

MONTGOMERY COUNTY ARCHIVES

Guide to the Records of the

ASSISTANT CHIEF ADMINISTRATIVE OFFICER
1959-1994

Record Group 1: Executive Branch

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Montgomery County Archives
Montgomery County Records Center
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ADMINISTRATIVE HISTORY

Under the provisions of the Montgomery County Charter of 1948 both executive and legislative powers resided in the County Council which appointed a County Manager to serve at the Council's discretion. However, the County Council-County Manager system was seen to be inadequate for the rapidly growing population of the County who were demanding more services and accountability from the local government. A revised charter was approved in November 1968.

The new charter provided for a County Executive who would be elected in 1970 and who would be responsible for administering all Montgomery County Government departments, while day-to-day operations would be supervised by a Chief Administrative Officer (CAO) appointed by the County Executive. Deputy (later Assistant) CAOs served as coordinators and liaisons with the directors of departments and with outside agencies. They studied and reviewed issues, policies, and regulations and made recommendations leading to CAO and executive decisions. Their other responsibilities include contract review, official correspondence, conducting public hearings, purchasing and personnel coordination, and general staff assistance to the CAO and the County Executive.

EXTENT

16.67 cubic feet: 9 record boxes, 23 letter-size Hollinger boxes.

SCOPE & CONTENT

The collection contains the records of the Assistant CAOs from 1962 to 1994 regarding the departmental, subject, correspondence, or public hearing files maintained by or for the office of each Assistant CAO. Some records from previous assistants to the County Manager were retained by the new officers when the Council-appointed County Manager was replaced by the elected County Executive in 1971. The records include correspondence, memoranda, reports, agendas, minutes, petitions, blueprints, maps, clippings, handwritten notes, press releases, proposals, lists, resolutions, testimony, and transparencies, and document the activities, policies, and organization of the Executive Office and County Government as well as the administrative processes by which the County is governed.

The records are arranged in six series:

Series I: Robert Passmore

Subseries 1: Subject Files

Subseries 2: Departmental Files

Series II: David Collier

Series III: Robert T. Carty

Series IV: Lewis T. Roberts

Subseries 1: Subject Files

Subseries 2: Departmental Files

Subseries 3: Reading Files

Series V: Alastair McArthur

Series VI: Public Hearings

Subseries 1: Abandonments

Subseries 2: Non-CIP

Subseries 3: CIP

SERIES DESCRIPTIONS

Series I: Robert Passmore, 1967-1976

(1 cubic foot)

The records in this series span the years 1967 to 1976 but primarily deal with the years 1972 to 1975. The collection was maintained by and for Robert Passmore, who served as Deputy Chief Administrative Officer. The records in this series pertain to a wide array of County governmental concerns and activities ranging from abandoned vehicles and cable television to Department of Transportation records and Housing Opportunities Commission materials. They were used to administer, monitor, and plan the activities, policies, and organization of the CAO and various County departments and agencies. Most of the records consist of memoranda, reports, correspondence, and petitions. Access to one folder is restricted since it contains personnel and juvenile files subject to protection under privacy laws. The series has been arranged into two subseries, subject files and departmental files.

Subseries 1: Subject Files, 1967-1974

(0.2 cubic feet)

These files, arranged alphabetically by subject, deal with specific issues, projects, and problems of concern to County government.

Subseries 2: Departmental Files, 1971-1976

(0.8 cubic feet)

This subseries documents citizen complaints, and the projects, plans, and other administrative activities undertaken by Passmore during his tenure as Deputy CAO. The files are arranged alphabetically by the name of the relevant County department, agency, commission, committee, or office.

