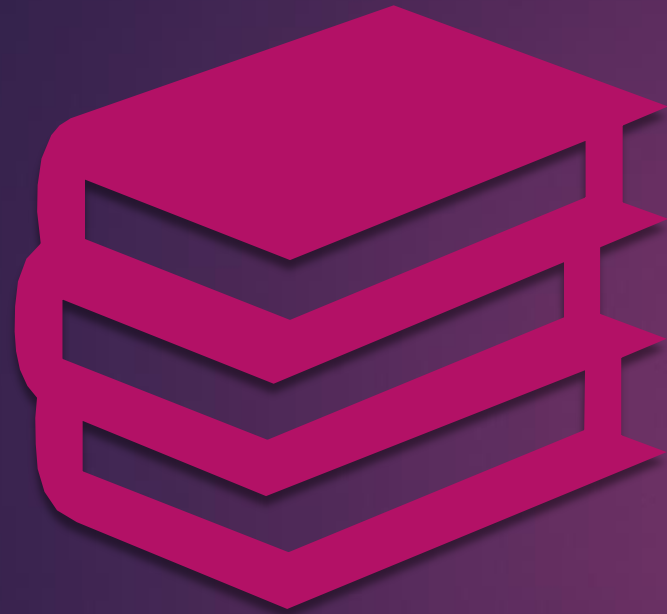


# Guide to the City Clerk's Digital Archives

AND HOW TO GET THE MOST OUT OF IT



Hi and thank you for joining us today on how to access and navigate through the City Clerk's Digital Archives.

My name is Sam, and I will be helping you navigate today.

You may be thinking...



Why would I go  
to the Digital  
Archives?

► If you're a student, researcher, professional, attorney, investigator, journalist, property owner or just curious then you've come to the right place!







## Office of the City Clerk



**Elizabeth Maland**

202 C St., Second Floor  
San Diego, CA 92101

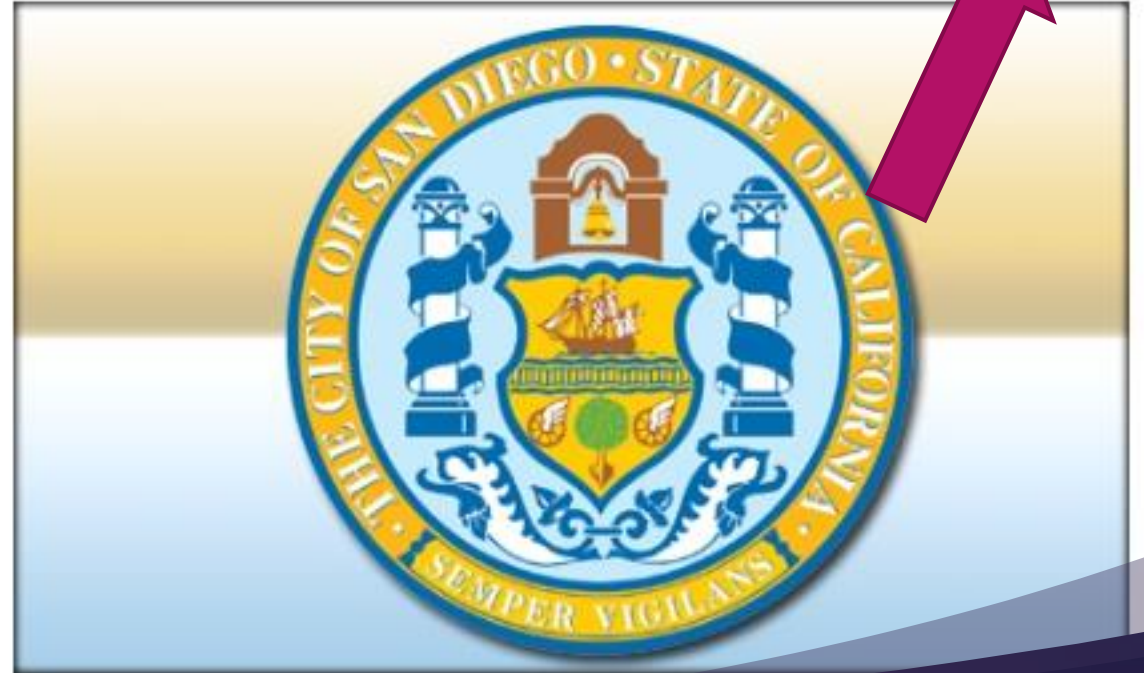
619-533-4000 Voice

619-236-7012 TTY

619-533-4045 Fax

[cityclerk@sandiego.gov](mailto:cityclerk@sandiego.gov)

Hours: Monday - Friday, 8 a.m. to 5 p.m.



