



Guide to MSS-328, City of Toledo - Early Administrative Documents Collection, 1837-1948

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Finding aid written in English

Ward M. Canaday Center for Special Collections

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Summary Information

Repository:	Ward M. Canaday Center for Special Collections
Title:	City of Toledo - Early Administrative Documents Collection
Identifier:	MSS-328
Date:	1837-1948
Physical Description:	9.5 Linear Feet
Language of Materials:	English
Container Information:	Box 1: [32887922557386] (Text), Box 2: [32887922557303] (Text), Box 3: [32887922557428] (Text), Box 4: [32887922557345] (Text), Box 5: [32887922557261] (Text), Box 6: [32887922557709] (Text), Box 7: [32887922557642] (Text), Box 8: [32887922564481] (Text), Box 9: [32887922561941] (Text), Box 10: [32887922561958] (Text), Box 11: [32887922561966] (Text), Box 12: [32887922561974] (Text)

Conditions Governing Access

Collection is open for research. Materials may be accessed by request at the Ward M. Canaday Center for Special Collections on the fifth floor of the William S. Carlson Library on the main campus of the University of Toledo. Materials do not circulate.

Biographical / Historical

Although the United States had acquired the territory in the late 18th century, the land around present-day Toledo remained unwelcoming to settlers for decades. In 1817, the Port Lawrence Company platted land for a settlement on the Maumee River but a national financial crisis in 1819 caused the enterprise to default. In 1832, the village was re-established with greater success. A year later, in 1833, Major Benjamin F. Stickney founded a rival settlement of Vistula in what was then the Michigan Territory.

After the Michigan-Ohio boundary disputes of the Toledo War of 1835-36, the villages of Port Lawrence and Vistula merged to create the city of Toledo. In 1837, Toledo was officially incorporated and its first mayor, John Berdan, was elected.

The fledgling city of Toledo grew rapidly, its population increasing from less than 100 in 1836 to 1,222 by 1840. The city would continue to grow throughout the 19th century, and this collection contains some of the earliest documents related to Toledo's founding and governance.

Preferred Citation

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Scope and Contents

The collection is divided into two series: Series I, Toledo city charter and amendments; and Series II, Miscellaneous early administrative records.

Series I, Toledo city charter and amendments, documents the creation of the laws by which the city of Toledo was governed during much of its early history. It is arranged in chronological order. Prior to 1912 and the institution of home rule in Ohio, all charters for cities had to be approved by the legislature and signed by the Secretary of State. Included is the founding charter as submitted and approved by the Ohio House of Representatives in 1837. Also included is a printed version of the charter and by-laws dated January 7, 1837, which includes numerous handwritten and typed amendments. At the back of the printed document is a handwritten list of those appointed to various city committees and the names of aldermen during the tenure of Mayor Hezekiah D. Mason (1839).

In addition to complete versions of the charter, the collection contains various drafts of amendments proposed to the charter dating 1845 and 1851. A complete amended charter bearing the signature of Ohio Secretary of State Samuel Galloway dated February 27, 1846, is also included.

In 1852, the state legislature passed a new law governing the incorporation of cities and villages, which significantly changed the governance structure of cities, thereby negating the city's charter, and the city operated under what was known as the "Paine Revision of the Municipal Code" until 1914.

In 1914, the city voters approved a new charter under the provisions of home rule, and this version is also included. The collection also contains documentation of the 1928 amendments to the charter that were prepared by a charter commission. Additional material related to the 1928 charter includes a letter from the Mayor W. T. Jackson vetoing an early version of that proposed amended charter. The letter is direct and stinging in its criticism of the commission that drafted the revisions. Letters from other individuals and organizations voice support or opposition to the amended charter.

Series II, Miscellaneous early administrative records, includes files documenting other aspects of early governance of Toledo. This series is arranged in alphabetical order. Most significant of these is the poll book for the township of Port Lawrence dated October 11, 1836 (predating the founding of the city), which records the names of each of the 226 individuals living in the township who were authorized to vote. It is assumed that these were the voters who were eligible to vote in the city's first election for mayor, which was held on March 6, 1837. The poll book was certified by John Baldwin, Marcus Baldwin, and Cornelius Shaw, who were appointed judges for the election, and prepared by clerks James McWhitney and George H. Rich. The list of voters includes names important to the city's history, including John Berdan, Benjamin Stickney, and Two Stickney.

