

## Clerk of Council Records, 1890-1975

### Descriptive Summary

**Title and Dates:**

Clerk of Council Records, 1890-1975 (with gaps)

**Creator:**

Clerks of Council, City of Charleston

**Quantity:**

12 cubic feet

**Forms of Material:**

Correspondence, notes, ordinances, proclamations, petitions, photographs, applications, reports, newspaper clippings, meeting notices, maps, plats, proposals, leases, and other printed materials.

**Processed by:**

Kendall John, 2023

**Location:**

05-D-007 – 05-D-018

**Abstract:**

This collection contains records from the Department of Clerk of Council of the City of Charleston as well as City boards, committees, commissions, and departments from circa 1890 to circa 1975. These materials generally comprise the action items that were used in City Council meetings. They most likely pre-date the more formal agenda packets now used in City Council meetings. The City Council agenda packets date to 1976, which coincides with the passage of the Public Records Act of South Carolina (Title 30 of the South Carolina Code of Laws). It was at that time that the City established a formal records management program. Historically, retention focused on the final minutes of City meetings; however, the agenda packets often contain attachments such as reports, maps, studies, and correspondence that do not make their way into the approved minutes.

**Role of Clerk of Council:**

The Clerk of Council has played an important role in the municipal government of Charleston since at least the late 1700s. The Clerk of Council Department is responsible for documenting, recording, and interpreting the history of the City of Charleston.

According to the Clerk of Council [website](#):

The Clerk of Council serves as a link between legislative and administrative areas of the city government. The Clerk, under state law, is held responsible for the proper recording and filing of all ordinances, resolutions, petitions, and other legal documents. The duties and responsibilities of the Clerk of Council's office involve extensive coordination and interaction with the Mayor, City Council, City Departments, City Boards, Committees,

Commissions, and the public. The Clerk of Council is the custodian of all municipal records and the City Seal, receives claims against the city, produces municipal records in court legislations, is liaison between Secretary of the Municipal Election Commission and City Council on municipal election matters, prepares agendas and records proceedings of City Council and numerous city boards, commissions and committees and attests to all documents issued by the city.

Clerks include:

Peter Bounetheau (d. 1798), 1783-98

G. Atkinson, 1794

M. A. Atkinson, 1799

Gabriel Manigault Bounetheau, 1798-1819

William Roach, Jr, 1818-23; 1825-39

William Patton, 1823-24

John R. Rogers, Sr., 1838-49; 1851-52

James C. Norris, 1849-50

Francis Lance, 1847-49

James A. Duffus, 1852-55

John R. Horsey, 1855-62

W.H. Smith, 1862-69

William R. Mitchell, 1869-71

William Wragg Simons (d. 1913), 1871-1908

Robert Gourdin O'Neale (d. 1913), 1908-1913

Joseph C. Barbot, Esq. (1874-1937), 1913-23; 1925-37.

Clifford Thompson, 1923-25

August John "Gustave/Gus" Tamsberg (1908-1988), 1937-68

Charles Hubert Peale (1927-2003), 1968-72

Mary Regina Wrixon, 1972-95

Vanessa Turner Maybank, 1995-2020

Jennifer Cook, 2020-present

**Scope and Content:**

The bulk of the records in this collection are from 1945-1975, under the tenure of Arthur “Gus” Tamsberg as Clerk of Council. Records from the offices of the three most recent Offices of the Clerk of Council are not included in this collection; similar documentation is found in City Council Agenda Packets, which date to 1976 and are on file at Records Management.

The records represented multiple transfers from the Clerk of Council Department through the years. Through processing, topics were intellectually joined so that the collection is more cohesive, and researchers do not have to access multiple boxes for one topic.

**Series List:**

This collection is separated into two series:

- Series I: Standing committees, boards, and commissions arranged alphabetically and then chronologically.
- Series II: Subject files arranged alphabetically and then chronologically.

**Notes to Researchers:**

Some boards and committees have changed names and duties throughout time.

