exposure to archival collections, educators become aware of the wealth of historical information that exists in local government records and the many ways a single historical record can be used with students of different grades and ability levels.

Being emotionally and physically involved, students become curious about the past and get stimulated to do more research on a subject. Places and people that existed a long time ago come alive, colorful and warm, carrying the characteristics of time past. As a result, students tend to remember what they have learned much longer.

This packet may be reproduced as needed. All activities are only suggestions and can be expanded or changed as needed.

WHAT ARE RECORDS

Organizations, institutions, or government agencies create records daily in order to conduct business. As time goes by, some of those records will be destroyed and some will be kept permanently.

Records kept permanently, called

ARCHIVAL RECORDS

primary source material, archives, permanent/historical records or originals. They are records containing important information about the past. People with different occupations use historical records in their daily work: genealogists and historians tracing family trees, lawyers researching legal matters, architects and engineers interested in restoring old buildings, teachers preparing their instructional material and, of course, students

pursuing research. For this reason, historical records are retained and preserved forever.

Historical records don't necessarily have to be old and in heavy bound volumes. They are created every day by individuals and organizations and can be photographs, films, maps, reports, diaries, case files, cassette or computer tapes, minutes, letters, journals, and other material.

Historical records are kept in climate-controlled spaces, filed in special (acid free) boxes and folders. When displayed, they are cased in a transparent (Mylar) sleeve. Historical records are kept free of scotch tape or any other non-archival adhesive substances, staples or paper clips. An individual with the training and experience needed to effectively administer archival records is called **AN ARCHIVIST**.

DOCUMENTS DISPLAYED (multiple copies)

Indian deed

Nicolls Patent

List of subscribers of the Academy

Robert Macbeth, schoolteacher agreement

Civil War, exemption from service

Civil War, \$1000 bounty note

Civil War, draft note

Captions/receipts/envelopes/memos

Photographs

ACTIVITY: Read the text on Archival Records. Then, inspect the documents displayed. Can you tell?

1. Which ones are originals?
2. Which should be kept in an archival repository?
3. Which ones could we dispose of?