Poly Prep’s Archives document the school’s early beginnings, its growth and change over time, as well as the school’s role in providing many generations of students with a rigorous learning community and an outstanding education. Our collection includes a wide variety of materials, such as correspondence, meeting minutes, reports, curriculum materials, photographs, negatives, slides, films, audio and video cassettes, news-clippings, financial records, publications and memorabilia. The records date from 1854-2011.

The Poly Prep Archives are located on the second and third floors of the Alumni House.

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The Archive records are organized into the following twelve Record Groups:

**Record Group 1: Antecedents**
Highlights the early history, culture and philosophy of the School.
- Brooklyn Polytechnic Collegiate and Academic Institute (1854-1889)
- Polytechnic Institute of Brooklyn (1890-1915)
- Poly Prep Field Trust, The Poly Prep

**Record Group 2: Institutional Documentation**
- Board of Trustees
  - Committees, Correspondence and Subject Files
  - Members, Minutes, Charters
- Admissions & Financial Aid
- Anniversaries
  - (1954-1955): Centennial
  - (1979-1980): 125th Anniversary
- Communications
  - Mailings, Press Kits & Releases
- External Relations/Development
  - Correspondence, Events
- Financial Statements
- Printed Materials
  - Catalogs, Directories, Financial Brochures & Reports, Handbooks, Periodic Publications
- Promotional Materials
- Technology

**Record Group 3: Administration**
- Headmaster
  - (1917-1949): Allen, J.D.
  - (1970-2000): Williams, W.M.
- Admissions & Financial Aid
- Anniversaries
  - (1954-1955): Centennial
  - (1979-1980): 125th Anniversary
- Communications
  - Mailings, Press Kits & Releases
- External Relations/Development
  - Correspondence, Events
- Financial Statements
- Printed Materials
  - Catalogs, Directories, Financial Brochures & Reports, Handbooks, Periodic Publications
- Promotional Materials
- Technology

**Record Group 4: Academics**
- Arts & Dramatic Arts
- Athletics
- College Counseling
- Community Building
  - Community Service, Leadership
- Curriculum/Course-Related Work
  - Course Descriptions, Student Work
- Faculty & Staff
  - Administrative Files, Biographies & Writings, *Poly Text*
- Heads of School
- Library Administrative Files

**Record Group 5: Student Life**
Student life records (Record Group 05) are the largest and form the heart of the collection. Primarily comprised of publications dating from the late 1800’s through the present, this material documents a wide range of subjects from school policy changes to current events and school activities. Of particular interest is the student newspaper, *The Polygon*. Beginning in 1916, the student newspaper extensively documents Poly Prep’s history. Another highlight of this Record Group is the fraternity materials that date from 1880 to 1950. Consisting mostly of publications and meeting minutes, these materials provide a glimpse into the life of a Poly Prep student during a different era.

**Record Group 6: Alumni Association**
- Administrative Files, Biographical Information and Writings
- Events, Printed Material, Directories, Newsletters

**Record Group 7: Parents’ Association**
- Administrative Files, Events

**Record Group 8: Campus Buildings and Facilities**
- Field House, Grounds, Main Building, Maps, Specifications & Plans, Polytechnic Institute, Science Building, Woodward Park

**Record Group 9: Audio-Visual Materials**
- Digital Media, Film & Video
  - Photographs (including Negatives)
  - Events, Facilities & Buildings, Board of Trustees, Faculty & Administrators, Parents, Students (Casual/Informal, Portraits/Formal), Posters
  - Sound Recordings

**Record Group 10: Artifacts and Memorabilia**

**Record Group 11: Reference and External Publications**
- Articles & News Clippings, Scrapbooks

**Record Group 12: History**
- Timelines/Chronologies, Published Histories

The mission of the Archives Office (part of Poly’s Communications Department) is to:
- Preserve Poly’s rich trove of historical documentation, memorabilia and objects from 1854 to the present.
- Make the school’s historical materials accessible to the entire Poly community in order to enhance teaching, learning, and research.
- Assist in school branding and marketing by publicizing the school’s fascinating past and our storied legacy of alumni service and success.