



# Archives

## for Kids

Fun activities, games, puzzles, and more!  
Don't miss out on all the fun stuff inside!

**A fun and fact filled activity booklet for kids created by the  
Ulster County Clerk's Records Management Program**

**2018**





# Mr. History

Hello, my name is Mr. History and I am going to be your guide while learning about the Ulster County Clerk's Archives.

One of the responsibilities that the County Clerk's Office has is taking care of all the records belonging to Ulster County. The records in the Archives date back to 1658...that's over 350 years old!

The County Clerk asked me to develop this “**Archives for Kids**” packet to help you understand what we do here in the Archives. You'll learn about taking care of records and other fun facts and activities.

I hope you find the activities fun and entertaining. After you have completed the packet, you will know more about Ulster County's Archives and what we do to take care of the records!


So, have fun and invite your friends & family to work with you on the activities. Don't forget to tell your teachers to visit us for a field trip and free tour of the Records Center.

Now, let's begin!


# Documenting Our Heritage

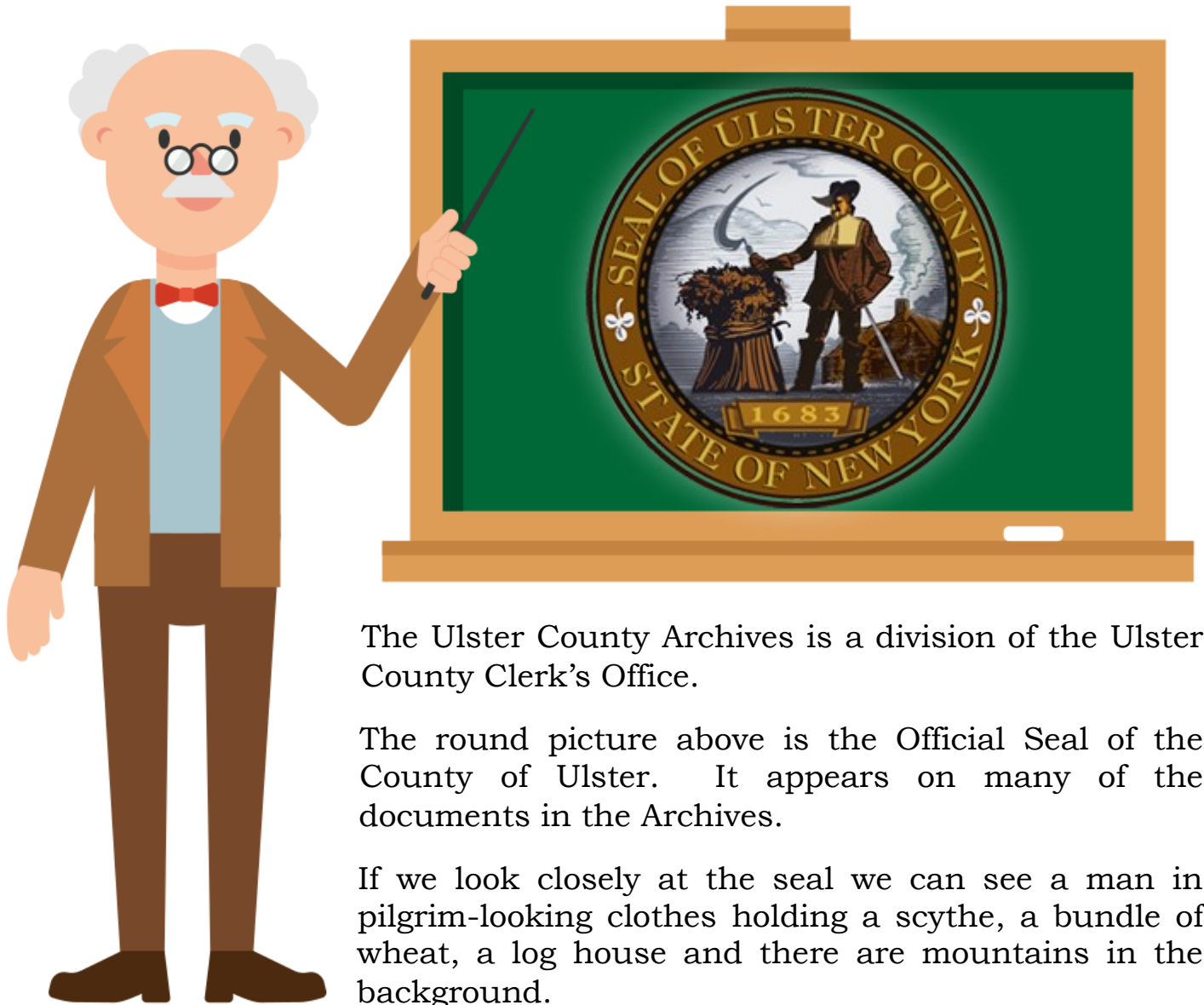
Since  
1671

## The Ulster County Clerk's Office



|                          |                           |
|--------------------------|---------------------------|
| William Montagne 1671    | Henry W. Tibbal 1862      |
| James Graham 1684        | Nathan Williams 1865      |
| Nicholas Anthony 1689    | Charles W. Deyo 1868      |
| Humphrey Davenport 1690  | Peter D. Lefever 1874     |
| William Demyre 1698      | Isreal Snyder 1877        |
| Humphrey Davenport 1699  | David B. Castreet 1880    |
| William Demyre 1702      | Daniel L. Finger 1882     |
| William Nottingham 1719  | Jacob D. Wurts 1883       |
| Gilbert Livingston 1722  | George S. Sleight 1895    |
| John Crooks 1746         | William T. Brodhead 1898  |
| George Clinton 1759      | John D. Fratsher 1901     |
| George Clinton 1760      | William C. DeWitt 1913    |
| Christophen Tappen 1812  | Christopher Loughran 1916 |