Series II: David Collier, 1959-1975

(4.33 cubic feet)

Records span the years 1959 to 1975 but fall primarily in the years 1970, 1974, and 1975. These files were maintained by Assistant CAO David Collier and were used to monitor and plan the activities, policies, and organization of the CAO and various County departments. Included is an assortment of material from County departments, commissioners, committees, boards, and official and unofficial agencies. Also included is material relating to specific issues, policies, and projects handled by a particular department. Most of the collection is comprised of memoranda, reports, meeting agendas, complaints, petitions, correspondence, and blueprints. The records also contain Budget Office Reports, and material relating to the Department of Correction and Rehabilitation, Fire and Rescue Services, and the Police Department. Access to one folder is

restricted as it contains material relating to criminal, personnel and hospital records that are protected by privacy law. The series has been arranged alphabetically by department with each commission, committee, board, agency, and specific subject file following its appropriate department.

Series III: Robert T. Carty, 1971-1976
(1.67 cubic feet)

Robert T. Carty's records cover the period 1971 to 1976. Carty served as Assistant Chief Administrative Officer under CAO William H. Hussman from 1974 until 1975. On January 31, 1975 County Executive James P. Gleason designated Carty as Chief Administrative Officer. The records within this subseries were used to maintain and plan the activities, policies, and organization of the CAO and various County departments during Carty's tenure as Assistant CAO and briefly as CAO. Included within the collection is material from County departments, commissions, committees, boards, and official and unofficial agencies. Also included is material relating to specific issues, policies, and projects. Subjects of particular interest are those concerning health systems and budgetary planning. Most of the records consist of memoranda, reports, correspondence, statistics, and newspaper clippings. One folder containing personnel material subject to protection under privacy law is restricted. The series has been arranged alphabetically by subject.

Series IV: Lewis T. Roberts, 1973-1982
(1.67 cubic feet)

This series covers the years 1973 to 1982. Maintained by and for Assistant CAO Lewis T. Roberts, the records document the daily functions of the office. Roberts served as Assistant CAO from 1973 to April 1983. The records discuss a wide range of County governmental concerns and activities and were used to administer, plan, and monitor the activities, policies, and organization of the CAO and other segments of the County government. The series has been arranged into two subseries, subject files and departmental files.

Subseries 1: Subject Files, 1973-1982
(0.4 cubic feet)

These files, arranged alphabetically, are concerned with specific issues, projects, and subjects of concern to the County government.

Subseries 2: Departmental Files, 1973-1982
(0.6 cubic feet)

This subseries documents the functioning of County government, and various issues such as development, planning, and liquor control. The files are arranged alphabetically by the name of the relevant County department, agency, commission, or office.

Subseries 3: Reading Files, 1978-1982
(0.67 cubic feet)

These files consist primarily of outgoing letters and memoranda with attachments but

also include incoming correspondence, agendas, reports, and remarks and statements. Although the records include a few items of correspondence from 1978, most date from January 1979 to May 1982. Most of the material documents the routine, day-to-day administration of County government. Of special significance is the correspondence with DeVance Walker, Jr., Black Affairs Advisor to County Executive Gilchrist. Records in this subseries illuminate in great detail the actions undertaken by County staff to address the problems and concerns of the County's African-American population. The folders are arranged in chronological order, and items within each folder are in reverse chronological order. Undated material was left in the original position. Access to one folder is restricted because it contains personal information protected by privacy law.

Series V: Alastair McArthur, 1968-1994
(6 cubic feet)

Alastair McArthur assumed the position of Director of Intergovernmental Relations for Montgomery County in 1971 with the advent of the new charter and the elected County Executive form of government. He served as Assistant Chief Administrative Officer in the administrations of County Executives Charles Gilchrist and Sidney Kramer and as Senior Assistant Chief Administrative Officer to CAO William Hussmann during the Neal Potter administration.

Among his duties as Assistant CAO, McArthur coordinated ceremonies and celebrations, including the dedication of the Executive Office Building and Judicial Center in 1981 and Maryland's 350th Anniversary. As coordinator of the Election Returns Centers from 1982 to 1992, he assembled task forces to staff and organize the centers for all general and primary elections. Mr. McArthur presided over public hearings and town meetings, and served as head of such advisory bodies as the Confidential Information Task Force established in March 1987 to identify and inventory confidential information maintained by the County Government and recommend policies for its access, maintenance, and disposal. Records of this task force are supplemented by materials generated by the Telecommunications and Information Systems Steering Committee (TISSC) formed later that spring to set priorities and approve broad policy statements for the new Department of Information Systems and Telecommunications. He was also chairman of the Task Force on Conference Centers formed by the County Executive in 1986 in response to numerous proposals, which concluded that executive and university conference facilities should be promoted in the I-270 corridor by the private sector with support from the County government.

