



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 20

Agenda Date: August 8, 2024

In Control: City Council A Session

DEPARTMENT: Office of the City Clerk

DEPARTMENT HEAD: Debbie Racca-Sittre

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

City Clerk Grant Application National Archives

SUMMARY:

This ordinance will authorize the Office of the City Clerk to submit a grant application for \$150,000.00 to the National Archives: National Historical Publications and Records Commission (NHPRC) for the preservation and digitization of cemetery and death records, accept funding, if awarded, and will authorize a cash match of \$60,800.00 from the General Fund FY 2025 Proposed Budget, contingent on City Council approval.

BACKGROUND INFORMATION:

The Office of the City Clerk, Archives Division has been researching grant opportunities and found that National Archives grants were available to projects that will significantly improve online public discovery and use of historical records collections. Project must engage the public, expand civic education, and promote understanding of the nation's history, democracy, and culture from the founding era to the present day. The NHPRC encourages projects focused on collections of America's early legal records, such as the records of colonial, territorial, county, and early statehood and tribal proceedings that document the evolution of the nation's legal history. The

draft is due August 15, 2024.

The Office of the City Clerk currently budgets \$100,000 annually to preserve and digitize the municipal archives. On February 21, 2024, City Clerk Debbie Racca-Sittre presented the results of the community survey and briefed the City Council on the Office of the City Clerk Strategic Plan which included a recommendation from staff, stakeholders and the community to accelerate current 60-year plan to preserve and digitize archives to a 5-year implementation plan at a cost of \$1.33 million per year (Years 1-5 FY2025-FY2029) and ensure the digital format is compatible for the future. This grant will supplement the requested funding.

The project requests grant funding to showcase San Antonio's historical cemeteries and death records to tell the story of our diverse community through these records. The records would be made available on the digital collection which is posted on the Office of the City Clerk's website as well as preserved for future generations to view in our Municipal Archives & Records Center. We anticipate these records to be beneficial to researchers of the City's history, genealogy and culture. This project will intersect with the Parks & Recreation Department's Cemetery Master Plan as well as local efforts of the San Antonio Conservation Society.

ISSUE:

This ordinance will authorize the Office of the City Clerk to submit a \$150,000 grant application to the National Archives: National Historical Publications and Records Commission (NHPRC) for the preservation and digitization of cemetery and historical death records, and accept funding, if awarded. The grant request is for \$150,000.00 and requires a match of \$50,000. The Office of the City Clerk currently budgets \$100,000 annually to preserve and digitize the municipal archives and would use a portion of this funding for match by reprioritizing the cemetery and death records associated with this grant project; an additional \$10,800 above the required match is necessary to complete the proposed grant project..Match funding in the amount of \$60,800 is from the General Fund FY 2025 Proposed Budget, contingent on City Council approval.

ALTERNATIVES:

The City Council could choose not to approve the grant submission and the Office of the City Clerk would not apply for the grant.

FISCAL IMPACT:

This ordinance will authorize the Office of the City Clerk to submit a grant application for \$150,000 to National Archives: National Historical Publications and Records Commission (NHPRC)for the preservation and digitization of cemetery and historical death records, and accept funding if awarded, and will authorize a cash match of \$60,800.00 from the General Fund FY 2025 Proposed Budget, contingent on City Council approval.

RECOMMENDATION:

The Office of the City Clerk recommends approval of the request to submit the National Archives:
National Historical Publications and Records Commission Grant application.