

GUIDE TO PRIMARY & SECONDARY SOURCES ON THE SUBURBANIZATION OF MONTGOMERY COUNTY, MD

FINDING AID

Montgomery County Archives

8540 Anniversary Circle

Gaithersburg, MD 20877

Telephone: (301) 926-5002

Website: www.montgomeryhistory.org

Name of archive/collection/records: Montgomery County Archives

Date Range of archive/collection/records: 1935-1999 (with most materials related to 1950-1999)

Language of archive/collection/records: English

Mission: The Montgomery County Archives serves as the institutional memory of the Montgomery County government. The Archives identifies, acquires, describes, preserves, and makes available the historic records of the Montgomery County government and quasi-governmental organizations.

Background Information: The Montgomery County Archives was established on July 29, 1985 with Executive Order 42-85 signed by Montgomery County Executive Charles W. Gilchrist. The Archives was housed at the Red Brick Court House in Rockville, Maryland until 2010 when structural problems required the records to be placed in storage. In July 2014, the Archives was moved to its current location at the Montgomery County Record Center Building, 8540 Anniversary Circle, Gaithersburg, MD. The official re-opening was celebrated with a ribbon cutting on October 22, 2014. The Archives is a research center accessible to county employees and the general public.

Summary and scope of archive/collection/records: The Montgomery County Archives collections are organized by Record Groups in order of their position within the government hierarchy. Information in the Archives is organized into the following Record Groups. Each record group can contain sub-group of information. Each sub-group can have its own Finding Aid. The Records Groups are listed below:

Executive Branch: This record group documents executive functions of County government, including current offices and discontinued offices, and reflects the work of the County Executive and supporting executive offices. Supporting executive offices in the record group include the following sub-groups that each have a finding aid: County Executive, County Attorney, Chief Administrative Officer, Office of the County Manager, and Assistant Chief Administrative Officer.

County Council: This record group documents the achievements of the County Council, the elected legislative branch of the County government, and include papers of the following individual Council members organized in sub-groups: Rose Crenca Papers, Esther Gelman Papers, Sidney Kramer Papers, and Neal Potter Papers.

Legislative Support: This record group documents the activities and functions of offices which support legislative functions. County offices in this record group include: Merit System Protection Board, Board of Appeals, Legislative Oversight Office, and Legislative Information Office, each of which is a sub-group with a finding aid.

Finance and Budget: This record group documents financial management and recordkeeping, and the budget-making process. County offices included in this record group are: Finance Department, Office of Management and Budget.

Human Resources: This record group documents the activities of offices which manage and coordinate human resources for County offices. County offices in this record group include: Office of Personnel.

Public Works and Transportation: Records in this record group document the maintenance and planning for public facilities, roads, and public property in the County. County offices in this record group include: Department of Transportation, Department of Facilities and Services, and Department of Public Works.

Public Safety: Records document the activities and programs of offices in the County which perform public safety functions. County offices in this record group include: Police Department, Fire & Rescue Department, and Public Service Training Academy.

Environmental Protection: This record group documents the activities and programs of County offices charged with protecting the environment, including land and water resources in the County. Offices in this record group include: Department of Environmental Protection Solid Waste Services Division, Division of Housing and Animal Control, Division of Resource Protection, Division of Solid Waste Management.

Health and Human Services: This record group consists of the records of County offices responsible for providing health and social services to families, children, and individual residents in the County. County offices in this record group include: Department of Health, Advisory Commission on Drug Abuse, Department of Family Resources, Department of Health Systems Planning, Health Planning Commission, and Office of Drug Control.

Community Development & Housing: This record group documents the functions and activities of County offices responsible for providing housing for low to moderate income residents, and fostering economic development. County offices in this record group include: Department of Housing and Community Development Office of Economic Development.

Libraries: This record group documents the County's provision of library services. County offices in this record group include: Department of Public Libraries, Library Board.

Culture and Recreation: This record group documents the activities and functions of County offices which promote recreational and cultural activities in the County. County offices in this record group include: Department of Recreation.

Information and Technology: This record group documents the activities and functions of County offices which are charged with promoting new technologies and generally encouraging wider dissemination of information and education in the County. County offices in this record group include: Public Information Office, Cable TV.

Liquor Control: Records document the County's responsibilities for the sale and control of alcoholic beverages in the County. County offices in this record group include: Office of Board of Liquor License Commissioners.

Commission and Boards: This record group documents the activities and functions of boards and commissions appointed exclusively by County government, those organizations which obtain their authority jointly from the County, as well as other government or private organizations. Boards and commissions in this record group include: Washington Suburban Sanitary Commission, Housing Opportunities Commission, Commission for Women, Historic Preservation Commission, Human Relations Commission, Montgomery County Bicentennial Commission, Alcohol and Other Drug Abuse Advisory Council, Bicentennial Commission, Community Action Committee, Ethics Commission, Georgian Woods Fire Inquiry Board, and Historic Review Committee.

Oral Histories: This record group consists of oral history recordings and transcripts of interviews conducted with County officials and other individuals who have significantly contributed to the County's development or whose recollections represent a unique interpretation of the County's affairs and historic events.

Personal Papers: This record group consists of the papers of individuals who significantly influenced County affairs. Current records in this record group include: Alexander Greene Papers, Edith Throckmorton Papers.

Civic Organizations: This record group consists of civic organizations, associations, and federations in the county which interact and have influence upon County government. Organizations in this record group include: Montgomery County Civic Federation, Montgomery County Citizens' Planning Association, Rock Creek Watershed Association, Home Interest Club of Forest Glen, League of Women Voters, Literacy Council of Montgomery County, Maryland, Inc., and Montgomery County Charter Committee.

Audiovisual: This record group includes photographic prints and negatives, slides, audiotapes (exclusive of oral history tapes), videotapes, film, and other audiovisual materials. Current record titles include: Photographic Prints, Audiotapes, Aerial Photographs from the Montgomery Soil Conservation District Microfilm, Maps.

Artifacts: This record group includes 3-dimensional material which document Montgomery County history.

Special Collections: None

Format of materials in archive/collection/records: Paper; Maps; Photographs; Slides; Audio Cassette, Video, and Reel to Reel; Microfilm; Microfiche; Artifacts.

Suburbanization Subject Terms within archive/collection/records: Biographical Records of individuals instrumental in suburban community development; Capital Improvement Programs/Facilities Planning Documents; Civic/Community Organizations; Commercial Real Estate Development; Education (public, private; elementary, middle, high school); Environmental Protection; Government (Montgomery County Executive, Regional Service Centers, County Council, Legislative Support, Boards & Commissions); Health & Human Services; Housing & Community Development; Land Development; Libraries/Library Systems; Maps/Atlases/Street Maps; Political Organizations; Public Works; Public Safety; Parks & Recreation; Residential Real Estate Development; and Transportation Systems: railroad, automobile, bus, subway, bike.

Access and Use:

Open: Tuesday & Thursday

Hours open: Tuesday 10:00 am – 4:00 pm; Thursday Noon – 4:00 pm or by appointment.

Admission: Free

Copies: \$.25 - \$.50 per page. *Note:* There are additional user fees for digital scanning, publication and use fees.

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