

For the Record...

Municipal Archives & Records Website

The Office of the City Clerk Archives Program is underway. Prior to 2007, there was no formal program or policies in place for the City's Historical Documents. The program aims to appropriately house, organize, preserve, and make available for research the history of the City of San Antonio.

The City of San Antonio purchased IBM's FileNet program, an Enterprise Content Management System, and the Records staff is currently working with ITSD to implement the next phase. Since 2009, staff have photographed, indexed, and uploaded 14 digital collections including 3,976 files. The digital collections that are currently available for research include:

- City Council Consideration Requests 2007-Present
- City Engineering Maps 1884-1901
- City Council Minutes 1961-Present
- City Council Agendas 1999-Present
- City Council Ordinances 2009-Present
- City Council Resolutions 2009-Present
- City Council Audio 1954-1964
- Historical Penned Letters 1843-1895
- City Block Tax Maps 1920-1990
- City Council Agenda Detail 1849-2006
- City Park Maps 1908
- City of San Antonio Elections 1876-1937
- San Fernando de Bexar Minutes 1770-1823
- San Fernando de Bexar Ordinances 1830-1832

Special points of interest:

- > Municipal Archives
- > Dates and Deadlines
- > Staff after hours

The screenshot shows the website's navigation menu with links for sa.Gov Home, Business, City Services, Departments, Government, Recreation, Residents, and Visitors. The main header features the City of San Antonio logo and the text 'Office of the City Clerk MUNICIPAL ARCHIVES & RECORDS'. A search bar is prominently displayed with a 'Search' button and a 'Simple Search' link. Below the search bar is an 'Advanced Search' section with dropdown menus for search fields and conditions, and input boxes for search phrases and dates. A 'Department Director' section features a photo of Leticia M. Vacek. A 'Past & Present' section lists various record types with checkboxes, including City Council Ordinances, Resolutions, Minutes, Agendas, Audio, Contracts, Elections, and various Bexar Minute and Ordinance Books. A 'New Search' button is located at the bottom of the search section. On the right side of the page, there is a photograph of several old, leather-bound books standing on a shelf.

The Office of the City Clerk staff attended Mayor Julian Castro’s first State of the City Address on January 28, 2010, at the Marriott Rivercenter Hotel.



The Mayor delivered his Inaugural speech to a crowd of more than 900 business and community leaders who gathered to hear his vision for San Antonio. Highlights of his address included: expansive job growth, decreasing teen pregnancy and dropout rates, and education and workforce development. Other key items The Mayor spoke on is that he would like to “put a new streetcar system on the ground, redevelop Hemisfair and enhance the Riverwalk to breathe new life into our downtown.”

Staff attendees included Carri Wiggins, Melinda Uriegas, Leticia Saenz, Denise Luckey, Leticia Vacek, Lisa Lopez, Tina Flores, and Amelia Ramirez.

International Women’s Day

The Mayor’s Commission on the Status of Women held its 4th Annual International Women’s Day Celebration on March 9, 2010, at the Henry B. Gonzalez Convention Center. The Commission raised over \$25,000 for its new “Pathways to Leadership” Scholarship Fund. The Commission serves in an advisory capacity to advise on matters affecting the employment opportunities, education, social, civic and political participation by women. Attendees included Mary Rogers, Leticia Cantu, City Clerk Leticia Vacek, Attendee, Rollette Schreckenghost, and City Manager Sheryl Sculley.



A big welcome to Sarah Walch, the City’s new Archivist. Walch received her bachelor’s degree from Texas A&M University and her master’s degree in Information, with a specialization in Archives and Records Management, from the University of Michigan’s School of Information. Walch has worked in archives across the country, from College Station to Richmond, California, to the Everglades, and knows that the City of San Antonio’s rich history provides a one-of-a-kind opportunity for archival development and growth. Leticia Vacek, City Clerk, stated “I look forward to strengthening existing relationships with local conservation groups and businesses of San Antonio in order to eventually create the City’s first ever History Center.”