You can access the City Clerk Digital Archives by going to the “Office of the City Clerk” and click on the far-right-tab that says, “Digital Archives.”

▶ Once you click on the arrow, you will be guided to the Digital Archives informational and backdrop page, learn how the Digital Archives began. Click the blue box below



City Clerk Home About Us Official City Documents Records Management Lobbying, Campaign & Economic Interests City Elections

## Digital Archives

Preserving original and trustworthy records is crucial to the functioning of a civil society. With this in mind, the City of San Diego launched its Archives Program in 1987, establishing the Archives Center to serve as a central source of information and materials regarding the history and development of the City of San Diego.

Among the primary functions of the Archives Center is the identification, preservation and storage of records with permanent reference value that capture the City's history. These records do not simply provide a chronology of events, but rather, they provide a window into the City's past: the culture, values, challenges and issues that helped to shape the City of San Diego we know today.

In Fiscal Year 2014, the Mayor and City Council renewed their commitment to transparency and access by funding the City Clerk Archives Access and Preservation Project. This support is largely responsible for the preservation efforts and the easy digital access of many of the City's Pioneer Statehood records - maps and books dating to the 1850's. These fascinating and educational records join the existing collections housed in the City's Archives Center which include records dating from approximately 1835 to 1960.

[Go to Digital Archives Website](#)

Digital Archives  
Home

Historical Official Resolutions, Ordinances,  
and Minutes

Collections

Historical  
Photos

Film and  
Audio

Community  
Resources

Preservation and  
Restoration



## Digital Archives

A service provided by the [Office of City Clerk](#)

202 C Street 2nd Floor

San Diego, CA 92101

Phone: 619-236-6143

Fax: 619-236-6034

TTY/TDD: 619-236-7012

Hours: M-F, 9 a.m. - 4 p.m.

[Recordsmanagement@sandiego.gov](mailto:Recordsmanagement@sandiego.gov)



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The City Clerk Archives is responsible for the preservation of legal and historical official municipal records, including maps, books, microfilm, images and audio dating back to the 1850s. These fascinating and educational records join the existing collections housed in the City Clerk Archives which include records dating from approximately 1835 to 1960.

Now, you're  
on the City  
Clerk's Digital  
Archives  
home page!



Once you're on the home page, you can begin choosing different tabs (green square tabs on top of image) depending on what interests you!





► Now it's time to really dig in and explore the City Clerk Archive's



Let's check out the 2<sup>nd</sup> tab

**“Historical Official Resolutions, Ordinances, and Minutes”**

And what does that mean?





Historical Resolutions, Minutes and Ordinances are needed every day in the legal arena. These historical documents continue to serve a vital purpose in case law

# Historical Resolutions, Ordinances and Minutes



These City Clerk Official Records are the basic building blocks of our  
City's government



Resolutions: Formal expression of the opinion or will of an official municipal legislative body

Ordinances: Rule, law or statute adopted by a municipal governing authority

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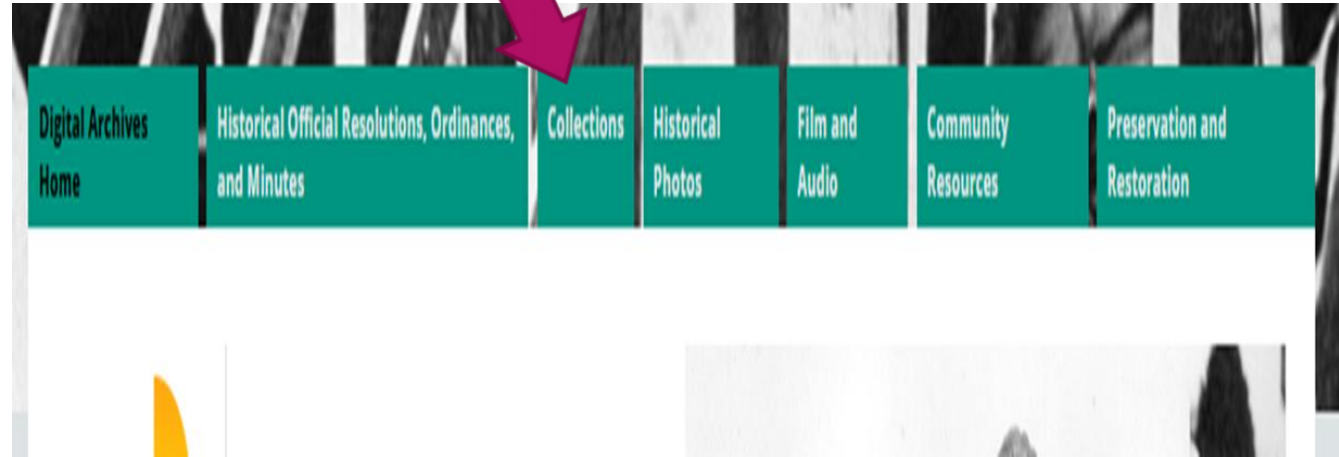
Minutes: A written document that describes items discussed by the directors during a board meeting including actions taken and resolutions passed

