MONTGOMERY COUNTY ARCHIVES

Guide to the Records of the

MONTGOMERY COUNTY CIVIC FEDERATION
1925-1998

Record Group 18: Civic Organizations

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ADMINISTRATIVE HISTORY

The Montgomery County Civic Federation was established in 1925 as an umbrella organization for the County's numerous civic organizations, and functioned as both a broadly-based citizens' lobby and a link between individual organizations.

During the first decade after its establishment, the Montgomery County Civic Federation focused on ensuring the development of single-family dwelling subdivisions and campaigning for improvements to infrastructure. The Civic Federation supported the creation of the MNCPPC, which became the planning body for land-use in Montgomery County, and such projects as improvements to Georgetown Road, garbage and trash collection, and a Cabin John Creek Valley Park. Although the Federation largely focused on localized community issues, it also sought to reshape County government, and, early in its existence, campaigned for the creation of the Western and Eastern Suburban District.

In the 1930s, influenced by New Deal politics and by an influx of progressive-minded federal employees, the Montgomery County Civic Federation began to work toward home rule. Such diverse groups as the Home Interest Club of Forest Glen, the Montgomery County Farm Bureau, and the League of Women Voters all supported a greater role for County government.

In 1937, the Civic Federation formed a committee to study means of improving County government. In the winter of 1939, the County Commissioners hired the Brookings Institute for Government Research for the study. The Brookings study, entitled *Government of Montgomery County*, was released to the public in March 1941. The study recommended sweeping changes to the County government, including replacing the Board of Commissioners with a County Manager and a nonpartisan County Council, a County employee merit system, and the formation of a Civil Service Commission. The Brookings group also proposed the professionalization of several departments, namely the Police Department and the Office of County Engineer.

Throughout much of its history, the Federation was in conflict with the County government because it championed such politically unpopular causes as a nonpartisan County government, a County Manager system, and the abolition of state-appointed officials to the MNCPPC and the WSSC. During the 1950s, the MCCF supported selection of the school board through nonpartisan elections, and contributed to the revision and improvement in enforcement of zoning codes. In more recent years, the Federation has continued to monitor the County government. Objects of special concern have included state politics, County court procedures, and public transportation and the Ride-On bus system.

EXTENT

9 cubic feet: 7 records boxes, 4 letter-size Hollinger boxes.

SCOPE AND CONTENT

In addition to reflecting the activities of the Montgomery County Civic Federation, these records

also provide insight into Montgomery County government in the years prior to 1948, a period for which little documentation exists elsewhere. The records include correspondence, memoranda, reports, minutes, directories, committee records, clippings, a videotape, and the Federation's record books. Also included are unidentified tape recordings of meetings in 1961 to 1963.

The records been arranged in nine series:

Series I: Administrative
Series II: By-Laws and Constitution
Series III: Committees
Series IV: Meetings: Minutes/Newsletters
Series V: Press Releases and Clippings
Series VI: Publications
Series VII: Thesis
Series VIII: Audiotape Recordings
Series IX: Videotape

SERIES DESCRIPTIONS
Series I: Administrative, 1958-1986
(3 folders)
This series contains correspondence reflecting the scope of the Montgomery County Civic Federation's accomplishments, plans, and areas of concern. It also contains samples of letterhead, which list member organizations and Federation officers. The records are arranged in alphabetical order, and then chronologically.

Series II: By-Laws and Constitution, 1950-1976
(2 folders)
This series contains the by-laws and constitution of the Montgomery County Civic Federation and its subsequent revisions, as well as undated procedures for the presentation of resolutions.

Series III: Committees, 1941-1985
(1.75 cubic feet)
This series includes the minutes of various committees of the Montgomery County Civic Federation as well as correspondence, notes, and flyers which relate to them, and mailing lists and lists of members. One folder is restricted because it contains charges of ethics violations leveled against a County employee.The records are arranged in alphabetical order by committee, and then chronologically.

Records in this series found within Audiovisual Record Group 19 are:

- Banquet, 1950-1960, 1958

Series IV: Meetings: Minutes/Newsletters, 1943-1992
(0.6 cubic feet)
The series contains minutes and newsletters documenting the Montgomery Count Civic Federation's monthly meetings, and includes attendance lists from 1970 to 1976.
The series is arranged chronologically, with the attendance lists at the end.

