



Municipal Archives Collections Guide

The [Collection Guides website](#) allows users to search and browse descriptions of the Municipal Archives' archival holdings using a variety of parameters—these include keyword, creator agency, subject and name. Search results will also indicate when digitized material is available through our online gallery. Users can submit research requests directly to Municipal Archives reference staff using the [Contact Us](#) tab or email research@records.nyc.gov.

Record groups

At the Municipal Archives, we group records according to the most current name of city departments, offices and agencies that create the records. Each record group includes records of related or predecessor agencies that no longer exist or changed names and are/were part of the umbrella agency.

Unprocessed and processed material

The vast majority of the Municipal Archives' holdings is unprocessed. Generally, that means most of the material has not been fully described by archivists. A search on the [Collection Guides website](#) may return a general description for a whole group of records, or a detailed inventory. Unprocessed collections are denoted by "unprocessed" and an accession number starting with ACC-. In some cases, additional information may be available by contacting the Municipal Archives.