An asterisk (\*) at the end of a line denotes that the folder has reports, photographs, and/or maps.

Box	Folder	
		<i>Series I</i>
1	1-2	Arts & History Commission, 1975
	3	Art & History Commission, Ordinance, 1974-1975
	4	Auditorium Committee, 1975
	5	Black History Committee, 1975
	6	Charleston County Health Department, 1975
	7	Charleston Home for Children Commission, 1975
	8	Charleston Orphan House Commission, 1975
	9	Coliseum Committee, 1972
	10-20	Corporation Counsel, 1948-1975
	21	Democratic Executive Committee, 1963-1967
	22	Dock Commission, 1906-1920
	23	Ecological Commission, 1970-1975*
	24-26	Committee on Electric Wires & Lighting the City, 1960-1972
2	1-3	Committee on Electric Wires & Lighting the City, 1973-1975
	4	Board of Fire Masters, 1969-1975
	5	Historical Commission, 1951-1974
	6	Historical Commission, Yearbook, 1937-1951
	7	Committee on Licenses, 1932-1975
	8	Local Government Study Committee, 1965-1966
	9	Marion Square Commissioners, 1971-1975
	10	Municipal Golf Course Commission, 1948-1975
	11	Board of Parks & Playgrounds, 1954-1961
	12	Board of Parks, Old Town, 1965-1966
	13-16	Board of Parks, 1971-1975*
	17	Committee on Personnel, 1975
	18	Planning Department, Study of City, 1957*
	19	Department of Planning, Relocation & Development, 1975
	20-25	City Planning & Zoning Commission, 1946-1957*
3	1-11	City Planning & Zoning Commission, 1958-1967*
4	1-3	City Planning & Zoning Commission, 1968-1975*
	4	City Planning & Zoning Commission, St. Jasper Apartment Petitions, 1949
	5-6	City Planning & Zoning Commission, Ordinances, 1966*
	7-8	City Planning & Zoning Commission, Petitions, 1966
	9	City Planning & Zoning Commission, Requests, 1975
	10	City Planning & Zoning Commission, Re: Nonconforming Use, 1974-1975
	11	Playground Department, 1972-1974
	12	Police Department, 1960-1975
	13	Police Pension and Relief Fund Commission, 1956-1975
	14	Port Utilities Commission, 1921-1947
	15	State Ports Authority, 1949-1975
	16	Board of Public Buildings, 1932-1955
	17	Committee on Public Education, Citadel Buildings Committee, 1919-1920
	18-21	Committee on Public Education, City Board of Public School Commissioners, Citadel Scholarships, 1928-1972
4	22	Committee on Public Safety, 1949-1950
4	22-24	Committee on Public Safety & Traffic, 1957-1964

5	1-7	Committee on Public Safety & Traffic, 1965-1975*
	8	Committee on Public Safety & Traffic, Traffic Code, 1974-1975
	9	Public Service Department, 1952-1960*
	10	Committee on Public Transportation, 1971*
	11-13	Commission of Public Works, 1952-1972
	14	Commission of Public Works, Bushy Park, 1955*
	15	Commission of Public Works, Nomination, Carter, 1975
	16	Commission of Public Works, Nomination, Sottile, 1975
	17	Commission of Public Works, Nomination, Stoney & Orvin, 1975
	18-20	Commission of Public Works, Water Works Co., 1898-1959*
6	21-23	Commission of Public Works, Water Works Co., Bonds, 1955
	1-4	Committee on Railroads & Buses, 1949-1966*
	5	Committee on Real Estate, 1971-1975*
	6	Board of Recreation, 1974-1975
	7	Commission on Redevelopment, 1975
	8	Commission on Redevelopment & Preservation, 1975
	9	Committee on Sanitary Matters, 1961
	10	Committee on Sanitation, 1971
	11	Small Claims Committee, 1974-1975
	12	Committee on Steam Engines, 1901-1904
	13-16	Committee on Streets, 1954-1975*
	17	Committee on Streets & Parks, Street Signs, 1960-1963
	18	Board of Tax Appeals, Equalization Program, 1899-1967
	19	Committee on Traffic, 1953-1954
	20	Department of Traffic & Transportation, 1969-1973
	21	Commission on Urban Affairs, 1971
	22-29	Committee on Ways & Means, 1950-1972 (with gaps)
7	1-7	Committee on Ways & Means, 1973-1976
	8-10	Committee on Ways & Means, Bids, 1975-1976
	11-12	Committee on Ways & Means, Budget, 1973
	13-15	Committee on Ways & Means, Purchasing Department, 1975-1976
	16-19	Committee on Ways & Means, Refunds, 1974-1975
8	1	Committee on Ways & Means, Fire Department, Bids & Purchases, 1961-1975
	2-3	Yacht Basin Commission, 1933-1975
	4	Yacht Basin Commission, Revenue Bonds, 1961