Resolutions: Formal expression of the opinion or will of an official municipal legislative body

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Minutes: A written document that describes items discussed by the directors during a board meeting including actions taken and resolutions passed



► Now it's time to explore the Collections!

## Collections:

- ▶ About San Diego
- ▶ Ancestry and Burials
- ▶ Balboa Park
- ▶ Communities
- ▶ Government
- ▶ Leisure
- ▶ Military
- ▶ Planning and Maps
- ▶ Property Records





Our “Collection” is one of our favorite categories  
to-date

Collections are historical records that are established to document the  
lives of individuals and/or organizations

Many of these collections have sub-groups featuring drop-down menus

---

Collections in an archives are typically determined by provenance and  
intentionally accessioned by subject, form, geographic scope or  
*another common characteristic*

Let's check out the pictures now!



# Historical Photo Gallery

## A collection of historical images showcasing the rich history of San Diego

The City Clerk's collection of historical images showcases the ironic and illustrative history of its citizens throughout the City of San Diego. These subjects and collections include compilations of images from various decades, preserved and maintained in the City Clerk Archives. The Historical Photo Gallery Collections are not intended to be complete or all inclusive and are word searchable. This collection contains approximately 700 images. These images date from 1880s to 1970s.



All Photos



1915-16 Expo



1935 Expo

Within this Gallery you will also find collections such as:



**Aerial Views**



**Airports**



**Balboa Park**



**Beaches**



**Community**



**Dams and Reservoirs**



**Downtown San Diego**



**Elected Officials**



**Entertainment**



When you click on a Collection you are taken to a cache of photographs which we are periodically updating as we get new photos

## Balboa Park

Keyword(s) Search

Search

Clear

Displaying 1 - 15 of 77



Bea Evenson Fountain



1915-16 Panama California Exposition - Explanada



1915-16 Panama California Exposition Aerial View



1915-16 Panama California Exposition, Spreckels Organ Pavilion



1925 Aerial View of Varied Industries and Home Economy Buildings



1932 Aerial View of Bankers Hill and Surrounding Areas

Try clicking on each photo to see a description of the image and learn fun facts about the historical photos!



# 1915-16 Panama California Exposition, Spreckels Organ Pavilion



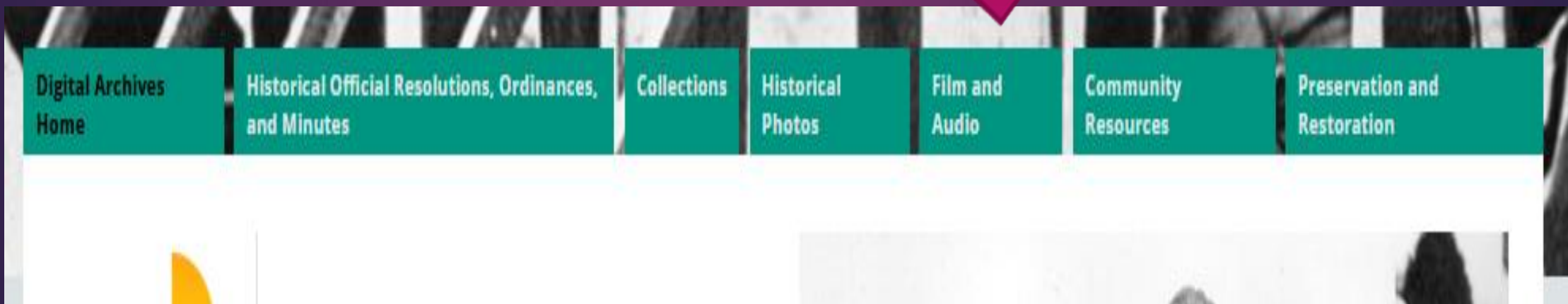
*Photo by M.E. Lewis, 1915*

Large crowd at a nighttime event at the Spreckels Organ Pavilion. The Panama California Exposition was held in Balboa Park in San Diego between January 1, 1915, and January 1, 1917. The exposition celebrated the opening of the Panama Canal, and was meant to tout San Diego as the first U.S. port of call for ships traveling north after passing westward through the canal.

