

Frequently Asked Questions (FAQs) about the National Archives at New York City's Move

Why is the National Archives moving out of the current location at 201 Varick Street, NYC?

We are moving for several reasons. Our new location will provide state-of-the-art storage facilities for our original records. We must provide a secure preservation environment so that current and future generations of researchers can use the holdings. The new location will also be more patron friendly, and will allow greater accessibility to our programs and services. It is a historic building fit to house the holdings of the National Archives.

Is the National Archives leaving New York?

No. We are staying in Manhattan and will be moving only 2 miles south to One Bowling Green.

What will happen to the records?

The National Archives at New York City currently holds 100,000 cubic feet of original records from Federal agencies in New York, New Jersey, Puerto Rico, and the U.S. Virgin Islands. Currently half of our holdings are stored offsite. When we move to One Bowling Green, we will continue to store some records at our new location but the majority will be stored off-site. We will continue to provide access to all of our records at One Bowling Green, just as we now do at Varick Street for records stored off-site.

Will there be an opportunity to comment on the relocation of the National Archives at New York City?

Yes. On Tuesday, May 4th, we will hold two public meetings at the Naval Officers Room, 3rd floor, Alexander Hamilton U.S. Custom House at One Bowling Green. The meetings will begin at 10:30am and 5:30 pm respectively.

Do I have to make an appointment to view original records?

We recommend that researchers wishing to use original unfiled records contact us in advance so we can ensure that the records they wish to view are available for their visit. Please contact us via e-mail at newyork.archives@nara.gov, toll-free phone at 866.840.1752, or fax at 212.401.1638.

What other research resources will be available at One Bowling Green?

Our most popular microfilm publications including New York State vital records index will still be available on-site. We will continue to provide unlimited free access to online subscriptions services including Ancestry, Footnote, Heritage Quest, and ProQuest.

Can you provide certified copies for all of your holdings?

Yes, materials on-site can be certified same day. Certified copies of materials stored off-site will be provided.

Can you provide emergency entitlement requests?

Yes, we can help you with an emergency request.

What kind of programs will you offer?

We will continue to offer genealogical, historical and education workshops at our facility. We will also continue general outreach programs and special events for the public. More information about our public programs can be found on our website at <http://www.archives.gov/northeast/nyc/public/programs.html>.

Will you have exhibits at the new location?

Yes. At One Bowling Green, we will share a number of public spaces with the other tenants, including a central rotunda, where we can host traveling exhibits. By sharing these public spaces of the building we can increase our public research room and computer search room space.

Will you need volunteers at our new location?

Yes. Our volunteers are vital to our mission. We want our volunteer program to grow even larger at One Bowling Green. For information on volunteer opportunities, please see our web site at: <http://www.archives.gov/northeast/nyc/volunteer/index.html>.

What will your new space look like?

At One Bowling Green we will have more space than we currently do to accommodate researchers, staff, volunteers, teachers, and students. We are just beginning the design phase. Our space at One Bowling Green will have the same functions as our current space including a research room, computer search room, and a reference library.

One Bowling Green is located adjacent to the northeast corner of Battery Park, at the southern tip of Manhattan. It has multiple mass transit options within easy walking distance of the building, such as the 1, 4, 5, J, M, Z, N, R, and W subway lines, the World Trade Center PATH trains, the Staten Island Ferry, and the M1, M6, M15 bus routes.

Will there be available parking?

There are a number of fee-based parking lots surrounding Battery Park.

What is One Bowling Green known for?

One Bowling Green is the site of the Alexander Hamilton U.S. Custom House. The building houses a number of other government agencies, and cultural institutions, including the Smithsonian Institution's Museum of the American Indian and the U.S. Bankruptcy Court for the Southern District of New York.

The building was designed by architect Cass Gilbert and completed in 1907. It is an exquisite example of the Beaux Arts style. It was listed on the National Register of Historic Places in 1972, designated a National Historic Landmark in 1976, and named a city landmark by the New York Landmarks Commission in 1979. In October 1990, the building was re-designated from the U.S. Custom House at Bowling Green to the Alexander Hamilton United States Custom House, in recognition of Alexander Hamilton's accomplishments and contributions to this country. Hamilton was the first Secretary of the Treasury, and he founded a national bank, the U.S. Coast Guard, and the New York Post.

The U.S Custom House is located at Bowling Green, Manhattan's first parade ground and park. It was originally the site of the city's first custom house, which burned down in 1814. The Customs Service is the oldest Federal agency. Learn more about it at: <http://www.cbp.gov/>

If I have any question who should I contact?

All questions regarding this move should be directed to Nancy Shader, Director of Archival Operations, National Archives at New York City by phone: 866.840.1752, fax: 212.401.1638, or email at nancy.shader@nara.gov.