



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

100 Main Street
Huntington, NY 11743-6991

Stacy Colamussi, Records Administrator

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Informational Brochure

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Tel: (631) 351-3035

The Huntington Town Clerk's Archives

was created in 1993 under the direction of Town Clerk and Records Management Officer, Jo-Ann Raia. It houses 1250 linear feet of historical documents and municipal history documenting the Town's origins and growth.

The Archives is committed to preserving records of historic value generated by all Town departments. It is the policy of the repository to make its col-



Patent to the Town of Huntington, 1666

lections available to Town residents, the broader academic community, and the general public for teaching, research, publication and exhibition. In doing so, the Archives reflects the vision of the Town's Officials to better serve the community's legal, fiscal, administrative ever growing need of enhancing education techniques by using primary sources.

In the short time of its existence, the Huntington Town Clerk's Archives has earned the recognition of the State, as well as professional organizations. *"The Guide to the Archival*

Records and Manuscripts of the Town of Huntington", was the recipient of a 1995 MARAC (Mid-Atlantic Region Archives Conference) Award. In 1996, the New York State Archives & Records Administration awarded our repository with the "Archives Week Award for Excellence in Local Government Archival Program Development". A "Certificate of Commendation for the preservation and access to Huntington, New York, history" was awarded to us in 1997, by the American Association of State & Local History.

Our manuscript collection

consists of over 300 volumes and 45 linear feet of material dating back to 1653, the founding date of the Town.

It includes Indian deeds and patents, chattel mortgages, thatch and underwater leases, highway, Town accounts and assessment/tax records, documents pertaining to the Revolutionary Era and the Civil War, town records regarding the origination and functions of Town government, court records dealing with all aspects of life since the establishment of the Town, vital statistics, as well as election, Health Board, school, Receiver of Taxes, abolition of slaves, Overseers of the Poor and Trustees records.



Huntington Police Department appreciation day.

Archival materials do not circulate.

The Archives is open Monday-Friday, except holidays, from 10:00 am - 4:00 pm. The conditions of research use must be consistent with our institution's archival policies for care and preservation of our collections. All copying of archival material is done on the premises. **The charge per copy is twenty-five cents.** Many of the documents are fragile or oversized, therefore, frequent copying is avoided.

In order to ensure that space is available, researchers **must make an appointment** in advance of a visit. **The Archivist can be reached at (516)351-3035 or amattheou@town.huntington.ny.us**

Volunteers

who wish to work on processing, indexing and genealogy projects are welcomed at The Huntington Town Clerk's Archives.

Internships

Students in Arts & Science, Archives, as well as Library and Information Science Programs who are interested in serving internships, completing an independent Study Course are encouraged to apply.

Internships are unpaid, but may be taken in conjunction with course work with the permission of the student's institution.

In the Future

the Huntington Town Clerk's Archives will continue to serve the educational needs of the Town by

- Preserving Huntington's historic records.
- Helping future generations gain a better understanding of the Town and its beginnings.

Publications

are produced by the Archives for the purpose of supporting exhibits or provide information about our holdings. They are available to the public free of charge. Titles include:

- Our Legacy of the Civil War
- The Formation of Our Government
- The Liberty Flag
- The Town Seal
- Why Huntington

The Documentary Heritage Program of the New York State Education Department has awarded our repository a grant to document our Town's ethnic diversity. Public workshops and presentations on this subject will be held at various locations.

In cooperation with the New York State Education Department, efforts are underway to produce students packets and teachers manuals, using the primary sources in our repository, for local schools.



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