| Jacob Snyder 1821        | John H. Saxe 1922         |
| Charles W. Chipp 1834    | Walter G. Geroldsek 1928  |
| John Ferguson 1837       | Daniel Freer 1930         |
| George A. Gay 1840       | James A. Simpson 1931     |
| Joseph H. Tuthil 1843    | Robert A. Snyder 1940     |
| Benjamin Hasbrouck 1846  | Harry D. Sutton 1949      |
| John D.L. Montyne 1849   | Lawrence D. Craft 1955    |
| Milton Sheldon 1852      | Albert Spada 1967         |
| John M. Schoonmaker 1855 | Nina Postupack            |
| Silas Saxton 1858        | 2006-present              |





The Ulster County Archives is a division of the Ulster County Clerk's Office.

The round picture above is the Official Seal of the County of Ulster. It appears on many of the documents in the Archives.

If we look closely at the seal we can see a man in pilgrim-looking clothes holding a scythe, a bundle of wheat, a log house and there are mountains in the background.

We can also see the year the County of Ulster was formed. Can you find when that was? I'll give you a minute to look...

That's right...1683!

Clerks have been taking care of the records since 1671, that's 12 years before Ulster County was officially formed! To the left, is a list of the names of all the County Clerks.

The County Clerk is like the archivist or librarian for the County.

When the government wants to keep a record they've made, they give it to the County Clerk to look after it.

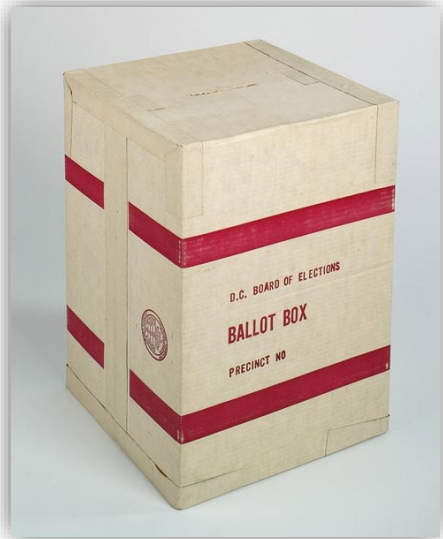
The records in the Archives have been cared for by the present Clerk, and all the other people who have been Clerks since before Ulster County was formed.

# What is an Archives?

It's two things at once...



## #1– It's a place.



It could be small like a box.



It could be a whole room.



Or a whole building, like the U.S. National Archives in Washington, D.C.

Where do you keep your special collections?

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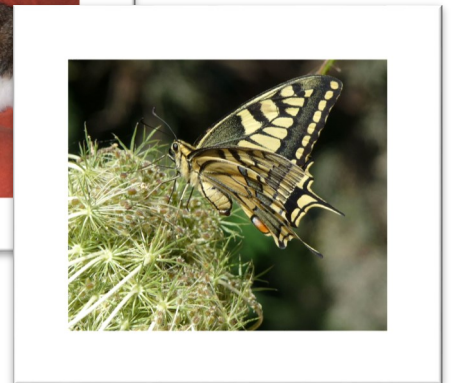
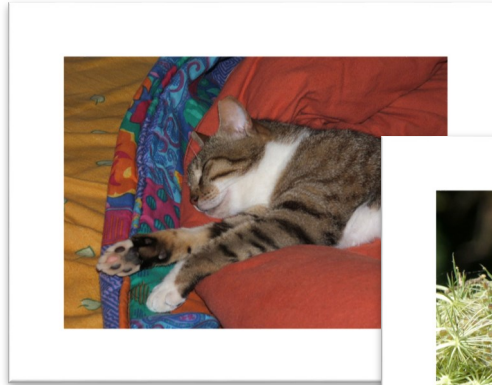
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# #2- It's the things stored in that place.

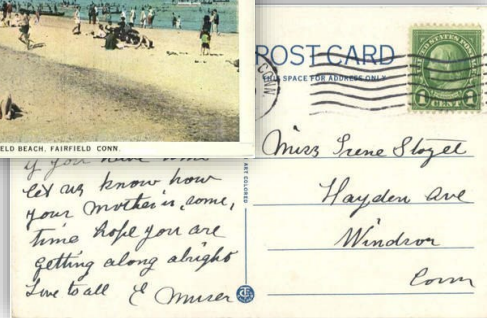
That could be pictures...