#### *Series II*

	5-14	Airport, 1940-1975*
	15	Airport, Application for Land Use, 1948-1957
	16-17	Airport, Fixed-Base Operator Survey, 1959
	18	Airport, GATR Facility, 1961
	19-20	Animal Ordinance, 1972-1976
	21	Annexations & Mergers, Suburban Areas, 1949
	22	Annexations & Mergers, Study, 1956
9	1-2	Annexations & Mergers, Unification Study Board, 1956
9	3	Annexations & Mergers, 1956*

	4	Annexations & Mergers, Unification Study Board, Preliminary Report, 1957
	5	Annexations & Mergers, St. Andrews-Charleston Unification Committee, 1958-1959
	6-9	Annexations & Mergers, 1960-1966*
	10-11	Annexations & Mergers, Elections, 1972, 1975*
	12	Special Committee, Re: Merger, 1952
	13	Auditorium Urban Renewal Project, 1964-1968*
	14	Bureau of Freight, Immigration & Statistics, 1912-1928
	15	Bushy Park Authority 1953-1964
	16	Carolina Art Association, 1950-1953
	17	Castle Pinckney 1956
	18	Central Business District Neighborhood Development Program (CBD NDP), Parking Facilities Project, 1963-1974
	19	CBD NDP, Parking Garage, 1972
	20	CBD NDP, Grant Funds Project, 1975*
	21	Charleston County Board of Assessment, 1975
	22	Charleston Museum, 1956-1960
	23	City Building Inspector, Inspection Reports, 1971
	24	City Codes, 1929-1975
	25	City Codes, Revisions, 1962
	26	City Code, Plumbing, 1972-1975
	27	City Controller, 1958
	28	City Council, Aldermen, 1971-1973
	29	City Council, Aldermen, Nomination Petitions, Toporek, 1971
	30	City Council and Mayor, Nomination Petitions, 1971
	31	City Council, Nominations: Brewer, 1975
10	1-6	City Council, Nominations: Brown, Crull, French, Glover, Shiver, and Weber, 1975
	7	City Council, Proceedings, 1936-1951
	8	City Council, Rules of Order, 1947
	9	City Electrician, 1972
	10	City Engineer, 1971-1975
	11	City Treasurer, 1932-1975*
	12	City Treasurer, City Funds Deposit, 1948
	13	Civil Defense Agency, 1960-1971*
	14	Classification and Display Advertisements, 1972-1977
	15	Clerk of Council Resignations, 1925
	16	Colonial Commons & Ashley River Embankment, 1949*
	17	Cooper River Redivision Project, 1974-1975
	18	Correspondence with White House, Re: Invitation to Charleston, 1919
	19	Correspondence with White House, Re: Birthday, 1936
	20	Correspondence with White House, Re: JFK Assassination Proclamation, 1963
	21	Cypress Gardens, Trustees, 1964-1975
	22	Dock Street Theatre, 1944-1975
	23	East Bay Extension, 1949-1952*
	24-25	Flood Insurance Program, 1969-1974*
	26	Flood Ordinance, 1974-1975

