Finding Aid for the Monrovia (California) Records, 1886-1946

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Note
Finding Aid for the Monrovia (California) Records, 1886-1946

Collection number: 332

UCLA Library, Department of Special Collections
Manuscripts Division

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Online finding aid edited by:
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Descriptive Summary
Title: Monrovia (California) Records,
Date (inclusive): 1886-1946
Collection number: 332
Creator: Monrovia (California)
Extent: 49 boxes (24.5 linear ft.) 7 oversize boxes
Repository: University of California, Los Angeles. Library. Department of Special Collections.
Los Angeles, California 90095-1575
Abstract: The town of Monrovia, California was founded by W.N. Monroe in 1886. The collection consists of correspondence and reports of the various departments of Monrovia's city government including material on the development of water resources in the Monrovia area.
Physical location: Stored off-site at SRLF. Advance notice is required for access to the collection. Please contact the UCLA Library, Department of Special Collections Reference Desk for paging information.
Language: English.

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Restrictions on Access
COLLECTION STORED OFF-SITE AT SRLF: Advance notice required for access.

Additional Physical Form Available
A copy of the original version of this online finding aid is available at the UCLA Department of Special Collections for in-house consultation and may be obtained for a fee. Please contact:

Public Services Division
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Email: spec-coll@library.ucla.edu
Gift of Monrovia Town Council, 1952.

Records were originally housed in the Monrovia town archive.

Preferred Citation
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UCLA Catalog Record ID
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Biography
The town of Monrovia, California was founded by W.N. Monroe in 1886.

Scope and Content
Collection consists of correspondence and reports of the various departments of the city government of Monrovia, California. Includes material on the development of water resources in the Monrovia area.

Expanded Scope and Content
The town of Monrovia was founded by W.N. Monroe in 1886, and the records contained in the town archive date from the first year of its existence.

These records were received by the Library in September, 1952, after a decision of the Monrovia Town Council to release them for research purposes. Most of the records are preserved in their original order of filing; some of the correspondence and reports of town officials, however, were received by the Library in a disorganized condition. These have been grouped by office of the town government.

The attached finding list must be used for preliminary study of the contents of the archive. If materials are requested for use, the original filing order within the individual folders must not be disturbed. One folder only will be used at a time.

Indexing Terms
The following terms have been used to index the description of this collection in the library's online public access catalog. Monrovia (Calif.)--Archives. Monrovia (Calif.)--Politics and government--Archival resources.

Bound Volumes

Box 50, Volume 1  
Monrovia, California. Engineering and Water Department  
Correspondence. September 30, 1910-August 23, 1911.

Box 51, Volume 2  
Correspondence. September 30, 1910-August 23, 1911.

Box 52, Volume 3  
Correspondence. September 30, 1910-August 23, 1911.

Box 52, Volume 4  
Correspondence. September 30, 1910-August 23, 1911.

Box 52, Volume 5  
Correspondence. September 30, 1910-August 23, 1911.

Box 51, Volume 6  
Correspondence. September 30, 1910-August 23, 1911.

Box 53, Volume 7  
Correspondence. September 30, 1910-August 23, 1911.

Box 54, Volume 8  
Correspondence. September 30, 1910-August 23, 1911.

Box 50, Volume 9  
Statement of water consumers’ ledger. October 1914-June 1922.

Box 55, Volume 10  
Monrovia water development record. 1918-1936; annual reports and operating cost. 1923-1926, 1918-1936.

Monrovia, California. Park Department
Box 50, Volume 11
Monrovia, California. License Bureau
Register of licenses. 1888.

Box 56, Volume 12
Register of licenses. 1915-1924.

Document Boxes
Box 1
Reports to the Board of Trustees. 1887-1912. City Clerk, Finance Committee, Treasurer, Street Superintendent, Recorder, City Engineer and Water Superintendent, Tax Collector, Receiving and Disbursing Committee, Communications to the Board.

Box 2

Box 3
Reports to the Board of Trustees. 1916-1942. Police Department and City Marshall.

Box 4
Reports to the Board of Trustees. 1919-1933. Health Department.

Box 5

Box 6
Ordinances and resolutions of the Board of Trustees. 1894-1912. Notices of appropriation of water rights. 1892-1894. Specifications and plans chiefly for improvements in the Water Department. 1894-1912.

Box 7
Agreements and contracts chiefly for improvements made in the city water system. 1894-1912. Bids for work to be done chiefly on the city water system. 1894-1912.

Box 8
Elector's certificates, nomination papers, oaths of office and certificates of appointment. 1894-1928. City officials' bonds. 1894-1913.

Box 9
Affidavits of publication of notices (sealed proposals, invitation for proposals, award of contract, delinquent taxes etc.). 1894-1938.

Boxes 10, 11
Petitions to the Board of trustees. 1913-1936.

Box 12

Boxes 13, 14
Numbered folders containing reports of city officials, special reports and correspondence for the period: 1914-1924 (folders numbered 1-121).

Boxes 15-19
Marked folders containing annual and monthly reports of city officials. Record of council meetings, correspondence and miscellaneous papers. Each folder is clearly marked as to contents. July 1925-June 1926.

Boxes 20-23
Marked folders containing annual and monthly reports of city officials. Record of council meetings, correspondence and miscellaneous papers. Each folder is clearly marked as to contents. July 1926-June 1927.

Boxes 24-28
Monrovia City Clerk's Office. In correspondence. 1904-1946.

Note
Request correspondence (Boxes 24-30) by year desired.

Boxes 29 - 30
Monrovia City Clerk's Office. Out correspondence. 1913-1946.

Note
Request correspondence (Boxes 24-30) by year desired.

Filing Boxes

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Boxes 31-49

Correspondence, reports of city officials, legal and miscellaneous papers for the period. 1928-1946. Original archival arrangement. Folders are marked as to contents.