



CITY OF SAN ANTONIO
OFFICE OF THE CITY CLERK
MUNICIPAL ARCHIVES & RECORDS

CREATOR:

City of San Antonio, Office of the City Clerk

TITLE:

Office of the City Clerk, City Council Ceremonials, 1939-2002

DATES:

1939-2002 (bulk 1950-2002)

QUANTITY:

5 ft.

LANGUAGES:

English, Spanish

REPOSITORY:

[City of San Antonio, Office of the City Clerk, Municipal Archives & Records](#)

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:

The Office of the City Clerk is responsible for the preparation of all honoraria on behalf of the Mayor and City Councilmembers. The ceremonial items included in this collection are described at the [Office of the City Clerk Ceremonials](#) webpage, from which the following is excerpted:

Proclamation

Proclamations are prepared for organizations and/or their representatives in observance of a specific day, week or month. Proclamations are prepared for non-profit organizations or in connection with a milestone anniversary of the founding of a business.

Alcalde

An Alcalde is prepared for dignitaries and officials visiting our City and names the individual honorary Mayor of La Villita (the original San Antonio), and is available in English or Spanish.

Honorary Citizen

The Honorary Citizen certificate proclaims an individual an honorary citizen of San Antonio and is prepared for a person visiting the City or someone accompanying a VIP.

Emissary of the Muses/Emisario de las Musas

An Emissary of the Muses certificate is prepared for individuals or groups in the fields of entertainment and the arts who are visiting San Antonio, and is available in English and Spanish.

Certificate of Heroism

The Heroism honorarium is prepared for an individual or group who performs a heroic action and/or risks their life to save a fellow human being.

Citation

A Citation certificate is prepared for an individual or group in recognition of a local, state or national award. This honor also acknowledges an accomplishment that highlights the city of San Antonio.

Corporate Citizen/Benefactor of the Community

The Corporate Citizen certificate is prepared for an organization/business that has contributed greatly over a period of time to the City of San Antonio and its citizens. The Benefactor of the Community certificate is prepared for an individual who has made a major contribution over time to the City of San Antonio for the benefit of its citizens.

Distinguished Citizen Award

The Distinguished Citizen Award recognizes a San Antonio citizen who has distinguished him/herself locally, state-wide, nationally, or internationally and has brought positive recognition to his/herself and to the City of San Antonio.

Resolutions

A Resolution of Appreciation is prepared for an individual or organization for a special or an outstanding contribution. A Resolution of Respect is presented to the family of a deceased prominent citizen, Councilmember or Department Director. Both documents are approved by the City Council during a City Council Meeting.

Certificates

Certificates of Commendation, Appreciation, Congratulations, and Greetings/Welcome are prepared for events that are general in nature. All certificates are signed by the Mayor and occasionally contain dual signature with a respective Councilmember.

This collection consists of proclamations (~1 ft.) issued by the mayors of San Antonio, beginning with Maury Maverick in 1939 continuing through the administration of Jack White in 1951. Included are official proclamations issued by the city and filed in the Office of the City Clerk; correspondence with citizens, public officials, and persons petitioning the city of San Antonio to establish an official day honoring particular events, persons, or causes. Many of the proclamations reference or directly relate to events and issues related to America's participation in World War II.

The bulk of the collection consists of 3" x 5" typed index cards maintained by the Office of the City Clerk that list one honoree per card, with the name, date of the honor, frequently with additional background information. The cards were filed alphabetically over a span of years, and that order is maintained in the collection. The index card collections are complete, except for the "Alcalde" collection – alphabetized cards from SCR- onward through the letter Z are absent. Also included in the collection is a group of index cards that list the City Council candidates, the dates when they ran for office and the relevant district. The index cards span the years from the 1950s through the early 2000s.

ARRANGEMENT:

- I. Proclamations
- II. Index Cards

RESTRICTIONS:

Unrestricted access.

PREFERRED CITATION:

[Box #, item identification], Office of the City Clerk, City Council Ceremonials, 1939-2002, City of San Antonio, Office of the City Clerk, Municipal Archives & Records.

INDEX TERMS

Persons:

- Maverick, Maury, 1895-1954.
- Mauermann, Gus.
- Quin, C.K.
- Callaghan, Alfred, 1890-1959.
- White, A.C.

Organizations:

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

Subjects:

- Municipal ceremony—Texas—San Antonio (Tex.).
- Municipal government—Texas—San Antonio (Tex.).
- Proclamations—Mayors—Texas—San Antonio (Tex.).

Places:

- San Antonio (Tex.).

INVENTORY:

Location Contents

I. Proclamations

10091623 Register of proclamations book, 1939-1941

BOX 1 Proclamations

Maury Maverick
1939
1940
1941
C.K. Quin, 1941-1943
Gus Mauermann
1943-1947
1944-1946
1944-1947
Alfred Callaghan
1947-1948
1947-1948
A. C. "Jack" White, 1950-1951

BOX Assorted oversized proclamations, 1942-1951

BF 4 Folder 1

From San Antonio and additional cities

II. Index Cards

BOX 2 Alcaldes, 3" x 5" index cards

A – Abair, Therese, U. S. Olympic Committee, (Req. by Gina)
November 1, 1990
through
Azuma, Ryutaro, Mayor of Tokyo, Japan, to be presented in
Japan by Dr. Nail, April 1, 1963

