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005 Town of Smyrna
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140 Administrative Files
200 1920
210 2000
220 1972-1989
240 5.81 cubic feet
241 4 cfb. boxes, 1 @ 0.47 box, 1 @ 0.10 box, 1 @ 0.2 cf map folder
261 Files created while conducting the functions of the Town of Smyrna. They include various records that document the activity and business within the community, the Town Council, and their local government.

270 These administrative files include documents from the Town Council, Town Managers, Mayors of Smyrna, Levy Court, Town Hall, Planning and Zoning Commission, and other governmental offices such as the Energy Office and the Department of Housing and Urban Development. Records include correspondence, U.S. Route 13 Relief Route Engineering Report (2 books), Hurricane Evacuation Study, other emergency operations, health care, building codes and permits, pension, payroll, and public notices/hearings. Reports, programs, and studies are include in Smyrna's administrative records in the form of grant paperwork, summer youth programs, financial reports, budget reports, Mayor's weekly reports, fluoridation project, state reports, publications, and Police Department Monthly Reports. There is operational information for police and fire departments, the American Legion Ambulance Service, National Guard, and Dover Air Force Base.

Many different town operations and issues are included such as snow removal, trash, demolition, electric, water, sewer, safety, unemployment, personnel files, municipal surveys, proclamations, resolutions, and traffic issues/controls. Town events like Christmas gatherings, the Annual United Fund Drive, Smyrna School District activities, and other related materials are included in these administrative files. Files also include documents on consulting companies like Miss Utility and other architectural and maintenance providers. There are a total of 12 maps that are placed in a large map folder. Maps include information about the National Guard Armory, sewer, water drainage, zoning, traffic controls, street work, and evacuation routes for all three counties.

310 Some photocopies of newspapers and records are in this collection.
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330 Arranged alphabetically by folder headings, thereunder chronologically by year.
331 No index.
332 Typed; Printed, handwritten: form printed with typing; form printed with writing.

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360 Fair condition with acid, storage, rust, and dirt damage.
370 **1 Confidential File.** Titled "Confidential."
390
420
430 Confidential file located in box 1 of 6. Collection was originally 10 boxes; boxes 075607,075610, 075611, 075612, and 075613 were consolidated and/or dissolved. Processed by Jackie Martin.

990 July 2, 1997
995 August 14, 1997; April 22, 2003; November 8, 2018
Rlg/jkm