...Letters...



...Postcards...



...or posters of your favorite band.



What is in your collection of special things that you are saving for your own archives?

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# Ulster County Archives

Like all archives, the Ulster County Archives is two things at once.

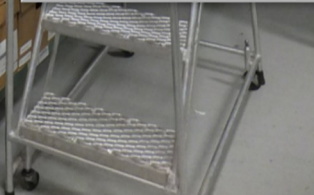
**Number 1**, it's a room in the Ulster County Records Center.



**Number 2**, it's a collection of special records of the Ulster County Government.







Here we are in the Archival Vault.

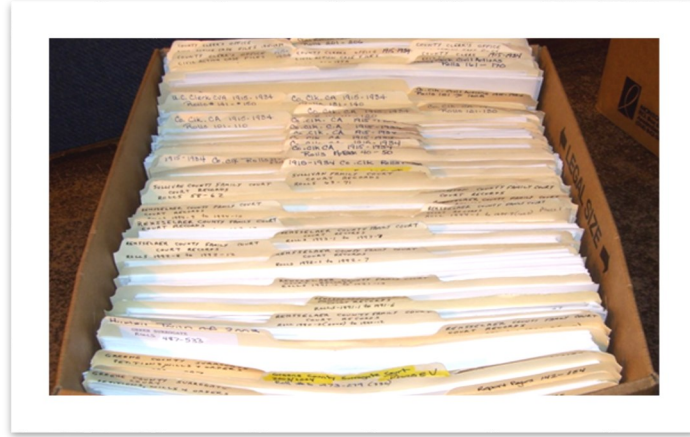
We call it a vault because it's very safe, with perfect conditions for storing records...cool, dry and locked!

You can see it has steel shelves with the archives of the Ulster County government on them. There are boxes and wrapped items on all of the shelves.

Do you keep your archives in a special box or container?



# What is in all these boxes and covered under all that wrapping paper?



In the cardboard boxes are papers.  
These are individual sheets with writing on them.  
They are very old and yellowed.

Some have broken edges and wax seals by the names.

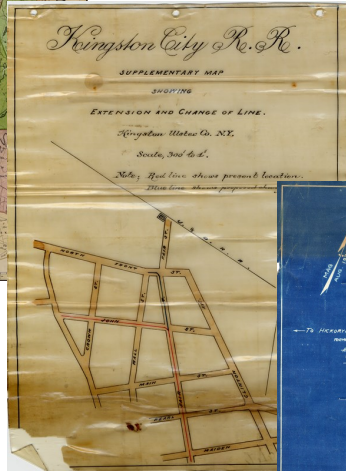
We call these records papers. The examples below are all from the 1700's.

Old documents often have broken edges and holes in them. These holes are called "losses" because the pieces have been lost.



**Papers**

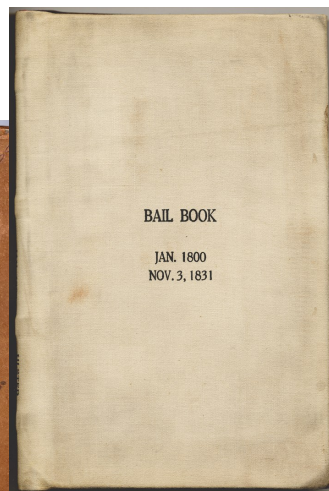
# Maps



In the long tubes wrapped in paper are maps.

Some are printed in color, others are hand-drawn and some are called blue prints. The maps are rolled on tubes.

In the bundles wrapped in yellow paper are books. Some books have fancy covers with a marbled finish. Some are leather with hand-tooled designs. Others are covered with canvas. All these covers are designed to protect the pages of the book.



# Books

# What is an Archivist?

## And what do they do?

An Archivist is a person who maintains and is in charge of archives. The Archivist **stores, arranges, describes, preserves,** and **shows** all the records in the Archives.

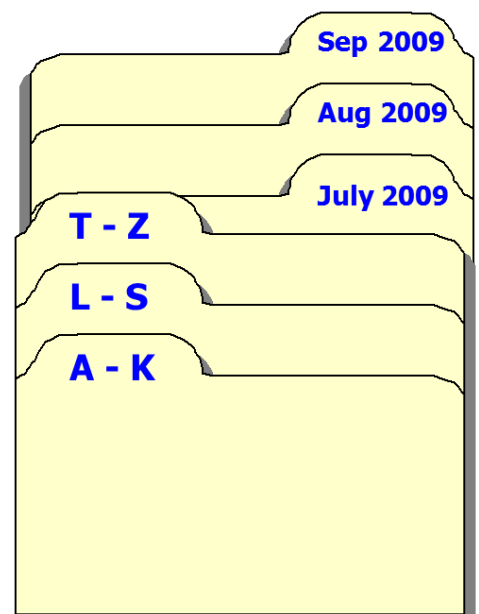
What do all these words mean?