 [Provide feedback for this photo](#)

*Magnify by hovering your mouse over the image. Zoom in/out with the mousewheel.*

Let's continue with Film and Audio now!





## Film and Audio:

► Here you will find various types of film records and audio files among which you will see our latest addition to our Digital Archives “The Silent Movie Collection” and a very cool collection which is a type of early Google Street Views where you can navigate the city streets in the 1970s!





# Film and Audio

In addition to the traditional formats of archival records, we have audio recordings, video recordings and moving film images. After 1945 new formats-film, audio and video-were used by almost all City departments. As these records are transferred to the City archives, they are converted to digital files that are accessible on-line. The converting and transferring of film and audio content to digital platforms is the only way to guarantee the enduring value of sound and visual footage therefore, the preservation of digital audio files constitutes a long-term safety measure that will eventually replace analogue backup methods used to preserve the City of San Diego's audio and film heritage.

Our Latest Addition!

## Collections



Audio from Council Meetings (1964 - 1978)



Silent Movie Collection (1926-1935)



Street Videos (1970s)

# Film and Audio

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## Collections

**One of our Most Popular collections!**



Audio from Council Meetings (1964 - 1978)



Silent Movie Collection (1926-1935)



Street Videos (1970s)

If you are curious to see what neighborhoods were like in the 1970s?  
You can search specific streets, click on the video and enjoy!

## Street Videos

This collection consists of film created by the Transportation and Storm Water Department from January to October 1970. Some are from a later date. Described as a Photolog by the department, each reel of 35mm color film was taken by a camera attached to a car driving down the street or highway, producing street level views. The individual reels were converted to a digital version by the City Clerk's Archives. Users may freeze and print the images.

Search Title and Description

Search

Clear Search



**01 Ave NB L**  
1st Avenue Left of North Bound



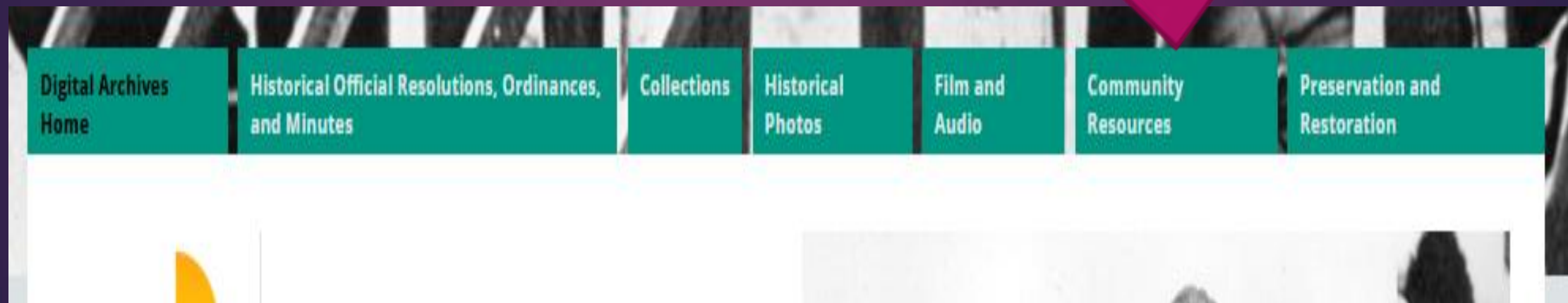
**01 Ave NB R**  
1st Avenue Right of North Bound





Under the Community Resources tab, you will find the latest events!

# EVENTS





# Community Resources

The Community Resources is a collection of content that serves to assist the public through a variety of mediums: instructional PowerPoints, trivia games, wallpaper files, education and exhibits. We also offer opportunities for the community to assist in the progress of the Digital Archives through volunteer positions in our Archives.

## Upcoming Events:

posted February 3, 2021

### **LGHS Receives Remarkable WW II Memoir**

The Lemon Grove Historical Society has received an extraordinary memoir in photographs and text by Robert Turnbull III, detailing his service in WW II, 1943-45, in the Philippines. The memoir was given to the society by his son, Robert Turnbull IV, a graduate of Helix High School, former film, television and theatre actor, and the founder of Turnbull Ministries.