As liaison between the Laytonsville community and the County Executive and County Council, Mr. McArthur was able to fully document the approval process and operation of the Oaks Landfill in Laytonsville because of the stiff opposition of that community to the landfill. Equally prolonged was the site selection process for a County Regional Indoor Swim Center, which is also thoroughly documented in these records. Other significant topics include juvenile problems; the nuclear reactor at the Naval Medical Center in Bethesda; land use issues including zoning, growth policy, soil surveys, and taxes; and drug abuse programs to combat drugs in the workplace. The records of the Montgomery County Charter Review Commission from the years 1968 to 1988 are also included in these materials.

Records in this series include correspondence, memoranda, reports and studies, minutes, handwritten

notes, press releases, lists, programs, agendas, clippings, proposals, maps, statements, budgets and other financial material, petitions, worksheets, surveys, charts, copies of deeds, legal material, agreements, brochures and handbooks, schedules, legislative material, questionnaires, transparencies, and publications. Two folders relating to juveniles are restricted, since their contents are subject to protection under privacy law.

Series VI: Public Hearings, 1978-1986
(2 cubic feet)

Part of the duties of the Assistant CAO was to preside at public hearings. Records in this series consist of the files assembled by the office staff of the executive branch for each hearing. Some of the hearings generated little or no interest, while others were controversial and well-attended; some files contain only a few items, while others thoroughly document the entire process. The records include memoranda, correspondence, statements, transcripts, executive orders, hearing officer reports, council resolutions, notes, logs, maps, and petitions. This series is arranged into three subseries: Abandonments, Non-CIP, and CIP.

Subseries 1: Abandonments, 1978-1986
(1 cubic foot)

The hearings documented in this subseries are Department of Transportation abandonment hearings. Property owners with land adjacent to abandoned or unused property could petition the County Executive to begin abandonment proceedings. Hearings were also held for proposed property or road acquisitions by the County. The files are arranged in reverse numeric order by docket number.

Subseries 2: Non-CIP, 1978-1982
(0.5 cubic feet)

These public hearings concern matters not involving Capital Improvement Programs (CIPs) and thus entirely within the purview of the executive branch. The findings were not conveyed to the County Council but were dealt with through executive orders. These records are chiefly concerned with the acquisition of parkland and the reuse of closed Montgomery County public schools. The folders are arranged in alphabetical order.

Subseries 3: CIP, 1978-1983
(0.5 cubic feet)

Hearings in this subseries involve projects included in the Capital Improvements Programs (CIPs). Findings from CIP hearings were also not conveyed to the County Council, since it had already voted to approve them when it passed the budget for the CIPs. Therefore these hearings, too, were dealt with through executive orders. The Flower-Piney Branch folder contains material detailing the hearing procedures followed by the executive branch for the CIP cases. The folders are in alphabetical order by project name, with hearing logs for the years 1976 to 1981 at the end.

CONDITIONS GOVERNING ACCESS

This collection is open for research. Some material is restricted due to content or privacy

reasons; folders with restricted content are marked as such in the finding aid and will not be served to researchers. If you have questions about restricted material, please contact the archivist.

LANGUAGE

English.

PROVENANCE

Material was added to this collection from Accessions #96-36, originally 22 cubic feet, and #96-51, originally 1 cubic foot. Additional material may have been culled from Accession #86-04.

USING THESE RECORDS

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

Record Group 01, **Records of the Assistant Chief Administrative Officer**, 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 01: Executive Branch. Record Title: Records of the Assistant Chief Administrative Officer. Series number and series name. Subseries number and subseries name, if applicable. Box number and folder title, if appropriate.