Also of interest to the early history of the city is a printed copy of the laws, rules, and regulations pertaining to the powers of the Board of Health dated 1850. This is important given the frequent devastating epidemics that swept through the city in its early years. This document shows how city government was attempting to regulate behavior to reduce such public health issues.

Other files pertain to paving of streets and assessing taxes to pay for the streets, the resolution on the adoption of Toledo's official flag which details the elements of the flag (1909), and a lengthy history and supporting documents on a controversy related to the Woodville Railroad from the 1870s. Also included are several tax record-keeping books that record taxes owed and collected dating from 1841-1843. Additional files include leases, ordinances, and election results. A 1907 book includes all the existing laws for the city at that time, and appears to be an effort of the city to codify the laws.

Several items are related to the University of Toledo. One appears to be a statement of the trustees of the Toledo University of Arts and Trades expressing their desire to donate the assets of the Jesup Scott trust that established the university to the city. The document is dated April 27, 1874. While the trustees wanted to donate the assets of the university to the city, and subsequent records of City Council indicate the city was prepared to accept the gift, no final action by the trustees to execute this gift was taken. In 1878, the Toledo University of Arts and Trades was forced to close for lack of funds. It was not until

1884 that the surviving trustees finally donated of the assets of the university and the Scott trust to the city of Toledo. This established the institution as a municipally-supported school, a status it retained until 1967 when it became a state-supported university. Scattered annual reports of Toledo University and financial reports are also included.

In a recent addition to the collection with dates spanning from 1837 to 1951, materials comprise of Toledo city tax records from 1837-1847, to correspondence written by members of the Toledo community addressing their concerns to the Clerk for the City of Toledo (1906-1949).

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Administrative Information

Publication Statement

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Controlled Access Headings

- Business and Commerce
- Municipal Government
- Toledo History

Collection Inventory

Toledo City Charters and Amendments, 1837-1928

Physical 1 Linear Feet
Description:
Language of English
Materials:

Charter as presented to the House of Representatives, 1837

Box 2; Folder 1 (Text)

Physical 1 Linear Feet
Description:
Language of English
Materials:

Charter and bylaws with amendments, 1837

Box 1; Folder 1 (Text)

Physical 1 Linear Feet
Description:
Language of English
Materials:

Amendments to the city charter, drafts, 1845

Box 1; Folder 2 (Text)

Physical 1 Linear Feet
Description:
Language of English
Materials:

Amendments to the city charter, January 23, 1845

Box 1; Folder 3 (Text)

Physical 1 Linear Feet
Description:
Language of English
Materials:

Amendments to the city charter, January 29, 1845

Box 1; Folder 4 (Text)

Physical 1 Linear Feet
Description:
Language of English
Materials:

Amendments to the city charter, January 30, 1845

Box 1; Folder 5 (Text)

Physical 1 Linear Feet
Description:
Language of English
Materials:

Charter with amendments, certified by the Ohio Secretary of State February 27, 1846

Box 2; Folder 2 (Text)

Physical 1 Linear Feet
Description:
Language of English
Materials:

Amendments to the city charter, January 29, 1846

Box 1; Folder 6 (Text)

Physical 1 Linear Feet
Description:
Language of English
Materials:

City charter with amendments, 1914

Box 1; Folder 7 (Text)

Physical 1 Linear Feet
Description:
Language of English
Materials:

Proposed charter, 1928

Box 1; Folder 8 (Text)

Physical 1 Linear Feet
Description:
Language of English
Materials:

Charter amendments, 1928

Box 1; Folder 9 (Text)

Physical 1 Linear Feet
Description:
Language of English
Materials:

Mayor's veto of amendments to the city charter, 1928

Box 1; Folder 10 (Text)

Physical 1 Linear Feet
Description:
Language of English
Materials:

Charter Amendments, 1949

Box 6; Folder 9 (Text)

Physical Description: 1 Linear Feet
Language of Materials: English

Miscellaneous early administrative records, 1843-1937

Physical Description: 1 Linear Feet
Language of Materials: English

Accounts of Thomas D. Thomas, 1845

Box 3; Folder 1 (Text)

Physical Description: 1 Linear Feet
Language of Materials: English

Annexation and redistricting, 1879-1892

Box 3; Folder 2 (Text)

Physical Description: 1 Linear Feet
Language of Materials: English

Board of Health, laws and ordinances, 1850

Box 3; Folder 3 (Text)

