

# **MONTGOMERY COUNTY ARCHIVES**

## **Guide to the Records of the COUNTY EXECUTIVE 1968-1996**

### **Record Group 1: Executive Branch**

**March 25, 1999  
Updated 2018**

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 new charter provided for a County Executive who would be elected in 1970 and who would hold the same administrative and executive responsibilities and powers as a city mayor, including veto power over some Council actions. He 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.

Besides the CAO, the County Executive is supported by three Assistant CAOs, a citizen outreach/community relations program, planning and fiscal analysis staff, an Interagency Coordination office, and an administrative staff. The office provides budget development and analysis, fiscal and inventory control, personnel and payroll management, training and supervision, contract administration, and procurement. In addition, the staff receives visitors, logs and distributes incoming County Executive mail to appropriate County staff, and drafts responses for the County Executive's signature. This program publishes the Quick Guide, the Directory of Community Resources, and the Directory of Licenses, Permits, and Inspections.

The planning and fiscal analysis staff provide analytical support to the Executive on a range of issues, including the Annual Growth Policy, the fiscal impact of master plans, investigation of infrastructure finance methods, input on issues relating to infrastructure costing and the implementation of the County planning process, and limited regulatory support.

### **EXTENT**

89.5 cubic feet: 83 record boxes and 36 letter-size Hollinger boxes.

### **SCOPE AND CONTENT**

The collection ranges in date from 1968 to 1996. Although a few subject files from the County Manager's office were carried over when the structure of the County government was revised in 1970, most of the records in this record title were generated or received primarily in the period from December 1970 to December 1986. Some records from the subsequent administrations are also included, and a small amount of correspondence from County Executive Doug Duncan's early tenure is here as well. Topics cover the whole range of County issues, and the records also document some of the functions and processes by which the County is governed. The records include subject and departmental files maintained by both Executives; materials relating to appointments to County advisory boards, commissions and committees; correspondence control files from 1973 to 1984 and 1990 to 1994; log slips for 1981 and 1982; and weekly and monthly reports to County Executive Gilchrist from the CAO dating from 1980 to 1983. Materials include correspondence, memoranda, reports, agendas, minutes, transcripts, log slips, resumes, clippings,

and notes.

The records are arranged in ten series:

Series I: James P. Gleason

Series II: Charles W. Gilchrist

*Subseries 1: Chronological Files*

*Subseries 2: Subject Files*

Series III: Executive Correspondence Control

*Subseries 1: 1973*

*Subseries 2: 1974*

*Subseries 3: 1975*

*Subseries 4: 1976*

*Subseries 5: 1977*

*Subseries 6: 1978*

*Subseries 7: 1979*

*Subseries 8: 1980*

*Subseries 9: 1981*

*Subseries 10: 1982*

*Subseries 11: 1983*

*Subseries 12: 1984*

*Subseries 13: 1990*

*Subseries 14: 1991*

*Subseries 15: 1992*

*Subseries 16: 1993*

*Subseries 17: 1994*

Series IV: Log Slips

Series V: Appointments

Series VI: Reports

*Subseries 1: Monthly Reports*

*Subseries 2: Weekly Management Letters*

*Subseries 3: Radio Commentary*

Series VII: Sidney Kramer

*Subseries 1: Chronological Files*

*Subseries 2: Agencies*

*Subseries 3: Reports*

*Subseries 4: Subject Files*

Series VIII: Executive Regulations

Series IX: Executive Orders

Series X: Neal Potter Awards, Citations, Proclamations, Resolutions

**SERIES DESCRIPTIONS**

**Series I: James P. Gleason, 1968-1979**

**(6 cubic feet)**

James P. Gleason was elected as the first Montgomery County Executive in 1970. His tenure was marked by an extensive reorganization of County government in 1972 and by conflicts with the County Council and County citizens. In 1978, despite assured reelection, he announced his retirement from politics to pursue a writing career.

The records in this series span the years 1968 to 1979, while the bulk focus on the years 1973 to 1978. The files document various activities of the County departments, offices, commissions, committees and boards, as well as specific subjects, issues, and events. These records are mainly concerned with economic and community development, police and fire department activities, environmental and health issues, the courts, the 1972 government reorganization, the Shady Grove Master Plan, and human resource questions. Materials include correspondence, memoranda, reports, agendas, and meeting minutes.

