

WELCOME TO THE RECORDS CENTER



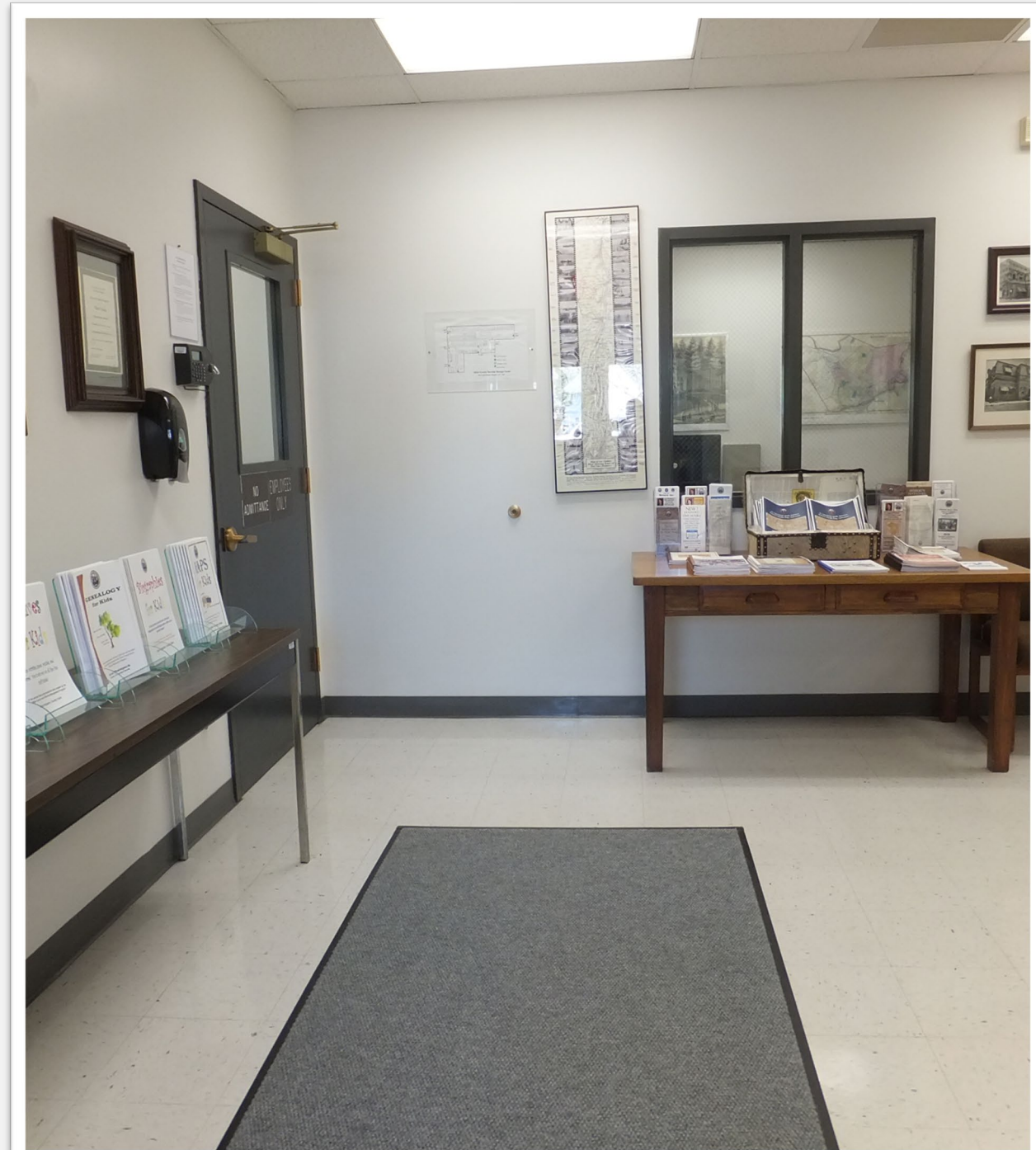
The Ulster County Records Center houses the Records Management Program, a division of the Ulster County Clerk's Office.

The Records Center is located at 300 Foxhall Avenue in Kingston. We've been here since 1997 but the building has been here a lot longer. During the Civil War, gas lamps were made here and then in the early 1900's it was the home of the Charles Ramsey Corporation – a leading manufacturer of piano hardware.

STEP INSIDE

Once inside you'll see that, since its factory days, we've cleaned the place up considerably.

It is now a state of the art storage and reformatting facility. Each year we welcome researchers, genealogists, college students, elementary school classes and more.