Physical Description: 1 Linear Feet
Language of Materials: English

Census, 1920-1930

Box 3; Folder 4 (Text)

Physical Description: 1 Linear Feet
Language of Materials: English

Certificate of Clerk of Council of Elections, 1900-1933

Box 3; Folder 5 (Text)

Physical Description: 1 Linear Feet
Language of Materials: English

Certificates of Indebtedness record book, 1867-1887

Box 5; Folder 1 (Text)

Physical Description: 1 Linear Feet
Language of Materials: English

Codification of city ordinances, 1907

Box 3; Folder 6 (Text)

Physical Description: 1 Linear Feet
Language of Materials: English

Civic Center Committee final report, 1913

Box 4; Folder 1 (Text)

Physical Description: 1 Linear Feet
Language of Materials: English

Committee on Streets report, 1844

Box 4; Folder 2 (Text)

Physical Description: 1 Linear Feet
Language of Materials: English

Correspondence regarding Jefferson St. bridge, 1904

Box 4; Folder 3 (Text)

Physical Description: 1 Linear Feet
Language of Materials: English

Election of Emery D. Potter, mayor, 1846

Box 4; Folder 4 (Text)

Physical Description: 1 Linear Feet
Language of Materials: English

Index to Record B—Natural Gas Trustees, ca. 1850

Box 5; Folder 2 (Text)

Physical Description: 1 Linear Feet
Language of Materials: English

Lawsuit regarding street improvements, 1843

Box 4; Folder 5 (Text)

Physical Description: 1 Linear Feet
Language of Materials: English

Leases by Ohio Centennial Company for Bay View Park, 1899

Box 4; Folder 6 (Text)

Physical Description: 1 Linear Feet
Language of Materials: English

Leases of Valentine Block and Masonic Temple, 1881-1894

Box 4; Folder 7 (Text)

Physical Description: 1 Linear Feet
Language of Materials: English

Memorial of the Trustees of the Toledo University of Arts and Trades, 1874

Box 4; Folder 8 (Text)

Physical Description: 1 Linear Feet
Language of Materials: English

Milburn Wagon Company correspondence, 1915

Box 4; Folder 9 (Text)

Physical 1 Linear Feet
Description:
Language of English
Materials:

Ordinances assessing property, 1846

Box 4; Folder 10 (Text)

Physical 1 Linear Feet
Description:
Language of English
Materials:

Ordinances for the construction of City Hall and the report of The Civic Center committee, 1912

Box 4; Folder 11 (Text)

Physical 1 Linear Feet
Description:
Language of English
Materials:

Ordinance to repeal ordinance of June 26, 1843

Box 4; Folder 12 (Text)

Physical 1 Linear Feet
Description:
Language of English
Materials:

Poll book, Township of Port Lawrence, Oct. 11, 1836

Box 4; Folder 13 (Text)

Physical 1 Linear Feet
Description:
Language of English
Materials:

Resolution of the adoption of city of Toledo flag, 1909

Box 4; Folder 14 (Text)

Physical 1 Linear Feet
Description:
Language of English
Materials:

Steedman monument deed, 1886

Box 4; Folder 15 (Text)

Physical Description: 1 Linear Feet
Language of Materials: English

Tax duplicate record book, 1843

Box 5; Folder 3 (Text)

Physical Description: 1 Linear Feet
Language of Materials: English

Tax record, 1841

Box 5; Folder 4 (Text)

Physical Description: 1 Linear Feet
Language of Materials: English

Toledo and Woodville Railroad controversy, 1870-1879

Box 4; Folder 16 (Text)

Physical Description: 1 Linear Feet
Language of Materials: English

Toledo University annual and financial reports, 1903-1937

Box 4; Folder 17 (Text)

Physical Description: 1 Linear Feet
Language of Materials: English

Agreement between the City of Toledo and Committee for Bond Holders, 1934

Box 6; Folder 1 (Text)

Physical Description: 1 Linear Feet
Language of Materials: English

Correspondence – Solicitor to Council, 1906-1916

Box 7; Folder 1 (Text)

Physical Description: 1 Linear Feet
Language of Materials: English

Correspondence – Toledo City Council, 1907-1928

Box 7; Folder 2 (Text)

Physical Description: 1 Linear Feet
Language of Materials: English

Correspondence – Toledo City Council, 1933-1937

Box 7; Folder 3 (Text)