**Store** To store records means to put them someplace. The Ulster County Archives are stored in a building. The building should be locked so no one can steal them. There should be no windows so the sunlight won't make the records fade. The building should also be clean and free of pests like mice. Mice can eat the paper and ruin the records.



### **Arrange**

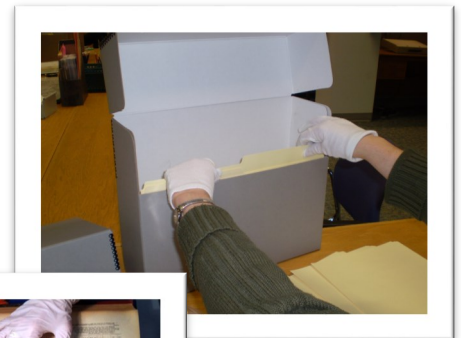
To arrange is to put things in order. That could be in physical order, neatly on a shelf. Or alphabetical order following you're A, B, C's. Or chronological order by date...like the dates on a calendar. Or numerical order by number... such as 1, 2, 3 and so on.



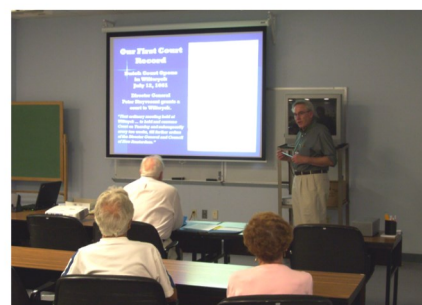
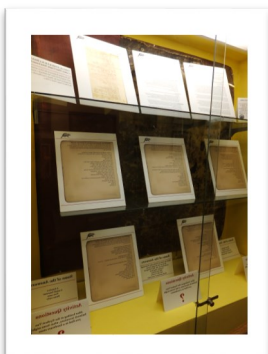
**Describe** To describe means to look at the document and write down everything you know about it. We look for a name to give it. That's called a "title". We look to see what year it was made. That's called the "date". We measure the amount of the records. That's called the "volume". We think about what the record says. That's called the "content". And we look for rips or tears or how fragile the record is. That's called "condition".



**Preserve** Preserve means to do things that will make sure the record lasts forever. One thing to do is to put them in new folders. Dirt and chemicals in old folders can hurt the records. We use pencils (never pens!) when writing or working around the records because if we accidentally make a mark with a pencil, then we can erase it. We make copies of the records sometimes so the original will not get damaged. And we treat and repair broken or torn records. This is done by trained conservators. They are like doctors for records. And we always wear special gloves when handling records!



**Show** We show the records to people doing historical research or family history. We sponsor exhibits so people can come and see what the records look like. We add our descriptions into computers so we can study the information. And we post the information on our web site so people can read it all over the world.





Archivists use a form like this to write down descriptions of records. The form gives us space to write down all sorts of meaningful information. It also ensures that we are collecting the same type of information from each record.

ULSTER COUNTY RECORDS MANAGEMENT PROGRAM/ARCHIVAL DIVISION  
MARC FORMAT DATA COLLECTION FORM

(035) ICN: \_\_\_\_\_

COLLECTION NAME: \_\_\_\_\_

(110) DEPARTMENT: \_\_\_\_\_

RECORD SERIES CODE: \_\_\_\_\_ LOCATION CODE (HOR): \_\_\_\_\_ FOLDER#(S) \_\_\_\_\_

(245) TITLE: \_\_\_\_\_

\_\_\_\_\_

(245f) START DATE: \_\_\_\_\_ (245f) END DATE: \_\_\_\_\_ (245g) BULK DATES: \_\_\_\_\_

DATE RANGE COMMENTS: \_\_\_\_\_

\_\_\_\_\_

(300b) PHYSICAL DESCRIPTION & QUANTITY: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (300g) CU.FT. \_\_\_\_\_

WEB IMAGES \_\_\_\_\_

(340) MEDIUM: \_\_\_\_\_

(351) ARRANGEMENT: \_\_\_Alphabetical\_\_\_ Numerical\_\_\_ Chronological\_\_\_ Geographical\_\_\_ Other By \_\_\_\_\_

(506) ACCESS RESTRICTIONS: Authorization must be obtained from the Ulster County Clerk's Office.

(520) SCOPE & CONTENT NOTE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

On the next page is an inventory found in the Ulster County Archives. An inventory is a list of items. Why don't you try describing this document and see what you find out! The full inventory is on the top and, below that, I've blown up the top of page 1 so you can see it more clearly.

