Personal Papers & Organizational/Business Records Collecting Policy

UTSA Special Collections acquires, preserves, and provides access to personal papers and organizational/business records that document the diverse histories and development of San Antonio and South Texas. These primary sources provide first-hand documentation and evidence of the events, decisions, ideas, and actions that have shaped the development of our region. The bulk of the holdings range from the 20th century to the present.

Special Collections focuses its collecting activities with an awareness of the collecting priorities and holdings of other local, state, and national repositories. In general, Special Collections attempts to avoid duplicating or dividing collections and seeks to build collections in areas not well covered by other repositories.

Levels of Collecting Priority

Level 4 – Special Collections staff will be proactive in seeking materials of significance. All subject areas categorized as a Level 4 have a strong connection with UTSA’s Strategic Goals and prominent cultural, social, or scientific activities in the San Antonio area.

Level 3—Selectively collect additions. Special Collections will continue to maintain current archival collections and accept new additions based on the following criteria: 1) collection is not already well-documented by archival collections held by Special Collections; 2) is frequently used by patrons based upon analysis of usage statistics; 3) is not heavily collected by other archival institutions in Texas; or 4) is not cost prohibitive to collect.

Level 2—No longer accept new collections. For subject areas designated as Level 2, Special Collections will maintain its current holdings but will no longer accept new archival collections.

Level 1-- No longer accept new collections and consider transferring holdings to a more appropriate repository.

Topical Areas, by Priority

Level 4

Mexican American Activism
African Americans in South Texas
Alternative Energy
Architecture in South Texas
Hispanic Immigration/U.S-Mexican Border Region in South Texas
LGBTQ Communities in South Texas
Mexican American Advertising
Mexican Americans in Texas
Photography in South Texas
Tex-Mex Food Industry/Culinary History in South Texas
Water Resources in Texas
Women’s History in South Texas
Tejano/Conjunto Music

Level 3

San Antonio Authors
South Texas Art and Artists
Education/Educators in San Antonio
German-Americans in South Texas
Hemisfair ‘68
Publishers and Printing in San Antonio
Travel and Tourism in San Antonio
Urban development & growth

Level 2

Military
Health/Healthcare

Level 1

Neighborhood Associations