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

Incoming storage boxes

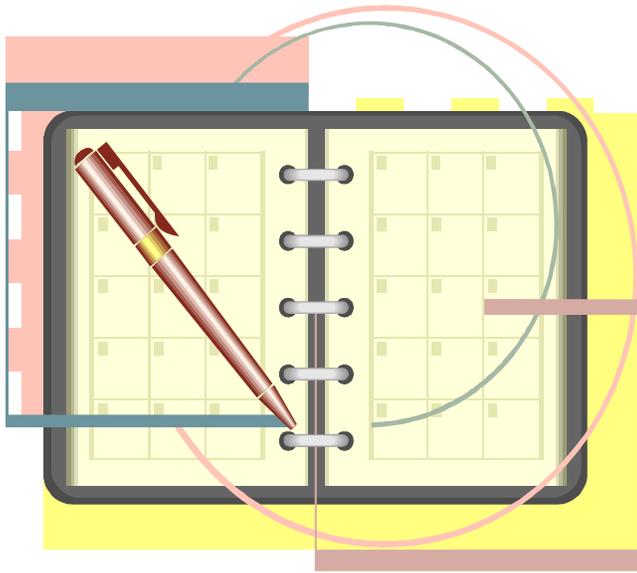
- January — 142 cu. ft.
- February — 293 cu. ft.
- March — 463 cu. ft.

Records destroyed

- January — 76 cu. ft.
- February — 272 cu. ft.
- March — 563 cu. ft.

1 cu. ft. equals 2.5 boxes





Personal Financial Statements (PFS)

For Mayor, City Councilmembers,
City Manager and City Attorney
Due April 30, 2010 by 5:00 p.m.
Hard copy to be submitted

**Semi-Annual Report of
Campaign Contributions and Expenditures (C&E)**

For Mayor and City Councilmembers
Due July 15, 2010 by 5:00 p.m.
To be submitted On-Line

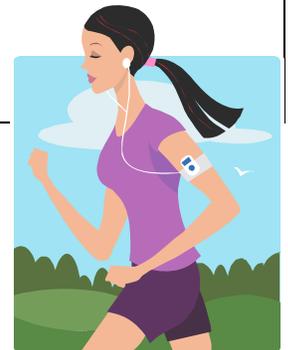
Boards & Commissions Swearing-In

June 10, 2010—5:00 p.m.
City Council Chambers
for Board Members who were newly
appointed between January 1—May 21, 2010.

**Hispanic Women’s Network of Texas
Scholarship Breakfast**

Saturday, June 19, 2010—9:00 a.m.
Oak Hills Country Club
Ms. Leticia Vacek is serving her
3rd year as Chairperson

Leticia Vacek, Leticia Saenz, and Sara Walch participated in the Hispanic Women’s Network of Texas’ 10K & 5K Run/Walk on Sunday, February 29, 2010 at McAllister Park. All proceeds from the event benefit the HWNT Scholarship fund.



City Manager’s 5K Run/Walk

Many braved the cold morning weather on Saturday, January 30, 2010, for the City Manager’s 5K Run/Walk. The annual event was held at Brackenridge Park to encourage staff and family members to jump-start the new year on a healthy note. Pictured left are Elizabeth Costello, International Center, City Clerk Leticia Vacek, Carri Wiggins, Rosalinda Diaz, Denise Luckey, and Felicia and Brandon Smith.



Wear Red Day

All staff of the Office of the City Clerk participated in the National Wear Red Day on February 5, 2010. The annual event is sponsored by the American Heart Association to raise awareness of cardio vascular disease and stroke in women.





Leticia M. Vacek, TRMC/CMC
City Clerk

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Office Hours
8:00 a.m.—5:00 p.m.

Website Address
www.sanantonio.gov/clerk

Information Available in the Office

Bids & Contract Management
Boards & Commissions
Ceremonials
City Council Minutes
Codification of Ordinances
Council Committee Minutes
Elections
Ethics
Financial Disclosure Reports
Oaths & Filings
Publication of Notices
Records Management

Newsletter Editor
Denise Luckey