TAKE A LOOK AROUND

On your way to the reception desk, make sure to take a look around. There are a multitude of informational and educational publications as well as our donation recognition plaques and awards recognizing our program.



THE HALL OF RECORDS

The main storage area in the Records Center is the Hall of Records (HOR). The vast interior of the HOR houses the inactive records of the Ulster County Government. The HOR has the capacity to store 38,644 cubic feet of records.

We manage 64 customers – providing storage, retrieval, timely destruction and other records management needs. Each year, we receive an average of 2,300 cubic feet of records and process an average of 11,000 record retrieval requests.



THE ARCHIVAL VAULT

Records of exceptional archival value are kept in the Archival Vault. There are books, maps, and papers, with the oldest dating as far back as 1658.

The Archival Vault has a capacity to store 3,254.4 cubic feet of records, most of which (but not all) are small, individually wrapped items, unlike the HOR where most items are stored in one cubic foot boxes.

Preservation and security of the records are of the utmost importance. A specially designed fire suppression system protects the records without the use of water.



SPECIAL CONDITIONS



Archival records are stored in ideal conditions – cool, dry and dark. Items are carefully handled and stored in acid-free archival materials.

Books and maps are covered with archival quality tissue paper, then wrapped in archival wrapping paper.

Papers are housed in acid-free file folders or Mylar sleeves to prevent damage and fragmentation. They are then stored in archival boxes.



THE ELECTRONIC MEDIA VAULT



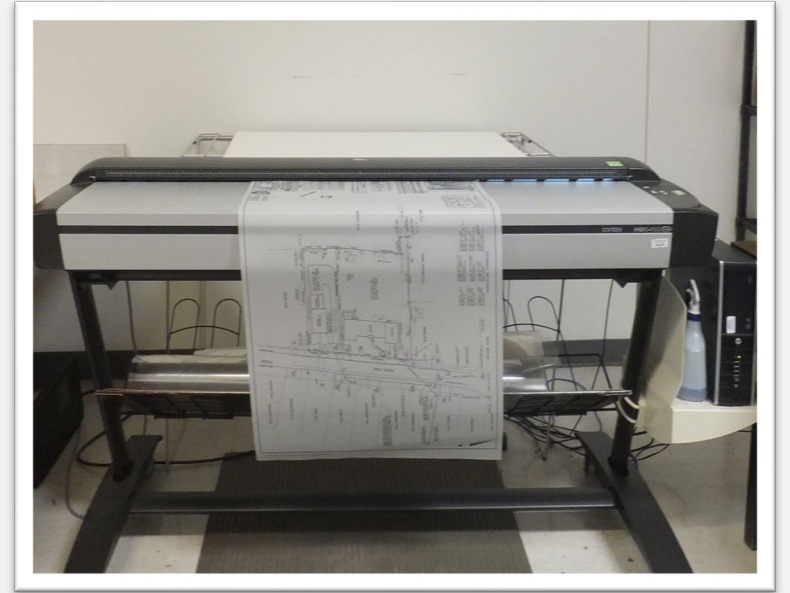
Attached to the Archival Vault is the Electronic Media Vault. This vault houses all types of electronic and magnetic media, including microfilm, microfiche, network server back-up tapes, compact discs, etc.

The Electronic Media Vault can store up to 1,289.4 cubic feet of records. Depending on the type of media, boxes range in size and type.

Like the Archival Vault, this vault has special temperature and humidity controls as well as a specially designed fire suppression system.

MICROGRAPHICS AND SCANNING

The Records Center is also home to the County Clerk's state-of-the-art Micrographics and Scanning division. This division processes over one million reformatted images each year. With the use of 16mm & 35mm cameras and Archive Writing technology, as well as production, large format, flatbed and book scanners, the Clerk's Office provides archival backup and digital access to Ulster County departments and other local governments.



ARCHIVES EXHIBITS

Before you leave, view one of our current exhibits. The Archives produces several exhibits each year for locations around Ulster County, including the County Clerk's Archives Gallery, the Matthewis Persen House Museum, libraries, schools, and (of course) the Records Center.

Exhibits feature documents of historical value from the Archives. Each exhibit has a specific theme or focus which can range from Dutch settlement & the Revolutionary War to the construction of the Ashokan Reservoir, early 20th century industry, and much more.



THANK YOU FOR VISITING!

We are located in the
Ulster County Records Center
300 Foxhall Avenue
Kingston, New York 12401

Call us at (845) 340-3415 or use the
Contact Us feature on our website to
send us an email.

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