What do you think is the title of this record? \_\_\_\_\_

\_\_\_\_\_

What is the date of this record? \_\_\_\_\_

What is the volume or quantity of this record? \_\_\_\_\_

What is the content of this record? (What type of information is given for each item on the list?) \_\_\_\_\_

\_\_\_\_\_

| Inventory of Groceries Stock of John Richards |     | 1862                           |     | 1862                           |     | 1862                           |     | 1862                           |     | 1862                           |     |
|---|-----|--------------------------------|-----|--------------------------------|-----|--------------------------------|-----|--------------------------------|-----|--------------------------------|-----|
| 1 Emphine Side Lamp in use                    | 37  | 1 Butter & 1 Cheese            | 50  | 1/2 doz Lead pencils           | 163 | 1 " Carpenter pencils          | 18  | 29 lb Mustard in Cans          | 580 | 9 lb Chicory                   | 90  |
| 1/2 doz Lead pencils                          | 163 | 1 " Carpenter pencils          | 18  | 29 lb Mustard in Cans          | 580 | 9 lb Chicory                   | 90  | 6 1/2 " Nutmegs                | 358 | 20 " Ginger                    | 180 |
| 1 " Carpenter pencils                         | 18  | 29 lb Mustard in Cans          | 580 | 9 lb Chicory                   | 90  | 6 1/2 " Nutmegs                | 358 | 20 " Ginger                    | 180 | 18 " Allspice                  | 135 |
| 29 lb Mustard in Cans                         | 580 | 9 lb Chicory                   | 90  | 6 1/2 " Nutmegs                | 358 | 20 " Ginger                    | 180 | 18 " Allspice                  | 135 | 13 " Pepper                    | 169 |
| 9 lb Chicory                                  | 90  | 6 1/2 " Nutmegs                | 358 | 20 " Ginger                    | 180 | 18 " Allspice                  | 135 | 13 " Pepper                    | 169 | 3 " Allspice in addition       | 22  |
| 6 1/2 " Nutmegs                               | 358 | 20 " Ginger                    | 180 | 18 " Allspice                  | 135 | 13 " Pepper                    | 169 | 3 " Allspice in addition       | 22  | 9 Mustard Cups & Glass         | 63  |
| 20 " Ginger                                   | 180 | 18 " Allspice                  | 135 | 13 " Pepper                    | 169 | 3 " Allspice in addition       | 22  | 9 Mustard Cups & Glass         | 63  | 8 Slap Tumblers                | 56  |
| 18 " Allspice                                 | 135 | 13 " Pepper                    | 169 | 3 " Allspice in addition       | 22  | 9 Mustard Cups & Glass         | 63  | 8 Slap Tumblers                | 56  | 5 lb Siccine                   | 95  |
| 13 " Pepper                                   | 169 | 3 " Allspice in addition       | 22  | 9 Mustard Cups & Glass         | 63  | 8 Slap Tumblers                | 56  | 5 lb Siccine                   | 95  | a lot of Sponge                | 6   |
| 3 " Allspice in addition                      | 22  | 9 Mustard Cups & Glass         | 63  | 8 Slap Tumblers                | 56  | 5 lb Siccine                   | 95  | a lot of Sponge                | 6   | 12 doz Pa. Buckskin Mittens    | 400 |
| 9 Mustard Cups & Glass                        | 63  | 8 Slap Tumblers                | 56  | 5 lb Siccine                   | 95  | a lot of Sponge                | 6   | 12 doz Pa. Buckskin Mittens    | 400 | 2 Salt Cups                    | 14  |
| 8 Slap Tumblers                               | 56  | 5 lb Siccine                   | 95  | a lot of Sponge                | 6   | 12 doz Pa. Buckskin Mittens    | 400 | 2 Salt Cups                    | 14  | 3 7/12 doz Cakes of fancy Soap | 89  |
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| 2 Salt Cups                                   | 14  | 3 7/12 doz Cakes of fancy Soap | 89  | 8 lb Cassia                    | 264 |                                |     |                                |     |                                |     |
| 3 7/12 doz Cakes of fancy Soap                | 89  | 8 lb Cassia                    | 264 |                                |     |                                |     |                                |     |                                |     |
| 8 lb Cassia                                   | 264 |                                |     |                                |     |                                |     |                                |     |                                |     |