27	Free Kindergarten, 1963
28	Gas Lights on Broad Street, 1969
29	Gibbes Art Gallery, 1954-1955
30	Griffenhagen & Associates Report on Municipal Services, 1948-1969*
31	Higher Education, College of Charleston Alumni Association, c.1950
32	Higher Education, Colored, Normal, Industrial, Agricultural & Mechanical College (S.C. State University), 1949-1951
33	Higher Education, Medical College of the State of South Carolina, 1950
34	Home Rule Act, 1975-1976
35	Hospital Corporation of America, 1973-1980
36-40	Housing Authority, 1956-1975*
41	Housing & Urban Development (HUD), Notes, 1974
42	Insurance Claim Service, 1975
11 1	James Island Bridge, 1975
2	Johnson Hagood Stadium, Purchase, 1963
3-4	Municipal Association of S.C., 1945-1949, 1975*
5	Municipal Court, 1975
6	NDP, Coastal Plains Grant, 1975
7	Notices to Department Heads, 1975
8	Old and Historic District, 1975*
9	Paving Assessments, 1941-1942
10	Public Notices, 1974-1975
11	Public Notices, Committee on Real Estate, 1926-1939
12	Public Notices, Hearings, 1973
13	Redistricting Wards, 1975*
14	Regional Planning, Charleston County Planning Board, 1957*
15	Regional Planning, North Charleston Sewer District, 1975-1977*
16	Regional Planning, 1955
17	Regional Planning, Re: Playgrounds, 1975
18	Republican Precinct Certification Forms, 1975
19	Revenue Sharing Act, 1972
20	School District #20, 1961*
21	Seaboard Air Line Railway Co., 1913-1950
22	S.C. Energy and Gas Franchise, 1948-1975
23	S.C. General Assembly, Special Acts Relating to Charleston, 1877-1948
24	Southern Bell Telephone Co., Re: Franchise, 1904-1974
25	Southern Bell Telephone Co., Free Telephones, 1948
26	Southern Microfilming Company, Proposal to City, 1950
27	Southern Railway Co., 1890-1948
28	Southern Railway Co., Sewers, 1934-1944
29	Special Committee, Re: Battle Ships, 1913
30	Special Committee, Re: Code Revision, 1974-1975
31	Special Committee, Re: Concord St. Parking, 1962
32	Special Committee, Re: Code Review, c.1962
33	Special Committee, Re: Cooper River Waterfront, 1978*
11 34	Special Committee, Re: Fluorine in Water Supply, 1955-1956
11 35	Special Committee, General, 1956-1962

	36	Special Committee, Re: Historic Tour Guide Course, c. 1972
	37	Special Committee, Re: Juvenile Delinquency, 1958
	38	Special Committee, Re: Marion Square Parking, 1961
	39	Special Committee, Re: Off-Street Parking, 1950-1951
	40	Street Railway & Buses, 1896-1926
	41	Street Railway & Buses, 1936-1948
	42	Stocks and Bonds, 1901-1931
	43	Sunday Motion Pictures, 1946
	44	Tax, Misc. Statistical Data, 1929-1950*
	45	Tax Anticipation Notes, 1961-1982
	46	Tax Assessment, 1963*
	47	Tax Lien Enforcement, 1931-1944
	48	Taxi Ordinance, 1974-1975
	49	Tourism, Re: Carriage Industry, 1975
	50	U.S. Agencies, Post Office Wooden Addition, 1956
	51	U.S. Customs Building, Proposed Closure, 1957
12	1-2	West Virginia Pulp & Paper Co., 1936-1955
	3-5	Workable Program, 1966-1975*
	6	Workable Program, Charleston General Development Plan, 1966
	7	Workable Program for Community Improvement, Auditorium, 1962-1963
	8	Workable Program, Recertification, 1965
	9	Yeaman's Road Extension, 1973-1974*