- B – Babbitt, Bruce, Governor, Arizona, August 13, 1986
 through
 Bywater, William, President, International Union of Electronics,
 Electricity, Salaried Workers and Furniture Workers, New York,
 New York, April 26, 1996
- C – Caballos, Pablo Vasquez, Press, “El Tiempo,” Prior to 1960
 through
 Custis, Donald L. (M.D.), Medical Director at VA Central
 District, Washington, D.C., Requested by Janie Davila,
 April 20, 1983
- D – D’Arcy, John D., British Headmaster, March 14, 1989
 through
 Dzafa, Kemal, Mayor of the City of Debar, Macedonia,
 September 25, 1997
- E – Eads, Dr. John S., III, El Paso, TX, Texas Dental Association
 President, May 1996
 through
 Ewing, Robert, November 3, 1964
- F – Fabeira, Coronel Rosales, Comandante de la Zona Sur,
 Choluteca, Honduras, [Requested by] (Lanny Allen), July 21,
 1975
 through
 Fuson, J.C., General, Deputy Commander of Logistics,
 Washington, D.C, April 15, 1969
- G – Gabriel, Juan, Performer, 1993
 through
 Gwinn, John L., M.D., Los Angeles, California, Lecturer at
 Annual Teaching Conference, sponsored by Santa Rosa Medical
 Center, Los Angeles, California, [Requested by] (Mr. Jack
 Finger), May 5, 1974

- H – Ha, Nguyen Thanh, Vietnamese Liaison Officer at Randolph Air Force Base, September 9, 1971
through
Hylton, Bernie G., General Manager, Delivery Division, U.S. Postal Service, Memphis, Tennessee, May 17, 1985
- I – Iamsakol, Malai, Thailand; Labor Educator, Diethelm and Affiliates Workers Union, October 1981
through
Izzedine, Halim Said Abu, November 15, 1961
- J – Jabier, Col. Vicente, Surgeon, General of Air Force of Republic of Phillippines, May 24, 1962
through
Justus, Dick, Book on San Antonio, July 1, 1987
- K – Kabel, Mahmoud (Brig, Gen.), Egypt (plus *Así Es en San Antonio* book), Requested by Frank Wing, June 23, 1983
through
Kwon, Jong Sun, Director of Houkuk-Yukatt (Milk products from Seoul, Korea), January 28, 1987
- L – Labaj, Rev. Joseph J., S.J., President of Creighton University, Omaha, Nebraska, Requested by John F. O'Mally, March 9, 1978
through
Lyons, Ken, National President of the National Association of Government Employees, (NAGE), March 23, 1988
- Mc – MacBride, Sean, 1974 Nobel Peace Prize Winner, Republic of Ireland (Tie was given also), May 10, 1984
through
McWilliams, Eugene O., President of Brookwood Recovery Center, Birmingham, Alabama, January 18, 1985
- M – Macchia, Arlene, Morristown, New Jersey, Requested by Henry Garcia, October 23, 1983
through
Myer, Jerry W., Local U. S. Savings Bond Committee, March 1, 1971

- N – Nadler, Dr. Samuel B., November 3, 1964
through
Nyhus, Dr. Lloyd M., President of the Society for Surgery of the
Alimentary Tract, Chicago, Illinois [Requested by] (Sharon
Knippa), May 19, 1975
- O – Oaken, Mary Ray, National Representative, American Business
Women’s Association, June 13, 1986
through
Ozuna, Luis, Secretary General, National Federation of Sugar
Workers, Dominican Republic, October 1981
- P – Paccoud, Amb. Arlette Conzemius, Born: Dec 11, 1956 in
Kinshasa; Ambassador of Grand Duchy of Luxembourg, also
Canada and Mexico, March 25, 1999
through
Pyland, Dick, Joint Council of Teamsters, Requested by George
Eichler, June 6, 1980
- Q – Quadrini, Antonio, Presidente de la Federacion Internacional de
Charros, Mexico, February 14, 1976
through
Quiroz, Alvaro Palacios, Lt. Colonel, Peru; La Villita plate,
July 28, 1971
- R – Rabe, Raul, Chile Ambassador, 1993
through
Ryun, Jum, Top mile runner, Lawrence, Kansas, (plus belt
buckle), Requested by Ricardo Cedillo, April 5, 1984
- S – Saade, Juan, Hotel Briston, Saltillo, Prior to 1960
through
Scruggs, Charles, Birmingham, Alabama, Requested in
Connection with Texas Longhorn Trail Drive, June 26, 1976
[Archivist’s Note: Alcalde index card listings end here]

**Benefactor of the Community/Benefactor de la Comunidad,
3” x 5” index cards
Approximately 100 cards**

Corporate Citizen, 3" x 5" index cards

Approximately 8 cards

City Council candidates, 3" x 5" index cards

Approximately 600 cards

Emissary of the Muses/Emisario de las Musas, 3" x 5" index cards

Approximately 275 cards

Distinguished Citizen Award, 3" x 5" index cards

Approximately 29 cards

Certificates, 3" x 5" index cards

Approximately 15 cards

Honoraria, 3" x 5" index cards

Approximately 16 cards

BOX 3

Proclamations, 3" x 5" index cards

Approximately 4,000 index cards

Resolutions, 3" x 5" index cards

Approximately 100 cards

Resolutions of Respect, 3" x 5" index cards

Approximately 100 cards

Honorary Citizen, 3" x 5" index cards

Approximately 800 cards