# Inventory of Groceries Stock of John Richards January 1862

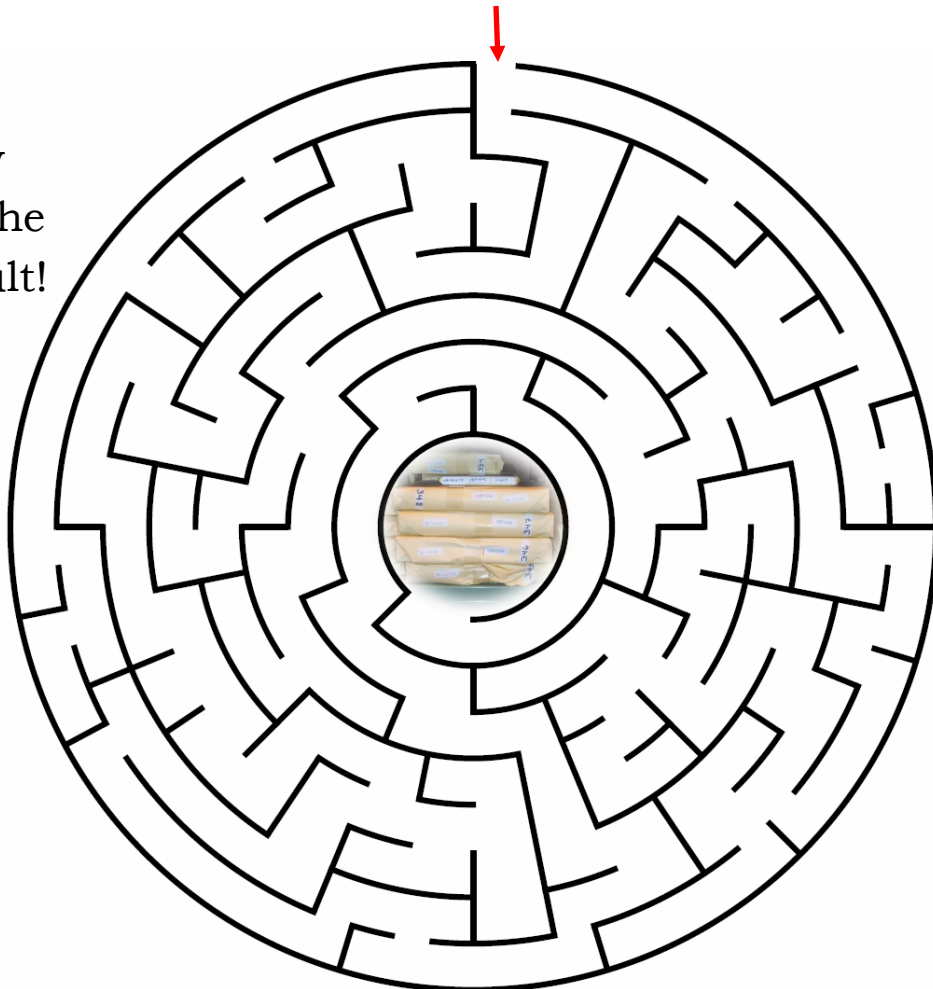
|                                |     |
|--------------------------------|-----|
| 1 Emphine Side Lamp in use     | 37  |
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| a lot of Sponge                | 6   |
| 12 doz Pa. Buckskin Mittens    | 400 |
| 2 Salt Cups                    | 14  |
| 3 7/12 doz Cakes of fancy Soap | 89  |
| 8 lb Cassia                    | 264 |

# Activities



Congratulations! You have completed the Archives for Kids lessons. Test your knowledge with some fun activities. Also, you can check out our website for more fun activity booklets and interesting information at [ulstercountyny.gov/archives](http://ulstercountyny.gov/archives). Don't forget to check your answers at the back of the book!

Help Mr. History find his way to the books in the vault!





# Amazing Archives!

G L O A S T O R E B A H X V X S E H H D  
F J L R T G S Y D F U K I D Z A H R B E  
W Z B C O O H G M U L K G S W O A S O S  
J Y Y H R Z O E V S C V T C T R H U T C  
L S E I B G W B P A P E R S A O Z G K R  
S Z F V Z I J Y B T R A G U V A R G V I  
T Q Y I U A P A C W L Y B Z P R X Y I B  
F H V S O R B X D H P O Q G N R M F X E  
L Y B T I C P D X V U G B R I A H H V C  
I H O D F H I O U C R P V U N N B A P X  
P P A N R I C C F C O F R H U G A V D V  
Q L M X W V R U G S E L X E Y E K L E R  
T J A V M E S M F Q P J L W S K Y Y H E  
V M H C F S M E J C D J D E C E R H B C  
K X T I E I N N N E N M B O C S R S C O  
G I I N V E N T O R Y Q A O E T V V T R  
G F G I Q S M F B T U A A P Q A I X E D  
N F F Q K U F H W D B O O K S M Q O E S  
B T R Q F C K I G J L E V B D R G M N S  
Q N D N N L V Q D T K L P M H N G A V L

