

For the Record...

Leticia M. Vacek, TRMC/MMC
City Clerk

www.sanantonio.gov/clerk
210-207-7253

Special points of interest:

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Five Star Service Award

The Office of the City Clerk Vital Records Division has received the Five Star Local Registrar Award from State Registrar Geraldine Harris, with the Texas Department of State Health -Vital Statistics Unit.

San Antonio was one of 49 cities to receive the designation for excellence in vital registration for the State of Texas, out of approximately 500 Local Registrars. The criteria for qualification were based on staff timeliness, managing registration, training, accuracy, improvement, and birth registration.

The duties of registering and issuing all birth and death certificates were transferred to the Office of the City Clerk for efficiency, automation and due to the Records nature. Advances in technology, changes in operations, and streamlining processes are being revamped. The end result will provide citizens records in a timely manner. Pictured (right) are Carri Wiggins, Program Manager and Tina Flores, Assistant City Clerk, who accepted the Five Star Award.



SARA President

City Archivist, Amy Canon was elected President of the San Antonio Regional Archivists (SARA) organization. SARA is a regional professional organization for archivists in the San Antonio and South Texas Region. The group supports and encourages education among its members and promotes archival awareness in the community. Amy has been a member of SARA since 2005 and in 2008 served as treasurer. Amy joined the Office of the City Clerk as City Archivist in June of 2012.

San Antonio Conservation Society Community Education Grant

The Office of the City Clerk received a \$5,000 Community Education Grant from the San Antonio Conservation Society. The grant was awarded to assist with the long-term storage and preservation of the Field Survey Books within the City Engineer and Surveyors' Digital Collection, which was created in 2007 by the City Clerk. Additionally, a finding aid, outlining the Field Survey Books' contents, will be created to assist users in accessing the Collection. The Field Survey Books were transferred to the Office of the City Clerk this summer.

The collection is available for public access at the Office of the City Clerk, Municipal Archives and Records. To set up an appointment to view the collection, please contact Amy Canon, City Archivist, at (210) 207-4214 or amy.canon@sanantonio.gov



First, plan to get your passport!

Will your next vacation or business trip take you outside of the United States? No matter where you go, a U.S. Passport will get you back home.

To learn more about travel requirements for U.S. Citizens or to apply for your U.S. Passport please join us for Passport Day.

Date: Saturday, March 9, 2013
Time: 10:00 am until 3:00 pm
Place: Office of the City Clerk - (210) 207-4214
 Municipal Archives & Records Facility
 719 South Santa Rosa
 San Antonio, Texas 78204



Vital Statistics will also be open from 10 am until 3 pm for individuals born in San Antonio and needing a Birth Certificate. For additional information please call 210-207-4214.

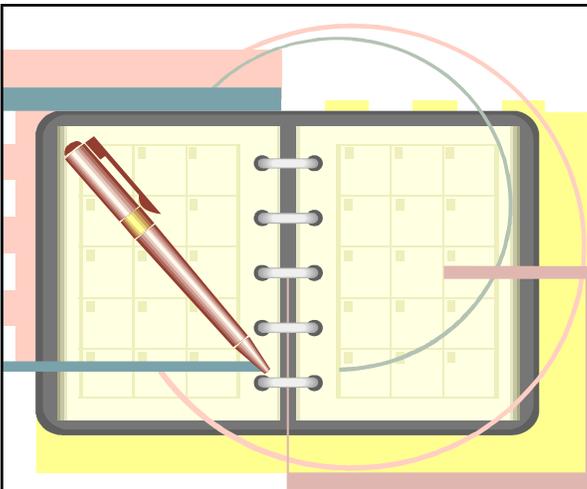
Staff at the **Municipal Archives and Records Facility** processed the following City records:

Incoming Records for Storage	Records destroyed after meeting Retention
October - 235 cu. ft.	October - 113 cu. ft
November - 322 cu. ft.	November - 3056 cu. ft.
December - 124 cu. ft	December - 1755 cu. ft.
1 cu. ft. equals 2.5 boxes	



Summary of Passports for the 4th Quarter

980 passport applications processed 456 photos taken \$46,350 in Revenue



E-Financial Disclosure Reports (FDR's)

For Board & Commission Members
are due to the Office of the City Clerk
by close of business 5:00 p.m. on
April 1, 2013

The report period covers
January 1, 2012–December 31, 2012

American Sunrise Gala Song Slam

District 7 Councilmember Cris Medina, and Office of the City Clerk staff member Brandon Smith participated in the 10th Annual American Sunrise Gala Celebrity Song Slam on October 20, 2012, at the Grand Hyatt Hotel.



Councilmember Medina was the unprecedented winner of the competition. Former Mayor HUD Secretary Henry Cisneros and former District 2 Councilmember Sheila McNeil delighted the crowd with their duet of Nat King and Natalie Cole's "Unforgettable." Pictured left are City Clerk, Leticia Vacek; former City Clerk, Norma Rodriguez; and former Secretary of State, Hope Andrade were in attendance at the American Sunrise Gala.

Founder's Day

The Office of the City Clerk participated in Founder's Day on Saturday, October 20, 2012, on the grounds of the Alamo. Visitors to Founder's Day were able to learn about the City's Archives, how to access the Digital Collection and view reproductions of Historic Maps. Founder's Day celebrates the founding of San Antonio (294 years ago) and pays tribute to the more than 20 cultural groups and people who took part in history-making events during the city's developmental years.



New Employees

William Durham (right) recently joined the Office of the City Clerk as an Archivist Assistant. William graduated from UTSA with a History Major. Before attending UTSA, William served 8 years in the United States Navy, working primarily as a Logistician. William plans to attend UTSA's Public Policy School in the Fall to obtain a Master's in Public Administration.



Denice Trevino (left) Administrative Assistant II joins the Office of the City Clerk. Denice will provide staff support for several City Council Committees, Customer Service, and will also serve as a Passport Agent. Denice received an Associates Degree in Applied Science from San Antonio College, and worked at the University of Texas Health Science Center for 30 years.

Archives Month Open House

During the month of October 2012, the Office of the City Clerk, Municipal Archives and Records hosted an Open House and displayed various archival records.



On display were letters penned by Santa Anna and Porfirio Diaz, Plats of the Alamo, early maps of San Antonio, Birth, Death, and Burial Records, as well as City Council Proceedings. This event will mark the beginning of an Annual Open House hosted by the Office of the City Clerk.

Claude Black Christmas Project

City Clerk Leticia Vacek participated in the 33rd Annual Claude Black Christmas Project on December 18, 2012. Ms Vacek donated two youth bikes that



were gifted to underserved children in the community. Ms. Vacek is shown (left) with one of the winning recipients and Ms. Yolanda Oden, Council Aide for District 2. The charitable event helped bring joy to nearly 800 Children.

Spring Intern

The Office of the City Clerk welcomes Grace Labriola who will work as an Intern archiving maps from the City Surveyors and Engineer's Collection. Grace graduated from Loyola University Chicago with a degree in International Studies and Political Science. This spring she is interning with the Municipal Archives and with UTSA's Institute of Texan Cultures. She hopes to pursue a Masters Degree in Library Science.