Turnbull III was the former husband of Dr. Amorita Treganza of the famous Treganza clan of art, anthropology and medical accomplishments. They met and married when both were students at San Diego State College in the 1930s. Like his father before him, Turnbull III became a cameraman and Foley expert at Warner Brothers Studio.

The memoir includes 524 black and white, 4x6 photographs accompanied by typewritten notes. Turnbull was inducted at Berkeley, California, into the 29th Engineer Base Topographic Battalion responsible for preparing maps of most of the Pacific Theater of the war, with a primary focus on the Philippines, Formosa, Saipan, islands of the Southeast Pacific, Okinawa and Japan. Training in Oregon focused on surveying, photomapping and photography under difficult conditions, such as aerial while under bombardment.

You can also find a section with photos of our Archive exhibits!

## Community Resources

- [Community Resources Home](#)
- [Archival Exhibits](#)
- [Kids Corner](#)
- [Related Links](#)
- [Volunteer](#)
- [Wallpaper](#)



As well as links to our historical partners, games for kids and wallpaper you can download!

# Archival Exhibits

From time to time, the City Clerk Archives and Records Management Division presents exhibits and displays based on photographs, artifacts and records preserved in the Archives. Initial exhibits are publically available in the City Administration Building lobby and thereafter available on the Digital Archives website.

## Albums



Attitude of Gratitude  
(December 2018)



First Responders and Law  
Enforcement (March 2019)

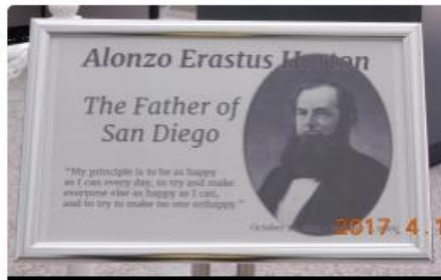


Hidden Treasures (October  
2019)

Check out our fun  
exhibits we have  
displayed throughout  
the years in the City  
Administration Building

Celebrating our Sister-City Tijuana, Mexico  
(January 2017)

Photos



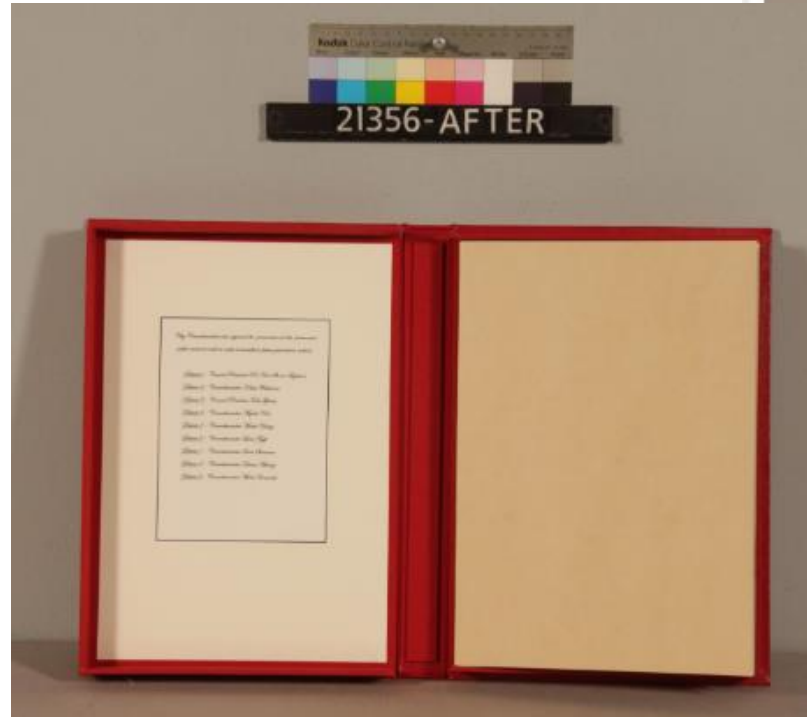
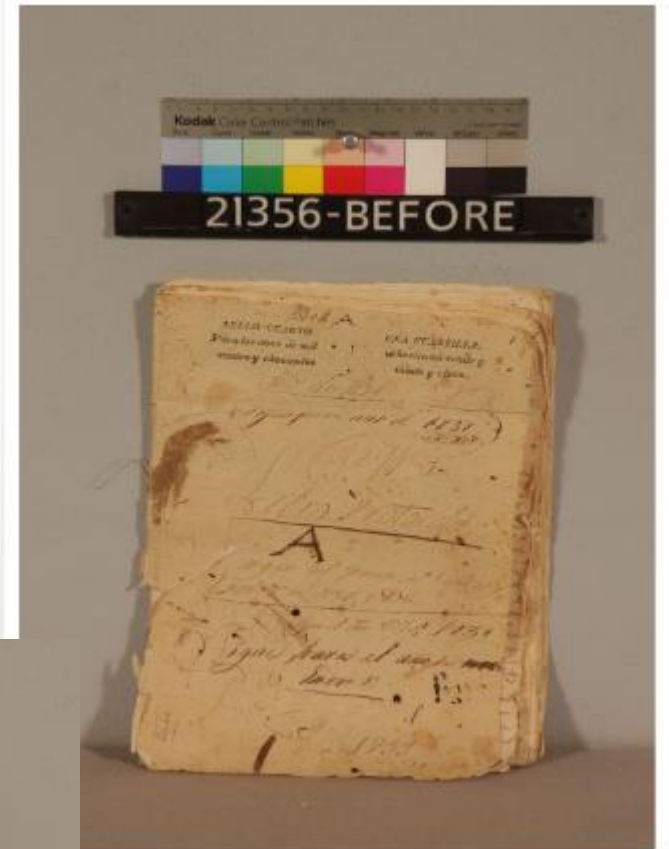
Looks like we're at the "Preservation and Restoration section!" This is the primary function of the City Clerk Archives. Let's see what the City's been up to....