ARCHIVES

COLLECTION

INVENTORY

PRESERVE

ARCHIVIST

DESCRIBE

MAPS

RECORDS

ARRANGE

DOCUMENT

PAPERS

SHOW

BOOKS

HISTORY

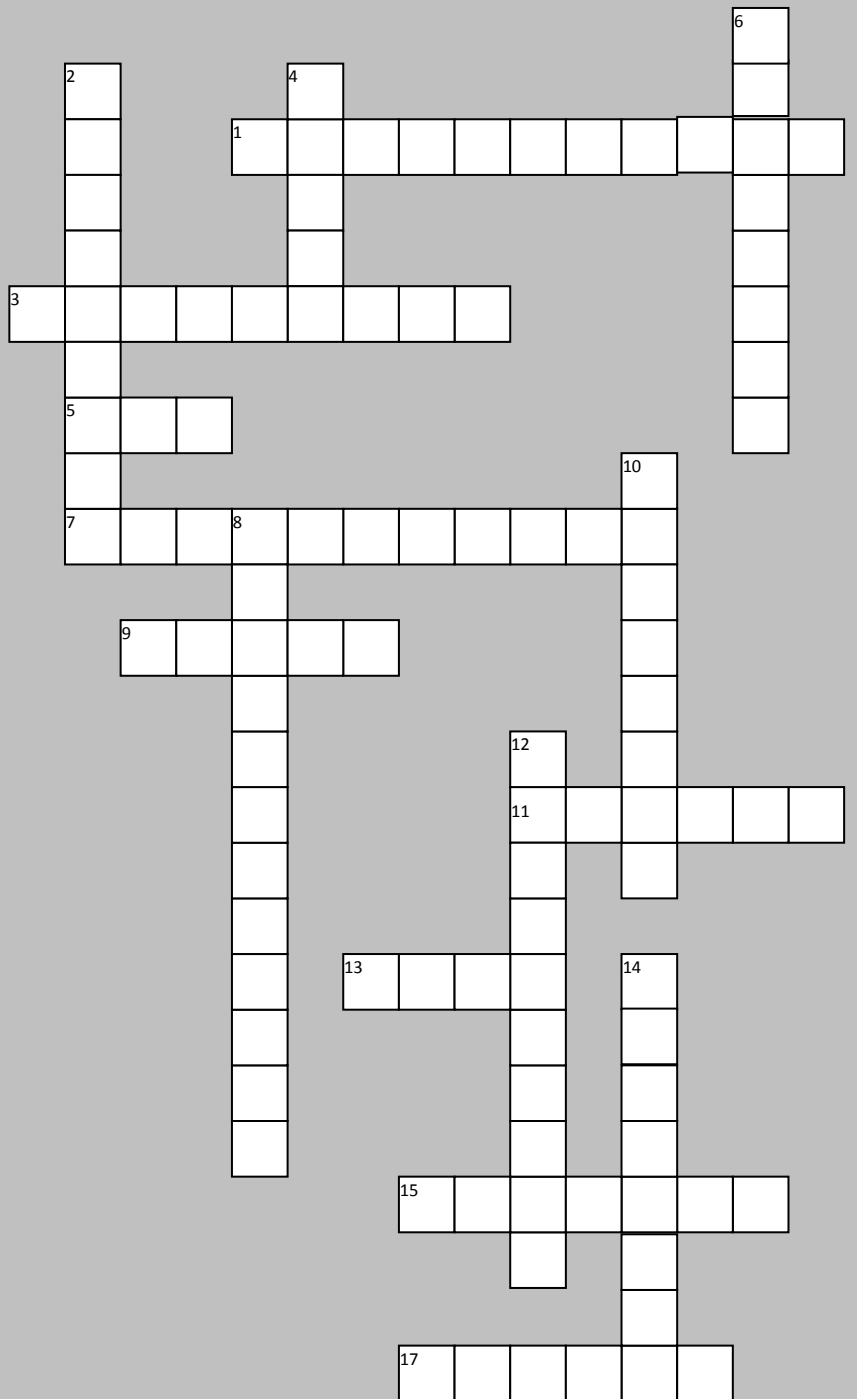
PLACE

STORE

# ARCHIVES CROSSWORDS

## WORD BANK

ARCHIVIST  
 CLEAN  
 HANDWRITING  
 HISTORIAN  
 INK  
 KINGSTON  
 PAPER  
 PRESERVATION  
 PROTECTION  
 RECORD  
 RESEARCH  
 SAFE  
 STORAGE  
 TEMPERATURE  
 ULSTER  
 VALUABLE



# Crossword Clues



## Across

1. The way a person forms letters and words in writing is called \_\_\_\_\_.
3. A person that studies and records history is a \_\_\_\_\_.
5. \_\_\_\_\_ is a colored liquid used to draw or write.
7. \_\_\_\_\_ is how hot or cold something is.
9. If something is free from dirt it is \_\_\_\_\_.
11. A stored document of information is a \_\_\_\_\_.
13. The documents should be kept \_\_\_\_\_ or out of danger.
15. A way to keep documents together in a safe environment is called \_\_\_\_\_.
17. Kingston is in \_\_\_\_\_ County.

## Down:

2. A person responsible for preserving, organizing or servicing documents is an \_\_\_\_\_.
4. Something you write and record information on is called \_\_\_\_\_.
6. \_\_\_\_\_ was the first capital of New York.
8. Guarding, protecting and keeping records in good condition so they last a long time is called \_\_\_\_\_.
10. Gathering information so you learn new things is called \_\_\_\_\_.
12. Keeping documents away from harm and danger is called \_\_\_\_\_.
14. A document is \_\_\_\_\_ if it has great value.

# Mr. History's Word Scramble

Mr. History has scrambled up some words for you to solve. All of the words can be found in this book and are items or conditions that are **good** for records!



COLO \_\_\_\_\_

RYD \_\_\_\_\_

DKOLCE \_\_\_\_\_

VGOESL \_\_\_\_\_

LCIPNE \_\_\_\_\_

OEBXS \_\_\_\_\_

LSRDOFE \_\_\_\_\_

ECPISO \_\_\_\_\_

RIEPAR \_\_\_\_\_

And here are a few things that are **bad** for records...