PROCESSING PROCEDURES

General processing procedures consisted of discarding duplicates, unnecessary binders, and routine transmittals. If records contained oversized documents and photographs, they were removed from the original location in their assigned series and placed in separate containers. Separation sheets would then be 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 AND FINDING AID AUTHOR:

MCA Staff

BOX INVENTORY

Series I: Robert Passmore, 1967-1976

Subseries 1: Subject Files, 1967-1974

Box 1

911, 1970-1973

Abandoned Vehicles, 1972-1973

Animal Shelter, 1973-1983

Cable TV, 1972-1973

County Fair Staffing, 1974

Parkland Acquisition, 1969-1972

Platten Property Acquisition, 1967-1970

Tax Assessments, 1973

Upper County Roads Committee, 1972

Subseries 2: Departmental Files, 1971-1976

Board of Education, 1973-1976

Budget Office, 1973-1975

Civil Defense, 1972-1975

Community and Economic Development Department, 1973-1976 (2 folders)

Consumer Affairs Office, 1972-1974

County Council, 1973-1975

Criminal Justice Commission, 1973-1974

Department of Corrections and Rehabilitation, January-August 1973

Department of Corrections and Rehabilitation, September 1973-April 1975

Department of Environmental Protection, 1973-1974

Department of Facilities and Management, January 1972-January 1975

Department of Facilities and Management, February 1975-February 1976

Department of Finance, 1972-1975

Department of Transportation, January 1972-September 1973

Department of Transportation, October 1973-June 1974

Department of Transportation, July-November 1974

Department of Transportation, December 1974-April 1975

Department of Transportation, May-December 1975

Department of Transportation, Parking, 1972-1975

Drug Control Advisory Committee, 1973-1974

Fire and Rescue Services, 1972-1975

General Services Department, 1972-1975

Health Department, 1973-1975

Housing Opportunity Commission, 1971-1973

Human Relations Commission, 1972-1973

Library Department, 1973

Liquor Control Department, 1973-1975

(Series I: Robert Passmore; Subseries 2: Departmental Files Cont.)
(Box 1, Cont.)

Maryland-National Capital Park and Planning Commission, 1972-1974
Motor Pool, 1973-1975
Office of Human Resources, 1974-1975
Police Department, 1972-1975
Purchasing Department, 1972-1975
Recreation Department, 1972-1975
[Untitled] **RESTRICTED**

Series II: David Collier, 1959-1975

Box 2

Ad Hoc Committee on Weapons Control: Passmore, July-September 1968
Ad Hoc Committee on Weapons Control: Passmore, September-November 1968
Ad Hoc Committee on Weapons Control: Passmore, December 1968 (2 folders)
Ad Hoc Committee on Weapons Control: Passmore, January-July 1969
Ad Hoc Committee on Weapons Control: Manufacturers' Statements, 1968
Administrative Board for Road Construction Hearings, 1966-1970
Board of Education, January-June 1970
Board of Education, July-August 1970
Board of Education, August-December 1970
Board of Education, Budget, 1970
Budget Office, 1970
Budget Office, Board of Education, 1970-1971, 1969
Budget Office, FY 1970-1971, June-October 1969
Budget Office, FY 1970-1971, November 1969-January 1970
Budget Office, FY 1970-1971, January-April 1970
Budget Office, FY 1970-1971, April-July 1970
Budget Office, FY 1970-1971, July 1970
Budget Office, Management Analysis Section, 1972-1975
Capital Improvement Program, 1970
Civil Defense and Emergency Preparedness, May 1974-February 1975
Civil Defense and Emergency Preparedness, March-October 1975
Commission for Women, 1974-1975
Community Development Department, 1970
County Council, 1970
County Council, April 1974
County Council: Council Correspondence Reports, April-September 1974
Criminal Justice Commission, January-August 1974
Criminal Justice Commission, September 1974-June 1975
Criminal Justice Commission, Crime Conference, 1974
Department of Correction and Rehabilitation, February 1974
Department of Correction and Rehabilitation, March-June 1974

(Series II: David Collier, Cont.)