# Preservation and Restoration:

► In this section you will find all the information (PowerPoints) on how to preserve and restore priceless historical material, learn about how we at the City, have preserved and restored legal and historical Statehood records, books, maps, microfilm, etc.





# Preservation and Restoration

In order to extend the useful life expectancy of significant historical records, the City Archives devotes extra resources to clean, de-acidify, repair and protect invaluable City maps and records. This process often includes protective Mylar enclosures for each page to prevent soiling and ordinary wear and tear. In addition, each record is microfilmed and/or digitized to improve public access.

Lastly, dependent where the element was stored and the overall aging byproduct, records will typically have tears and/or ripped breaks. These are then supported with Japanese paper and a wheat starch paste, carefully lined with supplemental Japanese paper adhered to the element with an additional wheat starch paste that proves to remedy the aging process and disintegration.

- [!\[\]\(38441ceaa711016e0bf2ad46ad394ff4\_img.jpg\) Archival Impact](#)
- [!\[\]\(6e027340d4263908f264926b1ad81c5e\_img.jpg\) Archives and Records Management](#)
- [!\[\]\(781510d64f329bf3c880acf086e884d6\_img.jpg\) Archives Access & Preservation Program](#)
- [!\[\]\(93cdf5b84f2bfec404f7441e84b6ba5c\_img.jpg\) Conservation or Restoration?](#)
- [!\[\]\(0f0f932ce3b5577a82f34ad23239a6e5\_img.jpg\) Conservation or Restoration? Saving San Diego's History - One Step at a Time](#)
- [!\[\]\(eae2be0f6c865f0a2febc97c99fc2475\_img.jpg\) Conversion of 35mm Film](#)
- [!\[\]\(beb73fa08c38b910d1745a8873b27d81\_img.jpg\) Conversion of Magnetic Reel-to-Reel Tape](#)
- [!\[\]\(b5401e964162c76526213b8e70b40c2e\_img.jpg\) Digital Platforms](#)
- [!\[\]\(865f2722fc1818c7fea1a14e09a6e1a6\_img.jpg\) Enduring Value](#)
- [!\[\]\(40e8be9c7fbc03824b9e3a0db89df497\_img.jpg\) Journey from 1400-Acre City Park to Balboa Park](#)
- [!\[\]\(ac93afa5970ce35aafca08e0a61927af\_img.jpg\) Legal and Historical "Court of the Port" of San Diego](#)
- [!\[\]\(6fb00ad0732ae3dfa896698634b50717\_img.jpg\) Microfilm "Diseases"](#)
- [!\[\]\(22235084dab0713ac70cf171d18425be\_img.jpg\) Preservation and Restoration 2017](#)

We hope that you learned about why it is important to preserve our historical treasures and we hope that with the help of our Digital Archives you will continue to visit us!