ECMI \_\_\_\_\_

IRDT \_\_\_\_\_

SCHMAEHLIC \_\_\_\_\_

EPSN \_\_\_\_\_

ULHSTGNI \_\_\_\_\_



# Puzzle Solutions

I hope you enjoyed the puzzles! Since you worked so hard on this booklet, I've put the solutions here for you to check your work. Great job!



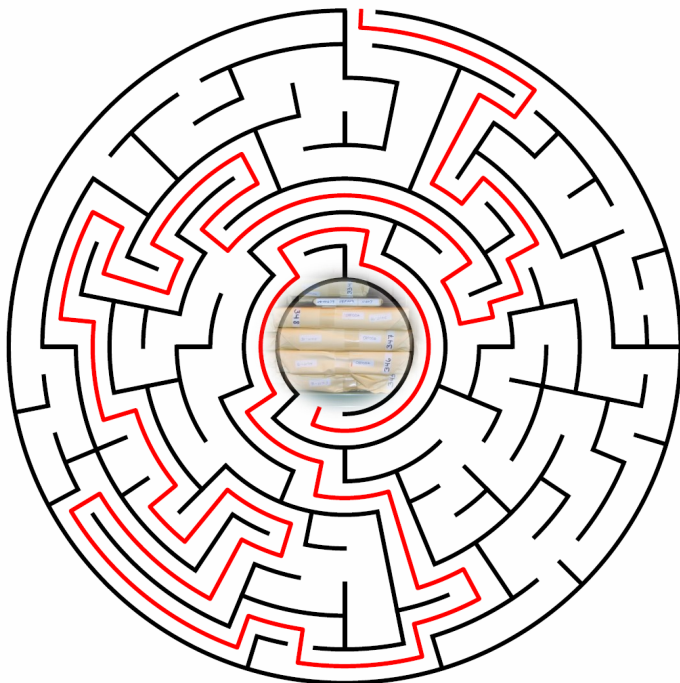
**Inventory Description**—Each archivist may describe items slightly different. Here is how I described the inventory:

Title: Inventory of Groceries Stock of John Richards

Date: January 1862

Volume/Quantity: 8 pages

Content: Quantity, name, price and total value of each item



## Archives Crossword Puzzle

### Across

1. Handwriting
3. Historian
5. Ink
7. Temperature
9. Clean
11. Record
13. Safe
15. Storage
17. Ulster

### Down

2. Archivist
4. Paper
6. Kingston
8. Preservation
10. Research
12. Protection
14. Valuable

Word Scramble of items or conditions that are **good** for records...

|         |         |
|---------|---------|
| COLO    | COOL    |
| RYD     | DRY     |
| DKOLCE  | LOCKED  |
| VGOESL  | GLOVES  |
| LCIPNE  | PENCIL  |
| OEBXS   | BOXES   |
| LSRDOFE | FOLDERS |
| ECPISO  | COPIES  |
| RIEPAR  | REPAIR  |

And things that are **bad** for records...

|            |           |
|------------|-----------|
| ECMI       | MICE      |
| IRDT       | DIRT      |
| SCHMAEHLIC | CHEMICALS |
| EPSN       | PENS      |
| ULHSTGNI   | SUNLIGHT  |

Here are some of the many words you can make from the letters in "ARCHIVES"

### 3 Letter

ACE  
AIR  
ARC  
ARE  
ASH  
CAR  
EAR  
ERA  
HAS  
HER  
HIS  
ICE  
IRE  
SEA  
SHE  
SIR  
VIA  
VIE

RICE  
RICH  
RISE  
SAVE  
SCAR  
SIRE  
VASE  
VICE

CRAVES  
RICHES  
SEARCH  
SHAVER  
VARIES  
VICARS

7 Letter  
ARCHIVE  
CASHIER

### 5 Letter

ACHES  
ACRES  
ARISE  
CARES  
CARVE  
CAVES  
CHAIR  
CHASE  
CHIVE  
CRASH  
CRAVE  
CRIES  
HAIRS  
HARES  
HEARS  
HEIRS  
HIRES  
HIVES  
RACES  
RAISE  
RAVES  
REACH  
SCARE  
SHARE  
SHAVE  
SHEAR  
SHIRE  
VICAR  
VICES

### 4 Letter

ACES  
ACHE  
ACRE  
ARCH  
ARCS  
CARE  
CARS  
CASE  
CASH  
CAVE  
CHAR  
EACH  
EARS  
ERAS  
HAIR  
HARE  
HAVE  
HEAR  
HEIR  
HERS  
HIRE  
HIVE  
ICES  
RACE  
RASH  
RAVE

### 6 Letter

ACHIER  
ARCHES  
CARVES  
CHAIRS  
CHASER  
CHIVES



## Ulster County Clerk's Office

244 Fair Street, 2<sup>nd</sup> Floor  
PO Box 1800  
Kingston, NY 12402

(845) 340-3040

[ulstercountyny.gov/countyclerk](http://ulstercountyny.gov/countyclerk)

## Records Management Program & Archives

300 Foxhall Avenue  
Kingston, NY 12401

(845) 340-3415

[ulstercountyny.gov/archives](http://ulstercountyny.gov/archives)