Series V: Press Releases and Clippings, 1938-1957, 1972-1985
(0.65 cubic feet)
This series consists of press releases for the years 1972 to 1981 highlighting the Montgomery County Civic Federation's activities. The series also includes newspaper clippings for the years 1938 to 1957 and 1975 to 1985, which were collected and donated by former members.
The series is arranged in alphabetical order by type, and then chronologically.

Records in this series found within Flat File 20 are:

- METRO: City of Tomorrow, *Washington Star*, October 6 - November 24, 1957 (Reprint; 1 newspaper supplement)

Series VI: Publications, 1925-1994
(4.75 cubic feet)
This series primarily consists of record books, which contain correspondence, clippings, and delegate selection records, along with the Federation's directories from 1929 to 1994 and other publications. A few of the directories are missing. Record Books Nos. 8 and 13 through 15 are also missing for the years 1932 to 1933 and 1937 to 1940.
The records are arranged in alphabetical order by publication title, and then chronologically.

Series VII: Thesis, 1934
(1 folder)
This series contains a thesis on "Adult Education in the Social Planning of a Civic Organization" by Alice Watts Hostetler submitted to the University of Maryland**.**

Series VIII: Audiotape Recordings, 1961-1963
(1 folder)
This series contains audiotape recordings of the meetings of the Montgomery County Civic Federation. The tapes have been removed to Record Group 19: Audiovisual.

Series IX: Videotape, 1998
(1 folder)
This videotape records a presentation to the County Council on April 14, 1998, on the issue of special exceptions. The tape has been removed to Record Group 19: Audiovisual.

CONDITIONS GOVERNING ACCESS
This collection is open for research. Some material is restricted for content or privacy reasons.

Restricted material will not be served to researchers. Contact the Archivist with questions about restricted material.

LANGUAGE
English.

PROVENANCE
These records were solicited from former Federation presidents and other prominent members. Some were donated in 1998 by Robert S. Price, head of the Membership Committee for many years. Past president William J. Skinner donated the videotape to Rockville Library in 1998, and it was subsequently transferred to the Archives.

USING THESE RECORDS
To request records listed in this finding aid, the following information should be given to the archivist:

Record Group 18, **Records of the Montgomery County Civic Federation**, Series Number and Name, Box Number and Folder Title(s).

The preferred citation for materials from these records is:

Montgomery County Archives; Gaithersburg, Maryland. Record Group 18: Civic Organizations. Records Title: The Records of the Montgomery County Civic Federation. Series number and series name. Box number and folder title, if appropriate.

PROCESSING PROCEDURES
General processing procedures consisted of discarding duplicates, unnecessary binders, and routine transmittals. Oversized documents, photographs, and audio and video tape recordings were removed from the original location in their assigned series and placed in separate containers. Separation sheets were inserted in the original location within the folder to indicate the new location of any records placed elsewhere.

Preservation copying of newspaper clippings was performed whenever feasible. Records in folders were arranged, unless otherwise indicated, in forward chronological order, with undated records appearing at the end of the folder.

PROCESSING STAFF/FINDING AID AUTHOR
MCA staff.

BOX INVENTORY

Series I: Administrative
Box 1
Correspondence, 1958-1986 (2 folders)
Letterhead, n.d.

Series II: Bylaws and Constitution
(Box 1, Cont.)
By-Laws and Constitution, 1950-1976
Procedures, n.d.

