

# Metropolitan Clerk's Office Records

## Collection Summary:

**Title:** Metropolitan Clerk's Office Records

**Summary:** A collection of records of the Nashville City Clerk and the Metropolitan Clerk. Dates range from 1893-2003.

**Physical Description:** 34 boxes; 14.1 linear feet.

**Language:** English

**Stack Location:** Section 8, shelves 9-14

**Repository:** Metropolitan Government Archives of Nashville-Davidson County, 615 Church Street, Nashville, TN 37219.

## Historical Note:

As the official record-keeping agency of the Metropolitan Government of Nashville and Davidson County, the Metropolitan Clerk's Office manages and preserves Nashville's legislative history and official documents. The office was established by Article 18 of the Metropolitan Charter to manage and preserve the minutes, resolutions, and ordinances of the Metropolitan Council and all other documents relating to official actions of the Metropolitan Government.

## Scope and Contents of the Collection:

This collection contains approximately 530 items relating to the records kept by the Metropolitan Clerk's Office, including those of the City Clerk's Office that was in operation until the city-county consolidation in 1963. Dates range from 1893 to 2003, and the bulk of the collection deals with the activities of the City Clerk. The collection documents in particular the legislative history of the City of Nashville before the establishment of metropolitan government with records such as annexations of individual properties to the City of Nashville, zoning appeals, elections, and correspondence from Mayor Thomas Cummings and Mayor Ben West.

## Index Terms:

### Subjects:

Annexation (Municipal government)--Tennessee

City councils.

Nashville. Mayor

Nashville and Davidson County (Tenn.)

Nashville Metropolitan Area (Tenn.)--Politics and government

Nashville Metropolitan Council

Nashville (Tenn.). Nashville Metropolitan Council

**Related Collections:**

- Ben West Mayoral Papers
- C. Beverly Briley Mayoral Papers
- City of Nashville Subject Files
- County Judge Papers
- County Judge Papers Addition
- Davidson County Court Loose Records
- Davidson County Court Loose Records Addition
- Davidson County Subject Files
- Formation of Metro Government Files

**Arrangement:**

This collection is arranged into two series: *City Clerk* and *Metro Clerk*.

The *City Clerk* series contains documents, reports, correspondence, resolutions, and legislation relating to the activities of the City of Nashville government between 1893 and 1963, when the City of Nashville and Davidson County consolidated into the Metropolitan Government of Nashville and Davidson County. It includes correspondence relating to various committees, boards and commissions, and departments of the city government, as well as documentation of various elections held within the city. Also included are City Council resolutions dealing with annexations, city employees, city property, schools, financial matters, and engineering blueprints for various projects involving buried cables, conduit additions, and subways throughout the city.

The *City Clerk* series also contains a significant amount of information pertaining to the funding and opening of the Joseph B. Knowles Memorial Home for the Aged, including City Council resolutions and correspondence. This series also contains petitions from citizens regarding legislation, and reports from committees, departments, and various city officials. This series is further divided into twelve sub-series, including *boards & commissions*, *budget*, *committees*, *correspondence*, *council*, *departments*, *elections*, *insurance*, *legislation*, *petitions*, *reports*, and *resolutions*.

The *Metro Clerk* series contains correspondence, reports, election information, and insurance policy information recorded in the Metropolitan Clerk's office between 1963 and 2003. This series is divided into seven sub-series, including *boards & commissions*, *council*, *elections*, *insurance*, *legislation*, *maps and drawings*, and *reports*. A large amount of this series consists of reports from officials, committees, and departments, as well as audits and financial statements, management studies, and annual reports. Election-related materials cover elections for various councilmen and general elections.

A few boxes are numbered with decimal points (e.g., 21.1, 21.2, 24.1) in order to accommodate additional materials found after processing.

For a full collection inventory, please contact Metro Archives.

**Restrictions:**

**Restrictions on Access:** In-library use only.

**Restrictions on Use and Reproduction:** The Metropolitan Government Archives of Nashville-Davidson County owns the intellectual rights to these materials. Materials may be used for research purposes only, and cannot be used in a publication or reproduced.

**Administrative Information:**

**Copyright:** The Metropolitan Government Archives of Nashville-Davidson County retains intellectual property rights to this collection. Some restrictions may apply.

**Provenance:** Office of the Metropolitan Clerk of Nashville and Davidson County.

**Processing Information:** Processed by Kelley Sirko, October 2017.

**Accruals:** Further accruals are expected.