



CITY OF SAN ANTONIO, OFFICE OF THE CITY
CLERK, MUNICIPAL ARCHIVES

TITLE:

Office of the City Clerk, Bonds and Contracts, 1849-1965

DATES:

1849-1965

QUANTITY:

15 ft. 10 in.

LANGUAGES:

English

This collection was processed with the assistance of the National Historical Publications and Records Commission.

ADMINISTRATIVE HISTORY:

The Office of the City Clerk is responsible for maintaining, destroying, and preserving the official records created by the City of San Antonio municipal government. In addition to maintaining the official records of the City of San Antonio, the Office of the City Clerk also prepares for and conducts City Council meetings, public hearings and work sessions, taping each for the permanent record; processes licenses, bonds, and insurance documents; prepares ceremonial items for the Mayor and City Council; sells and distributes copies of the city code, code supplements, and other city publications; processes and maintains records of appointments to boards and commissions; accepts claims filed against the city; accepts and maintains petitions filed by citizens; conducts municipal elections for the City of San Antonio, including City Council elections and run-offs as well as elections dealing with bond issues, referendums, initiatives, and revisions to the city charter; administers records of the city, including their microfilming as required by law; opens official bids for the city; and prepares publication of official city notices.

SCOPE AND CONTENT:

Records consist of contracts, bonds, construction specifications, blueprints, and photographs documenting municipal projects and improvements of the City of San Antonio. A majority of the collection is contracts associated with street, bridge, and sewer construction projects throughout the city, including several early city contracts and bonds providing for the construction of bridges, quarries, and salaries for schoolteachers from the 1840s and 1850s. There are also bonds, contracts, specifications, and correspondence related to significant municipal projects, including renovation of the municipal building, the leasing of Stinson Field, and the creation of municipal auditorium. The collection also includes oath of office bonds for city employees from the 1910s through the 1940s, and surety bonds for the city's plumbers, taxicab drivers, electricians, auctioneers, and construction companies from the 1920s through the 1960s.

ARRANGEMENT:

- I. Assorted city bonds and contracts
 - II. Bonds
 - A. Bonds of city depository
 - B. Bonds of indemnity
 - C. Bond elections
 - D. Junk bonds
 - E. Surety bonds [oaths of office]
 - F. Bonded licensed contractors
 - III. Contracts
 - A. Assorted projects
 - B. Sewers
 - C. Paving
 - D. Bridges
 - E. Sidewalks
 - IV. Insurance policies
-

RESTRICTIONS:

Unrestricted access.

PREFERRED CITATION:

[Box #, Folder title], Office of the City Clerk, Bonds and Contracts, 1849-1965, San Antonio Municipal Archives.

INDEX TERMS:

Organizations:

San Antonio (Tex.) Office of the City Clerk.

San Antonio (Tex.) Police Department

Subjects:

Municipal bonds—Texas—San Antonio (Tex.)

Bond elections – Texas—San Antonio (Tex.)

Bonds – Insurance, surety and fidelity –Texas—San Antonio (Tex.)

Oaths – Texas—San Antonio (Tex.)

Capital investments – Construction – Texas—San Antonio (Tex.)

Plumbers – Texas—San Antonio (Tex.)

Taxicab drivers – Texas—San Antonio (Tex.)

Billboards – Texas—San Antonio (Tex.)

Road construction contracts – Texas—San Antonio (Tex.)

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