Box 3

Department of Correction and Rehabilitation, August 1974
Department of Correction and Rehabilitation, August-September 1974
Department of Correction and Rehabilitation, September-October 1974
Department of Correction and Rehabilitation, November 1974
Department of Correction and Rehabilitation, May 1975
Department of Correction and Rehabilitation, June 1975
Department of Correction and Rehabilitation, September 1975
Detention Center, 1970 (**RESTRICTED**)
Dog Control-Animal Warden, 1968-1970
Environmental Health Services-Sanitation Division, 1962-1970
Finance Department, 1969-1970
Finance Department, Assessment and Taxes, 1970
Finance Department, Bond Issues, 1970
Finance Department, Fees and Scheduling, 1968
Finance Department, Financial Statements & Reports, 1970
Finance Department, Licenses and Permit Fees, 1968
Financial Advisory Committee, 1966-1970
Fire and Rescue Services, 1970
Fire and Rescue Services, February-October 1974
Fire and Rescue Services, November 1974-April 1975
Fire and Rescue Services, April-October 1975
Fire and Rescue Services, Fire Bill #1, Ambulance Service, August 1966-September 1967
Fire and Rescue Services, Fire Bill #1, Ambulance Service, October 1967-September 1968
Fire and Rescue Services, Fire Board, 1970
Fire and Rescue Services, Kensington Firehouse, 1968
General, 1970
General, Correspondence, 1973-1975
General, Executive Meetings, 1974
General Services Department, 1970

Box 4

Health Department, 1970
Housing Authority, 1968-1970
Housing Authority, Relocation and Development, 1973
Human Relations Commission, 1970
Human Relations Commission, 1975
Inspections and Licenses Department, 1962-1970
Juvenile Court, 1970
Library Department, 1970
Library Department, Twinbrook Library, 1964-October 1969
Library Department, Twinbrook Library, October 1969-1970

(Series II: David Collier, Cont.)

(Box 4, Cont.)

Liquor Control Department, 1970
Maryland-National Capital Park and Planning Commission, December 1969-June 1970
Maryland-National Capital Park and Planning Commission, June-December 1970
Maryland-National Capital Park and Planning Commission, Reports, July-September 1970
Maryland-National Capital Park and Planning Commission, Reports, September-November 1970
Montgomery College, 1968-December 1969
Montgomery College, December 1969-1970
Montgomery College, Summer Fun Day Camp, 1970
Office of Consumer Affairs, 1974
Office of Human Resources, 1974-1975
Office of Program Coordination, March-August 1970
Office of Program Coordination, August-December 1970
Office of Program Coordination, Courthouse, 1970
Personnel, Public Service Training Academy, 1974
Personnel Board, 1970
Police Department, December 1969-April 1970
Police Department, April 1970-February 1972
Police Department, October 1972-July 1974
Police Department, July-October 1974

Box 5

Police Department, October-December 1974
Police Department, January 1975
Police Department, January-June 1975
Police Department, June-October 1975
Police Department, August-November 1975
Police Department, Civil Disturbance, Rockville Gardens, 1973
Police Department, Communications System, 1975
Police Department, Community Relations, 1973
Police Department, Cool Summer, 1973
Police Department, Reports, 1970
Police Department, Rockville Apartments, 1971-1973
Police Department, Rockville Apartments, July 18-September 12, 1973
Police Department, Rockville Chronologies, 1973
Public Works Department, January-July 1970
Public Works Department, July-December 1970
Public Works Department, Automobiles, 1959-1970
Public Works Department, Incinerator-Refuse Collection, July 1961-July 1968
Public Works Department, Incinerator-Refuse Collection, July 1969-December 1970
Public Works Department, Mormon Temple, 1974
Public Works Department, Refuse Collection Hearing, 1967-1972

(Series II: David Collier, Cont.)

(Box 5, Cont.)

