

12 May 1884 – 3 May 1886, 1894 - 1969

1 m., 29 cm. of textual records

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It was the responsibility of the Municipal Clerk to maintain the records of the proceedings of Council. Charged with this responsibility, it appears that the Clerk or staff in the Clerk's Office created and maintained an Index to the Council Minutes in order to provide access to the various items discussed at Council Meetings and recorded in the Council Minutes.

The Series consists of indexes of the Port Arthur Council Minutes in the form of bound volumes (May 12, 1884 to October 21, 1913) and post binders (1913 to 1969). The indexes are filed by year and contain an alphabetic order of topics with references to the page numbers and resolution numbers where the topic was recorded in the Council Minute Book. When a resolution number is given, a dividing line separates that number and the page number. The upper number is the resolution number and the lower number is the page number but this is sometimes reversed in the Indexes prior to 1913. The entries in the post binders are more detailed than the bound volumes. As well as the page number and resolution number, they also include the clause number, report number, committee and a synopsis of the topic.

Handwritten, Typescript

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Indexes are not available for the period 4 May, 1886 - 31 December, 1893

Further accruals are not anticipated.