Series III: Committees
(Box 1, Cont.)
Advisory and Executive, 1956-1981
Banquet, 1950-1980
Executive, 1984-1985
Executive and Advisory, 1945-1960
General, 1944-1950
General, 1954-1963, 1976-1980
Internal County Improvement, 1946-1954, n.d.
Legislation and Legal Action, 1945-1980, n.d. (3 folders)
Membership, c. 1977-1985, n.d.
Membership: 1984 Membership Data, 1982-1985, n.d.
Nominating, 1945-1955, n.d.
Planning and Zoning, 1957-1982 (3 folders)
Program Achievement, 1952
Public Finance, 1956-1966
Public Finance, 1975-1977
Public Finance, 1978-1981
Public Finance and Budget, 1948-1954
Public Safety, 1954-1979
Public Utilities, 1955-1964
Public Utilities, 1969-1980
Roads, Streets, Bridges, 1951-1955
Roads, Streets, Bridges, 1958-1980 (2 folders)

Box 2
Sanitation and Public Health, 1951
Sanitation and Public Health, 1957-1967
Sanitation and Public Health, 1974-1981 (2 folders)
Schools, 1941-1956, n.d.
Schools, 1955-1980 (2 folders)

(Series III: Committees, Cont.)
(Box 2, cont.)
Social Welfare, 1944-1951
Special: Civil Defense, 1957-1958
Special: COG Citizen Participation Program, 1980 **(RESTRICTED)**
Special: Effect of Apartment House Development in Montgomery County, 1944-1950, n.d.
Special: Inter-Federation Council, 1959-1976
Special: Libraries, 1953
Special: To Make a Factual Study of a Fiscally Independent School Board for Montgomery County, 1957, n.d.
Special: Parks and Playgrounds, 1957-1959, n.d.
Special: To Study and Submit Reports on Questions Pertaining to Apartment Zoning, 1949-1950, n.d.
Special: To Study Bi-County Agencies, 1954-1958, n.d.
Welfare, 1960-1980

Series IV: Minutes/Newsletters
(Box 2, Cont.)
1943-1967 (5 folders)

Box 3
1968-1991 (6 folders)
1992 (1 folder)
Attendance Lists, 1970-1976
[Box 3 continued in Series V]

Box 10
Civic Federation News, 1997-1999
Civic Federation News, 2000-2002

Box 11
Civic Federation News, 2003-2005
Civic Federation News, 2006-2008
Civic Federation News, 2009-2011
Civic Federation News, 2012-2014
Civic Federation News, 2015

Series V: Press Releases and Clippings
(Box 3, Cont.)
Clippings, 1938-1941, n.d.
Clippings, 1945-1957, n.d.
Clippings, 1975-1985 (11 folders)

Series VI: Publications
(Box 3, Cont.)
Press Releases, 1972-1981
Affiliated Association Newsletters, 1971-1984
The Digest (Vol. 1, Nos. 1-4), 1938
Directories, 1930-1963 (4 folders)

Box 4
Directories, 1970-1989 (2 folders)

Box 5
Directories, 1990-1994
Record Book, No. 1, 1925-1926
Record Book, No. 2, 1926-1927

Box 6
Record Book, No. 3, 1927-1928
Record Book, No. 4, 1928-1929
Record Book, No. 5, 1929-1930
Record Book, No. 6, 1930-1931

Box 7
Record Book, No. 7, 1931-1932
Record Book, No. 9, 1933-1934
Record Book, No. 10, 1934-1935
Record Book, No. 11, 1935-1936
Record Books (Addendum Folder), 1938

Box 8
Record Book, No. 12, 1936-1937
Record Book, No. 16, 1940-1941
Record Book, No. 17, 1941-1942
Record Books (Addendum Folder), 1941-1942
Record Book, 1943-1946
Record Books (Addendum Folder), 1943-1946
Record Book, 1946-1948
Record Books (Addendum Folder), 1947

Box 9
Record Book, 1948-1949
Record Book, 1949-1951
Record Book, 1951-1952

(Series VI: Publications, Cont.)
(Box 9, cont.)
Record Book, 1952-1953
Record Book, 1953-1954
Record Book, 1954-1955
Record Book, 1955-1956

Box 10
Record Book, 1956-1957

Series VII: Thesis
(Box 10, Cont.)
Adult Education in the Social Planning of a Civic Organization, 1934

Series VIII: Audiotape Recordings
Located in Record Group 10: Audiovisual
Minutes, 1961-1963 (1 folder)

Series IX: Videotape
Located in Record Group 10: Audiovisual
Special Exceptions: April 14, 1998 Presentation to County Council, 1998 (1 folder)