Dallas Municipal Archives
Regulations for Use

The Dallas Municipal Archives is a repository of records within the City Secretary’s Office that facilitates research and documents the activities and history of the government of the City of Dallas. The Archives is open to anyone agreeing to abide by its regulations for the use of materials. Citizens are required to provide a driver’s license number on the reverse of this sheet. The following regulations are intended to help preserve the Archive’s historically and permanently valuable materials for future generations.

1. Briefcases, notebooks, binders, notepads, bags, purses, and other personal property are not permitted in the proximity of archives materials. These items will be secured at the service desk at the entrance to the City Secretary’s Office during your visit.

2. Researchers may take only loose sheets of notepaper or notecards into the research area. Sheets of paper are available from the archivist. Materials taken from the research area may be checked prior to the researcher’s departure.

3. Pencils only may be used in the proximity of archival materials. Ink pens of any kind are prohibited. Personal computers may be used. If you need a power source, please consult the archivist.

4. Archives materials must be handled with great care, as follows:
   a. Make no marks, erasures, or any other changes to the documents.
   b. Keep all items on the table while being used. Place nothing in the lap or propped against the table.
   c. Place nothing on top of archives materials; do not write on top of, alter, lean on, fold anew, or trace materials.
   d. Turn pages slowly and carefully, touching only the margins if possible.
   e. Wear the gloves provided when working with photographic materials.
   f. Remove materials from boxes and open folders to use documents or to insert photoduplication sheets.
   g. Keep collections in their existing order and arrangement.
   h. Notify the archivist if you suspect any errors; don’t address errors on your own.
   i. Maintain the sequence of folders within the box.
   j. Maintain the sequence of pages within the folder; pages will stay in order if turned like the pages of a book.
   k. Align folder contents properly as you move through them; don’t shake down the contents.
I have read and agree to abide by the Regulations for Use printed on the reverse of this form.

Name ________________________________

Date ________________________________

Address ______________________________

Driver’s License Number/State (Citizens) ______________________________