

How to Search for NCB Maps using the City of San Antonio Archives & Records Website

*****NCB 1100 and higher are not online. Please email archives@sanantonio.gov for access*****

If your desired NCB is lower than 1100, follow the instructions below.

Go to the COSA Municipal Archives & Records Homepage:

<http://www.sanantonio.gov/MunicipalArchivesRecords.aspx>

You will see the screen below.

The screenshot shows the homepage of the City of San Antonio Municipal Archives & Records. At the top, there is a navigation bar with links for RESIDENTS, VISITORS, BUSINESS, YOUR GOVERNMENT, and GET CONNECTED, along with a search bar. Below this is a header for 'MUNICIPAL ARCHIVES & RECORDS' with a breadcrumb trail: sa.Gov Home > Municipal Archives & Records. The main content area is titled 'MUNICIPAL ARCHIVES & RECORDS' and features a sidebar on the left with various service links. A yellow square highlights the 'SEARCH COLLECTIONS' link, which has opened a dropdown menu showing options: 'SEARCH COLLECTIONS', 'EXHIBITS', 'FINDING AIDS', 'NEW CITY BLOCK PLAT MAP BOOKS COLLECTION', and 'SEARCH COLLECTIONS'. The main content area also displays a 'CERTIFICATION OF VITAL RECORD' from the State of Texas, City of San Antonio, Office of the City Clerk, and a 'FEATURED ITEMS' section with an image of a magnifying glass over an open book.

From the left hand side bar, hover your mouse cursor over “Search Collections.” You will see several options display (see yellow square above). You may select to “Search Collections” or you may select “New City Block Plat Map Books” to view finding aids of the books that contain links to pages in the books.

1. If you select “Search Collections” from the home page it will take you to this screen:

Digital Collections Search [Help Using the Search Page](#)

Simple Search:

Enter Search Text

Advanced Search:

Search Field	Condition	Search Phrase	And/Or
<input type="text" value="New City Block #"/>	<input type="text" value="Contains"/>	<input type="text" value="115"/>	<input type="text" value=""/>
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

Start Date: End Date:
(enter date or date range, format: mm/dd/yyyy)

Search Digital Collections: (Hide Collections..)

- Aperture Cards : 1899-1901
- Birth Records : 1896-1936; Death Records : 1873-1926
- City Block Tax Maps (red books) : 1898-1990
- City Charter : 1870; 1885; 1899; 1977; 2001; 2008
- City Council Agendas : 1999-Present
- City Council Audio : 1954-1966
- City Council Consideration Requests (CCR) : 2007-Present
- City Council Minutes : 1815-1837; 1915-Present
- City Council Ordinances : 1850-1895; 1915-1964; 2008-Present
- City Council Resolutions : 2008-Present
- City Engineers Maps : 1847-1929
- City of San Antonio Elections Results : 1856-Present
- City Parks : 1890; 1905; 1908; 1941
- Edward G. Trueheart Maps: 1899-1901

From here, you can do several things. You can enter your search term into the simple search bar. Try simply using the NCB number. You can also search by using the drop down menus in the advanced search field, as shown in the image above. Note that the simple search bar and the advanced search do not operate together – you can only search using one or the other.

You can also narrow your search by checking the boxes next to the collections you would like to search. You can combine this with either simple search or advanced search. Checking boxes next to collection names will search only those collections. If no boxes are checked, all collections will be searched.

If you need additional help using the search page, try clicking on the link at the top right that says “Help Using the Search Page” for other tips and tricks.

2. If you select “New City Block Plat Map Books” from the home page, you will be taken to this screen:

NEW CITY BLOCK PLAT MAP BOOKS COLLECTION

MUNICIPAL ARCHIVES & RECORDS HOME

ABOUT ARCHIVES & RECORDS >

BIRTH & DEATH RECORDS

HISTORY OF SAN ANTONIO

REFERENCE & RESEARCH

PASSPORTS

SEARCH COLLECTIONS >

SA.GOV RELATED SITES

CITY CLERK

ELECTIONS & CAMPAIGN FINANCE

ETHICS & LOBBYISTS

OFFICE

Mailing/Physical Address:
719 S. Santa Rosa
San Antonio, TX 78204 (Map)

Phone
210.207.4214

Fax
210.207.6539

Hours
Monday - Friday, 8:00 am - 5:00 pm

The New City Block Plat Map Books Collection consists of 154 books, each containing 100 pages of city block plats. Because of the large number of plats, multiple finding aids have been created to represent the collection. Each finding aid listed in the left hand column below represents one book of plats, and contains a page-by-page, block-by-block listing of the plats in that book, along with a listing of the street names and other features indicated on each plat. Each item listed in the finding aids is linked to a digital image of that plat. Indexes that list all the terms used in each finding aid are available in the column on the right. All finding aids and indexes listed below will open as a keyword-searchable PDF in a new tab or window.

Finding aids for NCB 1100 and higher are not currently available, but images of the plats are available upon request. Please contact the Archives via email at archives@sanantonio.gov or by telephone at (210) 207-4214 in order to access images of plats that are not available online. Additional plat images and finding aids will be made available as time and resources permit.

FINDING AIDS		INDEX TERMS
BLOCK PLAT MAP BOOKS COLLECTION (CA. 1920S - 1990)		
New City Block A-1 through A-69		Index Terms A-1 through A-69
New City Block 100 through 199		Index Terms 100 through 199
New City Block 200 through 299		Index Terms 200 through 299
New City Block 300 through 399		Index Terms 300 through 399
New City Block 400 through 499		Index Terms 400 through 499
New City Block 500 through 599		Index Terms 500 through 599
New City Block 600 through 699		Index Terms 600 through 699
New City Block 700 through 799		Index Terms 700 through 799
New City Block 800 through 899		Index Terms 800 through 899
New City Block 900 through 999		Index Terms 900 through 999
New City Block 1000 through 1099		Index Terms 1000 through 1099

The text at the top of the page explains how the finding aids work. Using the finding aids is a great way to browse through NCBs and pinpoint the exact one you want quickly. For example, if you are searching for NCB 115, Click on the finding aid for NCB 100 through 199, and scroll down the document until you reach NCB 115 and click on the link to view the image.