

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. There is also 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.

Contents Listing:

- Box 1:** City Clerk--Boards & Commissions
- Box 2:** City Clerk--Boards & Commissions
- Box 3:** City Clerk--Boards & Commissions
- Box 4:** City Clerk--Boards & Commissions
 - City Clerk--Budget
 - City Clerk--Committees
- Box 5:** City Clerk--Committees
 - City Clerk--Correspondence
- Box 6:** City Clerk--Correspondence
- Box 7:** City Clerk--Correspondence
- Box 8:** City Clerk--Correspondence
- Box 9:** City Clerk--Correspondence
 - City Clerk--Council
 - City Clerk--Departments
- Box 10:** City Clerk--Departments
 - City Clerk--Elections
- Box 11:** City Clerk--Elections
- Box 12:** City Clerk--Elections
- Box 13:** City Clerk--Insurance
 - City Clerk--Legislation
- Box 14:** City Clerk--Legislation
 - City Clerk--Petitions
 - City Clerk--Reports
- Box 15:** City Clerk--Reports
- Box 16:** City Clerk--Reports
 - City Clerk--Resolutions--Annexations
- Box 17:** City Clerk--Resolutions--Annexations
- Box 18:** City Clerk--Resolutions--Annexations
- Box 19:** City Clerk--Resolutions--Annexations
 - City Clerk--Resolutions--Boy Scouts Day
 - City Clerk--Resolutions--City Employees
 - City Clerk--Resolutions--City Property
 - City Clerk--Resolutions--Cutting Weeds
 - City Clerk--Resolutions--Engineering Blueprints
- Box 20:** City Clerk--Resolutions--Engineering Blueprints
- Box 21:** City Clerk--Resolutions--Engineering Blueprints
- Box 21.1:** City Clerk--Resolutions--Engineering Blueprints
 - City Clerk--Resolutions--Financial Matters
 - City Clerk--Resolutions--Government Securities
 - City Clerk--Resolutions--Knowles Home
- Box 21.2:** City Clerk--Resolutions--Meharry Medical College

- City Clerk--Resolutions--National Guard Armory
- City Clerk--Resolutions--Sales Tax
- City Clerk--Resolutions--Schools
- Box 22:** City Clerk--Resolutions--Schools
- City Clerk--Resolutions--Smoke Ordinance
- City Clerk--Resolutions--Streets and Sewers
- City Clerk--Resolutions--Tax Levy
- Metro Clerk--Boards & Commissions
- Box 23:** Metro Clerk--Council
- Metro Clerk--Elections
- Box 24:** Metro Clerk--Elections
- Metro Clerk--Insurance--Policies and Contracts
- Metro Clerk--Insurance--Legislation
- Box 24.1:** Metro Clerk--Maps and Drawings
- Box 25:** Metro Clerk--Reports
- Box 26:** Metro Clerk--Reports
- Box 27:** Metro Clerk--Reports
- Box 28:** Metro Clerk--Reports
- Box 29:** Metro Clerk--Reports
- Box 30:** Metro Clerk--Reports
- Box 31:** Metro Clerk--Legal Notice Book

Restrictions:

Restrictions on Access: In-library use only.

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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.