Purchasing Office, 1974

Recreation Department, 1970

Recreation Department, Shooting Range, 1969

Recreation Department, Study, Park Services and Facilities, July-August 1967

Recreation Department, Study, Park Services and Facilities, September-December 1967

Recreation Department, Swimming Pools, 1967-1970

Recreation Department, Dickerson Quarry, 1974

Shopping Center Monitor Program, 1974

Site Selection Advisory Committee, 1970

Takoma Park-East Silver Spring Commission, 1969 (2 folders)

Takoma Park-East Silver Spring Commission, 1970

Traffic Engineering Bureau, 1970

Washington Suburban Sanitary Commission, 1970

Box 6

Washington Suburban Sanitary Commission, Five-Year Programs, 1968-1970

Washington Suburban Transit Commission, 1959-1970

[Untitled] **RESTRICTED**

Series III: Robert T. Carty, 1971-1976

Box 7

Ballew File, 1973

Budget, Employment Freeze, 1975-1976

Budget, FY 1977, 1975-1976

Budget, FY 1978, 1976

Budget, Memos from CAO, 1975-1976

CAO Policies: Reorganization, 1976

Cable TV, 1976

CETA, 1974-1976

Comprehensive Health Planning Department, Health Planning Advisory Board, 1975-1976

Comprehensive Health Planning Department, Comprehensive Health Advisory Committee
Minutes, March 16, 1976

Comprehensive Health Planning Department, Home Services, 1975-1976

Comprehensive Health Planning Department, 1975 and 1976, 1973

Comprehensive Health Planning Department, 1975 and 1976, December 1975-January 1976

Comprehensive Health Planning Department, 1975 and 1976, February-July 1976

Comprehensive Health Planning Department, Board of Review, 1974-1975

Comprehensive Health Planning Department, Health Systems Advisor Agency, 1975-1976

Comprehensive Health Planning Department, Public Meetings, 1975-1976

Comprehensive Health Planning Department, Recertifications, 1975-1976

Contracts, 1973-1975

(Series III: Robert T. Carty, Cont.)

Box 8

Contracts, January 1976
Correspondence: Outgoing, December 1975
Correspondence: Outgoing, January 1976
Correspondence: Outgoing, February-April 1976
Council Activities, 1974
County Attorney, March-November 9, 1973
County Attorney, November 9, 1973
County Attorney, November 9-December 15, 1973
County Code, 1976
Delegation of Authority: 1973, 1971-1973
Drug Control, 1973-1976
Education, Board, 1975
Education, Board, Small Schools Closing, Meetings, 1976
Education, Board, Small Schools, 1976
Energy/Resources Conservation, 1975-1976
Executive Reorganization, 1976

Box 9

Finance Department, 1973-1976
Finance Department, Financial Disclosures, 1976
Finance Department, Insurance, 1974
Fire/Rescue Services, 1976
Group Homes, 1976
Health Department, 1973-1975
Health Department, 1976
Health Department, Johns Hopkins Study, 1974
Health Department, Wheaton Community Service Center, 1975
Hospitals: Holy Cross Hospital, September 9-October 8, 1974
Hospitals: Holy Cross Hospital, October 9, 1974
Hospitals: Holy Cross Hospital, October 8, 1974-March 5, 1975
Hospitals: Psychiatric Institute, January-October 1974
Hospitals: Psychiatric Institute, October-December 1974
Hospitals: Psychiatric Institute, January 1975-June 1976
Hospitals: Suburban Hospital Expansion, March-July 1974
Hospitals: Suburban Hospital Expansion, Special Exception Report, February 1974
Human Resources Office, 1975
Human Resources Office, 1976
Human Resources, Manpower Commission, 1975-1976
Interagency Commission, 1975-1976
Inter-neighborhood Council: Rosemary Hills, 1973-1975
Other Subjects, 1976

(Series III: Robert T. Carty, Cont.)

(Box 9, Cont.)

