Important Information for Researchers

The records held by the Dallas Municipal Archives are open to the public and available for research by appointment Monday-Thursday between 9:00 am and 4:30 pm. The City's archival records are unique documents that detail governmental actions and activities. To protect these valuable resources, the Municipal Archives has established guidelines for using and handling the records. These measures ensure that the materials remain accessible and in good condition into the future.

Archival records may be used only in the archives research area; they do not circulate and may not be checked out. There is a small reference collection on Dallas history in the research area that is open to all researchers.

Preparing for Your Visit

If you are planning a research visit to the Archives, please call or email to make an appointment. Not only will this help ensure that a staff member will be available to assist you, it will also enable us to pull the records you need before you arrive, saving you time. Additionally, it will allow us to learn more about your research topic and suggest materials that might be useful, which may help you plan your research time.

We recommend that you review our online collection guides before you come in to see what kinds of materials we have relating to your topic and focus in on what you'd like to look at. Our website has subject guides for frequently requested information, and Municipal Archives staff are also available by email or phone if you have questions about our holdings.

At the Archives

Upon arrival at the front desk, you will be asked to sign in before entering the research area. Archives staff will retrieve requested materials from our closed stacks. We ask that you follow certain rules while using the Archives:

- Food and drink are not allowed in the research area.
- Records may be used only at the research tables.
- Customers may use only one box at a time, and remove only one folder at a time from the box. Records must be left in the order in which they are found.
- If you would like photocopies, use the “out cards” provided to mark the documents.
- Only pencils may be used for taking handwritten notes. Because ink can damage archival materials, pens are not allowed. Pencils are provided in the research area.
- Purses, briefcases, bags, and backpacks may not be placed on the research tables. A locker is provided to safely store your belongings, and you may access it at any time.

For more detailed information, please see our User Agreement.
Photocopying: Archives staff will make photocopies for researchers, and will make every effort to supply the copies while the researcher waits. However, large orders may require additional time. Orders are processed in the order in which they are received but may be prioritized according to size, preservation concerns, or other factors. Photocopies are ten cents per page, the first ten gratis. For other duplication needs, including scans of photographs, please discuss specifications and costs with archives staff. **Rush requests for reproductions are generally not accepted and researchers are urged to plan accordingly.**

Electronic equipment: Laptop computers are allowed at the research tables. Scanners are not permitted in the research room.

Citation: The recommended citation when using Municipal Archives records is: Name and date of document, box number, folder number, records collection name, and repository name. For example:

Memorandum from Jack Spratt to J. Woodall Rodgers, March 7, 1943, Box 53, Folder 7, Public Works Department Collection, Dallas Municipal Archives.

Questions? Please call us at (214) 670-5270 or email john.slate@dallascityhall.com.