



The New York Public Library
Manuscripts and Archives Division

Guide to the

New York Times Company records. Archives records

1970-2005 [bulk 1980-1990]

MssCol 22562

Compiled by Philip Heslip, 2013

Summary

Creator: New York Times Company

Title: New York Times Company records. Archives records

Date: 1970-2005 [bulk 1980-1990]

Size: 6.25 linear feet (14 boxes)

Source: Donated by The New York Times Company, 2007.

Abstract: The New York Times Company records. Archives records contain files kept by the archives department of The Times from the 1970s until the early 2000s. These records document the archives' operations, records acquisitions, policies for processing and providing access to collections, and the department's preservation and processing activities. Also present are the guides and indexes for all of the collections processed by Times archivists.

Conditions Governing Use: Copyright for documents created by New York Times Company principals and staff has been transferred to The New York Public Library.

Preferred citation: New York Times Company records. Archives records, Manuscripts and Archives Division, The New York Public Library.

Processing note: Compiled by Philip Heslip, 2013 Original order was maintained.

Related Materials:

Forms part of New York Times Company records

Creator History

New York Times publisher, Arthur Ochs Sulzberger, established the company's corporate archives in 1969. The archives' mission was to collect, select, organize, preserve, and provide access to materials documenting the history and activities of the newspaper, of The New York Times Company as a whole, and of its principal executives, editors, and writers. Departments and individuals contributed their

records to the archives when they were no longer needed as working files. The archivists then reorganized and indexed the files so that they could be used by Times staff members, as well as by select outside researchers.

Chester Lewis was appointed in 1969 as the first director of the archives. Alice M. Klinsberg succeeded him in 1979, and John R. Rothman was the director between 1981 and 1990. Charles St. Vil served as archives manager from 1979 to 2000, and Lora Korbut managed the department through the 2000s. The Times donated its archive to The New York Public Library in June 2007.

Scope and Content Note

The New York Times Company records. Archives records contain files kept by The Times archives department from the 1970s until the early 2000s. These records document the archives' operations, acquisitions, policies for processing and providing access to collections, and the department's preservation and processing activities. Operations reports and work plans provide descriptions of when and how collections were processed. The Outside Institutions files contain communications with other repositories that maintained the papers of Times editors and reporters. These letter and reports often concerned donations of collections and specifics regarding their holdings. Collection descriptions created by The Times archives can be found in the Indexes and Guides sections and the Microfilm section.

Arrangement: This collection is arranged alphabetically by file title.

Key Terms

Genre/Physical Characteristic

Annual reports
Card indexes

Subjects

Archives -- Administration
Newspaper archives

Occupations

Archivists

Names

Rothman, John, 1924-
St. Vil, Charles

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