Personnel: Affirmative Action, 1974-1976
Personnel: Classification and Compensation Task Force, 1976
Personnel: Collective Bargaining Task Force, 1976
Personnel: Comparability Task Force, 1976
Personnel: Equal Opportunity Program, 1975-1976
Personnel: Labor Relations, 1976
Personnel: Labor Relation Consultant Meeting, 1976
Personnel: Montgomery County Government Employee's Organization, 1976
Personnel: Official Liability, 1976
Personnel: Personnel Morale, 1976
Personnel: Personnel Policy, 1976
Personnel: Personnel Retirement System, April 14, 1976
Personnel: Personnel Retirement System, October 15, 1976
Personnel: Personnel Safety, 1976
Personnel: 1976
Personnel Board, **(RESTRICTED)**
Police Department, 1976
Police Service Training Academy, 1976
Public Tax Advice, 1974-1975
Recreational Department, 1973-1976
Silver Spring Center, 1974-1976
Social Security--Retirement: County Legislation, 1975
Social Services, 1973-1976
Summit Hill Apartments, 1975-1976

Series IV: Lewis Roberts, 1973-1982

Subseries 1: Subject Files 1973-1982

Box 10

American Red Cross, 1981
Bikeways, 1973-1975
Budget, 1974-1976
Budget, 1979-1981
Budget 1977, Miscellaneous, 1976
Budget 1977, Public Services Program, 1976-1977
Budget 1978, 1976-1977
Budget 1979, 1978
Budget, Capital Improvement Plan 1977-1982, 1975
Citizen Complaints, 1979-1981
Clericals--Temporary, 1981
Contract Administration, 1979-1981
Contracts, 1979-1982

(Subseries 1: Subject Files, cont.)

(Box 10, cont.)

County Attorney Opinions, 1976-1981
Elderly, 1982
Growth Policy, 1975
Handicapped Persons--Laws, 1980-1981
Health Systems Legislation--State, 1981-1982
Landfill, 1974-1975
Metro, 1974-197
Minority Business, 1978-1981
Seneca Sewer Moratorium, Interim Procedures, 1973-1974
Sewer Service Task Force, 1974-1976
Sewer Waivers, 1973-1975
Solid Waste, Rail Haul, 1975

Subseries 2: Departmental Files, 1973-1982

(Box 10, cont.)

Department of Community and Economic Development, 1973-1974
Department of Community and Economic Development, 1975
Department of Community and Economic Development, Moderately Priced Dwelling Units,
1975
Department of Corrections and Rehabilitation, 1980-1981
Department of Facilities and Services, 1979-198
Department of Facilities and Services, Staff Meetings, 1982
Department of Transportation, 1974-1975
Department of Transportation, Planning, 1974-1975
Department of Transportation, Project TRIP, 1974-1975
Finance Department, 1979-1981
Health Department, 1980-1981
Health Systems Agency, 1982
Health Systems Planning Department, 1979-1982
Information Office, 1979-1981
Landlord-Tenant Affairs Office, 1980-1981
Library Department, 1978-1982
Library Department, Computer Problems, 1980-1982
Liquor Control Department, 1979-1982
Liquor Control Department, Investigation, 1981
Maryland-National Capital Park and Planning Commission, April-September 1974
Maryland-National Capital Park and Planning Commission, December 1974-November 1975
Minority Affairs Office, 1980-1982
Office of Economic Development, 1979-1981
Office of Legislative Oversight, 1981-1982
Recreation Department, 1973-1975

(Subseries 2: Departmental Files, Cont.)

(Box 10, Cont.)

Recreation Department, Colesville-White Oak Pool, 1973-1974
Recreation Department, Silver Spring Intermediate School, 1974-1976
Washington Suburban Sanitary Commission, 1974-1975

Subseries 3: Reading Files, 1978-1982

Box 11

July 1978-April 1981 (6 folders)

Box 12

May 1981-May 1982 (5 folders)
1979-1982 (**RESTRICTED**)

Series V: Alastair McArthur, 1968-1994

Box 13

Air Quality Plan, Washington Metropolitan Area, Clean Air Act of 1990, 1991-1994
Annual Growth Policy, 1990-1991
AWT-Dickerson, 1976
Bicentennial Activities, 1987-1988, 1986-1988
Bicentennial of U.S. Constitution, 1986-1988
Charter Revision Commission 1968, 1968
Charter Review Committee 1974, 1972-1974
Charter Amendments, 1976, 1972-March 1976

