



Brooklyn Navy Yard
Development Corporation
BrooklynNavyYard.org

Building 292
63 Flushing Ave, Unit 300
Brooklyn, NY 11205

Department of Records Management and Archives

Policy on Collection Development

Approved: October 2016

Introduction

The Brooklyn Navy Yard Development Corporation (BNYDC) Archives serves as the repository for the official records of BDNYC and the historical records of the Brooklyn Navy Yard. Its primary purpose is to document the history of the corporation and the site, and to provide source material for staff and contractors, as well as scholars, authors, and other interested persons who seek to evaluate the impact of Brooklyn Navy Yard and BNYDC activities on the history of Brooklyn's social, cultural, and economic development.

Core Mission

The core mission of the BNYDC Archives is as follows:

- To appraise, collect, arrange, describe, make available, and preserve records of historical, legal, fiscal, and/or administrative value to the BNYDC.
- To provide adequate facilities for the retention and preservation of such records.
- To provide information services that will assist the operation of the BNYDC.
- To serve research by making available and encouraging the use of its collections by staff of the BNYDC, as well as users external to BNYDC.
- To promote knowledge and understanding of the origins, aims, programs, and goals of the Brooklyn Navy Yard and the BNYDC.
- To implement an information governance program by formulating policy and procedures that will ensure the collection and preservation of archival materials.

Collection Development

The BNYDC Archives was designated the official repository for all non-current records of the BNYDC in 2004. Its collections policy is based on the recommendations of the BNYDC staff.

The BNYDC Archives will promote corporation-wide records management and collect material in the following categories from all departments of the BNYDC, as well as outside sources:

1. OFFICIAL RECORDS, PAPERS, AND PUBLICATIONS OF THE BNYDC

Official records encompass the records or papers generated or received by the various offices and departments of the BNYDC in the conduct of their business. These records will be managed in accordance with an approved records retention and disposition schedule.

2. PERSONAL PAPERS OF NAVY YARD AND BNYDC STAFF

The BNYDC Archives seeks to acquire, organize and provide access to the personal and professional papers of individuals who worked at the Navy Yard during its various incarnations, including the BNYDC, as well as the surrounding neighborhood, as a means of documenting the internal life and culture of the Navy Yard and BNYDC community.

3. SPECIAL COLLECTIONS



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The BNYDC Archives will solicit and collect records and papers which are neither official BNYDC records nor papers of individuals associated with the Brooklyn Navy Yard or BNYDC, but which relate to the history of the Brooklyn Navy Yard or the BNYDC. The Archives will also solicit and collect material documenting the surrounding neighborhood and the Borough of Brooklyn as it relates to the history of the Brooklyn Navy Yard or BNYDC.

4. REFERENCE COLLECTION

The BNYDC Archives Reference Collection includes vertical subject files, archival manuals, books and publications, repository guides, finding aids and inventories to materials related to the Brooklyn Navy Yard and the BNYDC, as well as the U.S. Navy, Brooklyn, New York City in general, and affiliated repositories and institutions.