

## **ABOUT THE DIVISION OF RECORDS MANAGEMENT**

The Division of Records Management of the City of El Paso serves to provide secure and permanent storage, as well as accurate and accessible retrieval and handling of all information generated by officers and employees of the City of El Paso for the official conduct of the City's business, and to preserve such records of historical significance for the benefit of both present and future generations.

The story of the City's records management program begins in 1989, when a group of graduate student interns from the University of Texas at El Paso (UTEP) conducted an assessment of the individual records needs of each of the City's various departments and their record-keeping practices. Then, on January 3, 1991, the Mayor and City Council approved Ordinance Number 10367, which provided for the first uniform system for records management for the City of El Paso.

As a division of El Paso municipal government under the Municipal Clerk's Department, the records management program is administered by a professional staff of three full-time employees. Building Maintenance is provided by the City's Department of Municipal Services. Headquartered in the City's Archives & Records Center located at 617 Texas Avenue, the division now holds more than 7,600 cu. ft. of boxed records from all departments of the City, including the Mayor & Council. In addition, the Center contains a municipal archives, which holds a variety of historically significant materials relating to the history of El Paso.

As a municipal archives and records facility, it is our goal to serve the citizens and departments of the City of El Paso as a professional archives and records management facility of the highest quality. Please contact us if we may assist you.

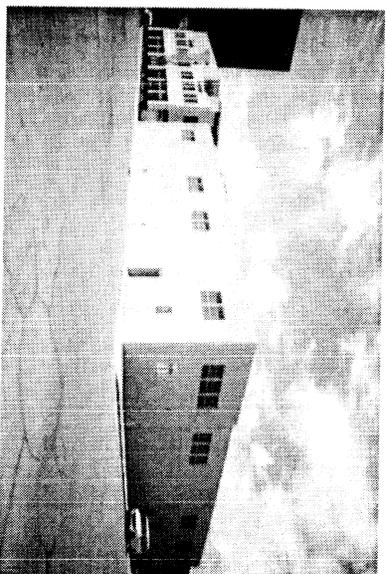
## **CITY OF EL PASO ARCHIVES & RECORDS CENTER**

**DIVISION OF  
RECORDS MANAGEMENT  
MUNICIPAL CLERK'S DEPARTMENT**

617 Texas Avenue  
El Paso, Texas 79901

Telephone: (915) 351-3642  
(915) 541-4127

Website: <http://www.ci.el-paso.tx.us/>



## **HOURS OF OPERATION:**

By Appointment Only  
(Closed City Holidays)

## **OPEN TO THE PUBLIC**

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**WELCOME  
TO THE  
CITY OF EL PASO  
ARCHIVES & RECORDS  
CENTER**

Originally acquired by the City of El Paso in 2002, the Archives & Records Center has evolved into the City's principal resource center for the collection, conservation and study of records relating to the history and operation of El Paso's municipal government.

In order to better assist our patrons, we ask that you please observe the following rules:

1. Researchers are requested to first sign in and complete a research registration form prior to beginning research.
2. All materials must be used in the Research Room and may not be taken off of the premises for any reason.
3. Visitors are not allowed into the archival and records storage areas unless accompanied by a staff member at all times.
4. Photocopies are permitted of most materials, provided such duplication will not harm the materials. City of El Paso records are public records under the Texas Public Information Act and are not protected by copyright. In the case of published and other materials, it is the sole responsibility of the researcher to follow all provisions of U.S. copyright law.
5. Smoking, eating and drinking in the Center is not permitted.

**MAYOR'S RECORDS-  
official papers of :**

- Raymond L. Telles (1957-1961)
- Peter DeWetter (1969-1971)
- Jonathan Rogers (1981-1989)
- Don Henderson (1975-1977)

**COUNCIL RECORDS-  
official papers of:**

- Richard Najera (1981-1989)
- E.W. Joe Davis (1979-1985)

**EARLY CITY COUNCIL  
RECORDS- microfilmed and  
digitized records of City Council  
meetings from:**

- 1873-1875
- 1885-1908

**MUNICIPAL COURT  
RECORDS- court dockets**

- from:**
- 1933-1980

**PLANNING  
DEPARTMENT-**

- Historical Slides & Negatives

**CHAMBER OF  
COMMERCE RECORDS-**

**Agendas from:**

- 1968-1974

**REFERENCES FILES-  
newspippings and copied  
materials on:**

- City Elections
- Mayors
- Other City Officials
- City Departments
- Boards & Commissions
- Municipal history

**OTHER MATERIALS:**

- Maps
- Blueprints
- Audio-visual materials

**...AND MUCH MORE**