Box 14

Charter Amendments 1976, April 1976-March 1977
Charter Review Committee: Ficker Amendments 1976, 1973-April 1976
Charter Review Committee: Ficker Amendments 1976, May 1976-1977
Charter Review Committee: Final Report and Appendices 1976, 1976
Charter Review Committee: Membership Applications, Nominations and Resumes 1976, 1975-1976
Charter Review Committee: Possible Additional Changes 1976, 1976
Charter Review Committee: Section 108, Merit System Employees 1976, 1976
Charter Review Committee: Section 115, Referendum Procedure 1976, 1976
Charter Review Committee: Section 206, Removal of County Council Members 1976, 1976
Charter Review Committee: Sections 212 and 215, Reappointment of Department Heads 1976, 1971, 1976
Charter Review Committee: Section 213, County Attorney 1976, 1976
Charter Review Committee: Section 215, Definition of Principal Department, Office or Agency 1976, 1976
Charter Review Committee, Section 401, Merit System Coverage, Heads of Offices and Agencies 1976, 1971-1976

(Series V: Alastair McArthur, Cont.)

(Box 14, cont.)

Review Committee: Sections 409, Corrupt Practices, 410, Code of Ethics, and 411,
Prohibited Activities 1976, 1976

Charter Amendments 1978, 1976-1978

Charter Review Committee 1979, 1979-1980

Box 15

Charter Review Committee 1979: Supporting Materials, 1973-1980

Charter Reprint 1979, 1978-1980

Charter Amendments, Questions E and F 1980, 1980

Charter Review Commission 1981, 1979-1981

Charter Review Commission 1982, 1982

Charter Review Commission 1983, 1983-1986

Charter Review Commission: Proposed Amendments 1988, 1973-1987

Charter Review Commission: Supporting Materials 1988, 1986

Charter Review Commission 1988, 1988

Box 16

Charter Review Commission 1988, 1987

Charter Review Commission Final Report, 1984-1988

Civil Penalties Legislation, June-November 1982

Civil Penalties Legislation, December-January 25, 1983

Civil Penalties Legislation, January 26, 1983-1985

Commission on Structure of Montgomery County Government, Administrative File, January-
August 1987

Commission on Structure of Montgomery County Government, Administrative File, September-
December 1987

Box 17

Commission on Structure of Montgomery County Government, Agenda, Members, Mandate and
Correspondence, 1987

Commission on Structure of Montgomery County Government, Minutes, Guide, Study and Task
Groups, 1987

Commission on Structure of Montgomery County Government, Final Report and
Recommendations, 1988

Commission on Structure of Montgomery County Government Report, Final Draft, 1988

Commission on Structure of Montgomery County Government Report, First Draft, 1988

Commission on Structure of Montgomery County Government, Reference Materials, 1968,
1985-1987

(Series V: Alastair McArthur, Cont.)

Box 18

Commuter Tax, 1971-1975

Commuter Tax, 1976-1981

Commuter Tax: "Budgeting Under Suburban Economic Domination," D.C. Fiscal Outlook, 1977
-->, n.d.

Conference Center Task Force, 1986-March 20, 1987

Conference Center Task Force, March 26-July 20, 1987

Conference Center Task Force: Background and Related Materials, 1983-1987 (2 folders)

Box 19

Conference Center Task Force: Piney Branch and University of Maryland Proposals, 1986-1987

Confidential Information Task Force Reference Materials, 1979-1988

Confidential Information Task Force Correspondence, Memoranda and Minutes, 1987-1988

Confidential Information Task Force, Drafts of Reports, 1987-1988

Cresap Proposal and Contract: WSSC Study, 1976-1978

Dedication of Executive Office Building and Judicial Center, 1981

Department of Correction and Rehabilitation, 1990

Drugs in the Workplace Committee, 1987-1989

Box 20

Drugs in the Workplace Committee, Reports and Studies, 1985-1988 (2 folders)

Election, November 2, 1982, 1982

Election Task Force, Primary, May 8, 1984, 1983-1984

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