



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

TITLE:

Office of the City Clerk, Council Journal and Minutes of Commissioners Proceedings, 1837-1997.

DATES:

1837-1997

QUANTITY:

174 bound books

LANGUAGES:

English, Spanish

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 include bound volumes of the Council Journal, a logbook recording the activities and meetings of the City of San Antonio City Council. Journals include descriptions of petitions presented before the council, ordinances and resolutions passed by the council, and all other matters discussed during meetings. Journals after 1886 include commissioner minutes, a short description of reports presented to the council from each of the city's twelve commissioners (e.g., Fire Commissioner). From 1879 onwards, each volume includes an accompanying name/subject index, describing each topic brought before the council and its location.

ARRANGEMENT:

Materials are arranged chronologically.

RESTRICTIONS:

Unrestricted access.

PREFERRED CITATION:

[Box #, Folder title], Office of the City Clerk, Council Journal and Minutes of Commissioners, 1837-1997, San Antonio Municipal Archives.

INDEX TERMS**Organizations:**

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

Subjects:

- San Antonio (Tex.) –Politics and Government.
 - San Antonio (Tex.) –History –Sources.
 - San Antonio (Tex.) –History –Sources –Indexes.
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