Physical Description: 1 Linear Feet
Language of Materials: English

Correspondence – Toledo City Council, 1938

Box 7; Folder 4 (Text)

Physical Description: 1 Linear Feet
Language of Materials: English

Correspondence – Toledo City Council, 1939

Box 7; Folder 5 (Text)

Physical Description: 1 Linear Feet
Language of Materials: English

Correspondence – Toledo City Council, 1940

Box 7; Folder 6 (Text)

Physical Description: 1 Linear Feet
Language of Materials: English

Correspondence – Toledo City Council, 1941

Box 7; Folder 7 (Text)

Physical 1 Linear Feet
Description:
Language of English
Materials:

Correspondence – Toledo City Council, 1942

Box 7; Folder 8 (Text)

Physical 1 Linear Feet
Description:
Language of English
Materials:

Correspondence – Toledo City Council, 1943

Box 7; Folder 9 (Text)

Physical 1 Linear Feet
Description:
Language of English
Materials:

Correspondence – Toledo City Council, 1944

Box 7; Folder 10 (Text)

Physical 1 Linear Feet
Description:
Language of English
Materials:

Correspondence – Toledo City Council, 1945

Box 7; Folder 11 (Text)

Physical 1 Linear Feet
Description:
Language of English
Materials:

Correspondence – Toledo City Council, 1946

Box 7; Folder 12 (Text)

Physical 1 Linear Feet
Description:
Language of English
Materials:

Correspondence – Toledo City Council, 1947

Box 7; Folder 13 (Text)

Physical Description: 1 Linear Feet
Language of Materials: English

Correspondence – Toledo City Council, 1948

Box 7; Folder 14 (Text)

Physical Description: 1 Linear Feet
Language of Materials: English

Liquor Notices, 1873-1898

Box 6; Folder 2 (Text)

Physical Description: 1 Linear Feet
Language of Materials: English

Toledo City Journal, 1940

Box 6; Folder 3 (Text)

Physical Description: 1 Linear Feet
Language of Materials: English

Toledo Ordinance for the Community Traction Company, 1940

Box 6; Folder 4 (Text)

Physical Description: 1 Linear Feet
Language of Materials: English

What is Water Worth? Booklet, 1950

Box 6; Folder 5 (Text)

Physical Description: 1 Linear Feet
Language of Materials: English

Wholesale Produce Facilities for Philadelphia, Pa. , 1951

Box 6; Folder 6 (Text)

Physical Description: 1 Linear Feet
Language of Materials: English

Wholesale Produce Markets of Boston, Mass., 1950

Box 6; Folder 7 (Text)

Physical Description: 1 Linear Feet
Language of Materials: English

Wholesale Produce Markets at Indianapolis, Ind. , 1950

Box 6; Folder 8 (Text)

Physical Description: 1 Linear Feet
Language of Materials: English

Articles of Agreement, 1884-1901

Box 11; Object 1 (Text)

Physical Description: 1 Linear Feet
Language of Materials: English

City of Toledo – Receipts and Expenditures, 1839-1846

Box 12; Object 2 (Text)

Physical Description: 1 Linear Feet
Language of Materials: English

Judiciary Committee, 1916-1935

Box 8; Object 3 (Text)

Physical Description: 1 Linear Feet
Language of Materials: English

Office of the natural gas trustees – Agenda book, 1891

Box 9; Object 4 (Text)

Physical Description: 1 Linear Feet
Language of Materials: English

Petition – To mayor Whitlock, 1913

Box 10; Object 5 (Text)

Physical Description: 1 Linear Feet
Language of Materials: English

Resolutions related to companies petitioning to erect metal signs, 1914-1918

Box 11; Object 6 (Text)

Physical Description: 1 Linear Feet
Language of Materials: English

Resolutions related to companies petitioning to erect metal signs, 1921-1924

Box 8; Object 7 (Text)

Physical Description: 1 Linear Feet
Language of Materials: English

Tax records, 1839-1846

Box 12; Object 8 (Text)

Physical Description: 1 Linear Feet
Language of Materials: English

Tax Records (duplicate), 1846

Box 10; Object 9 (Text)

Physical Description: 1 Linear Feet
Language of Materials: English

Tax Records (duplicate), 1847

Box 9; Object 10 (Text)

Physical 1 Linear Feet

Description:

Language of English

Materials: