



## RESEARCHER REGISTRATION FORM

CITY OF SAN ANTONIO, OFFICE OF THE CITY CLERK  
MUNICIPAL ARCHIVES & RECORDS FACILITY  
719 S. SANTA ROSA, SAN ANTONIO, TX 78204 TELEPHONE 210/207-4214

The Municipal Archives & Records Facility is open without fee to members of the public. Access to certain collections may be restricted, as explained in the Facility's general restriction policy statement. Your registration will help us protect the historical materials and enable us to evaluate the usefulness of the Facility's holdings.

DATE \_\_\_\_\_ PHONE: \_\_\_\_\_  
Month/Day/Year

NAME: \_\_\_\_\_  
Surname First Middle

HOME ADDRESS:

\_\_\_\_\_  
Street/P.O. Box City State Zip Code

LOCAL ADDRESS: (if different from above):

\_\_\_\_\_  
Street/P.O. Box City State Zip Code

PHOTO ID: Driver's License Other; specify \_\_\_\_\_

USER DESCRIPTION:

- ( ) City of San Antonio Employee – Department \_\_\_\_\_
- ( ) Student/Faculty/Staff – Educational Institution \_\_\_\_\_
- ( ) Conservation Group, please specify \_\_\_\_\_
- ( ) General Public

NATURE OF RESEARCH:

- (1) Administrative: Subject: \_\_\_\_\_
- (2) Publication: Proposed Topic: \_\_\_\_\_  
Name of Publication: \_\_\_\_\_
- (3) Research Paper: Proposed Topic: \_\_\_\_\_ Department \_\_\_\_\_
- (4) Other (Please specify): \_\_\_\_\_

## **Municipal Archives & Records Facility Policies and Procedures**

The Archives is a repository for the historical records of the City of San Antonio. It contains manuscripts, photographs, maps, film, electronic, and printed materials.

The Archives serves two purposes:

1. To collect records in order to ensure their preservation for future generations, and
2. To make these records available to the public for research.

Researchers are asked to observe the procedures listed below to ensure the longevity of the archival records used.

### **Use of the Municipal Archives & Records Facility**

1. Call or email the facility to make a research appointment.
2. On your first visit, complete a registration form and fill out an Open Records Request. Complete the Open Records Request form online before you visit the facility, or complete it once you arrive at the Municipal Archives & Records Facility. The registration form establishes the researcher's identity, defines the scope of research, and signifies agreement with the requirements of the Municipal Archives & Records Facility.
3. Sign the registration book.
4. Leave photo identification with the staff when requesting records. The identification will be returned once all records have been returned. Acceptable forms of identification are Driver's License, Military Identification, Passport, or a State ID.
5. All coats and outerwear must be left in the assigned area.
6. All briefcases, book bags, handbags, books, newspapers and other personal belonging must be left in the assigned area.
7. Laptops, digital cameras and recording devices are permitted in the research area providing their use does not disturb other researchers and that such use does not physically damage the records. Outlets for laptops are available.
8. To avoid being a distraction, please turn off phones or set ringers to vibrate.
9. Personal papers are not permitted in the research area. For security reasons, papers may be reviewed by staff prior to leaving the facility.
10. Eating or drinking is not permitted in the research area.

### **Use of the Records**

1. To help protect the records, we require pencils to be used for taking notes.
2. Researchers are required to not lean on the records or rest other books or objects on the surface of the records.
3. When handling records, gloves are required and will be provided by staff.
4. Handle any photographic image by the edges.

5. Do not make notes in the margin of the records or attempt to correct any misspelling.
6. Do not make marks on the records.
7. Tracing is not permitted.
8. Records may only be used in the research area. They may not be removed to any other part of the building.
9. Only one box or book may be used at a time. Remove only one folder at a time. Use out-cards provided by the staff to mark the folders place in the box. Return folders in the same order and facing the same way they were retrieved.
10. Any person found stealing, defacing, mutilating or in anyway damaging the records will be prosecuted to the fullest extent of the law. The above activities will be grounds for permanent removal from the Municipal Archives & Records Facility.

## **Legal Guidelines for Local Government Records Use**

There is a fee for duplication. Please refer to <http://www.sanantonio.gov/openrecords/feeinformation.asp>.

The Texas Public Information Act (Texas Government Code, Chapter 552), gives citizens the right to access government records; the officer for public information may not ask you why you want them. All government information is presumed to be available to the public, although certain exceptions may apply. Governmental bodies shall release requested information as promptly as possible, unless the information is exempt from disclosure under the Public Information Act.

To learn more about requestor's rights and government responsibilities, visit <http://www.sanantonio.gov/atty/documents/piaposter.pdf>.

For more information, please visit the Attorney General's Office Open Government Website at <http://www.oag.state.tx.us/open/index.shtml>.

Management reserves the right to restrict access.

## **Copyright of Unpublished Materials**

All photographs, documents, videos or other artistic works contained herein are the copyrighted works of the City of San Antonio. Any use without the written permission of the City of San Antonio is forbidden.

I HAVE READ THE ABOVE RULES AND AGREE TO FOLLOW THEM WHEN USING  
THE RECORDS HELD BY THE MUNICIPAL ARCHIVES & RECORDS FACILITY.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Office of the City Clerk, Municipal Archives & Records Facility,  
719 S. Santa Rosa, San Antonio, TX 78204 \* (210) 207-4214 \* Fax (210) 207-6539  
[archives@sanantonio.gov](mailto:archives@sanantonio.gov) \* Hours M-F, 8:00am - 4:30pm