The series is arranged in alphabetical order, with one restricted folder at the end. Access to this file is restricted as it deals with the mental health treatment of children.

**Series II: Charles W. Gilchrist, 1972-1982**

**(2.65 cubic feet)**

Charles W. Gilchrist was elected as County Executive in 1978. His administration was marked by housing problems and a sewer moratorium, pressure to control spending, a reorganization of County government to make it more centralized, and controversies over appointments. He was able to hold property tax raises to the level of or below inflation, and survive questions over his appointments, some of which led to the "Liquorgate" scandal, which he also survived. He was able to expand social services while holding down the size of government, and oversaw the opening of the Ride-On bus system, the Laytonville landfill, and the incinerator at Dickerson. In 1984 he announced his retirement after the 1986 election.

This series consists of a collection of correspondence and memoranda originally entitled Executive Reading File and is composed essentially of Executive Gilchrist's out-going correspondence. However, sometimes in-coming letters have been attached. This subseries parallels the Executive Correspondence Control file. Control-numbered correspondence was culled from the series due to duplication between the two files.

The series has been arranged into two subseries: Chronological and Subject Files.

***Subseries 1: Chronological Files, 1979-1982***

***(2 cubic feet)***

These files consist of Gilchrist's outgoing responses to in-coming citizen and governmental correspondence. A few subject files occur at the end of 1979 and 1980, and relate to such topics as the Board of Education, landlord/tenant affairs, and housing.

Access to two files is restricted since they contain confidential information relating to such matters as personnel, juvenile and medical issues.

***Subseries 2: Subject Files, 1980-1982***  
***(0.67 cubic feet)***

The subject files consist of departmental memoranda arranged alphabetically by subject. Topics include the Board of Education budget, minority concerns, and sludge disposal sites.

**Series III: Executive Correspondence Control, 1973-1995**  
**(53.3 cubic feet)**

The Executive Correspondence Control series consists primarily of correspondence received by the County Executive from 1973 to 1984 and 1990 to 1994. Many of the out-going responses are also contained within the series.

The correspondence for 1984 consists primarily of out-going responses written by the Executive, and in only some cases were the incoming letters retained by the department. The correspondence, written in large part by citizens of Montgomery County, businesses, civic groups, and state agencies, cover a wide range of topics. Subjects of interest include public education, transportation and traffic control, taxation, housing, rent control, recycling, water and sewer facilities, waste disposal, and recreational facilities.

*Archivist's Note: At the time this collection was processed, routine procedure required the removal of any photographic or audiovisual material to a separate record group for preservation purposes. In this collection, separation sheets were not always placed in the original location of the material; rather, the material was transferred to the artificial collection called Record Group 19 and indexed separately. Material from this series, consisting mostly of photographs, has been separated to Record Group 19. For the convenience of the researcher, that material has been referenced in the box inventory within each chronological subseries from which it was taken.*

The series has been arranged into seventeen chronological subseries.

***Subseries 1: 1973***  
***(3 cubic feet)***

This subseries consists of correspondence received by the County Executive and the Executive responses to these letters. Topics discussed within the series include the public schools, public transportation, landlord-tenant affairs, housing, taxes, water and sewerage facilities, and recycling.

This series was originally filed according to subject and name, and by the control number which was assigned according to the date the letter was received by the Executive's office. The records have been reorganized with an emphasis on subject, agency, and

number categories.

Subject files consist of correspondence on specific topics; agency files consist of correspondence created by governmental agencies; and number files contain letters written by citizens. The control number sequence, however, leaps from 2099 to 3000. This does not denote a gap in the record, but was the result of erroneous numbering. Thus, number 3000 should have been numbered 2100, 3001 labeled 2101, and so on.

The uncontrolled, or unnumbered, letters have been filed together in one folder. They are arranged alphabetically by the sender unless they could be filed under an agency or subject category.

***Subseries 2: 1974***  
***(6 cubic feet)***

Most of the correspondence within this subseries consists of CAO Executive Correspondence number files from 1974. Topics include animal control, bike paths, and public transportation.

The files are numbered sequentially from 1 to 4619. They were assigned a number upon their receipt and retain a chronological order with a few exceptions. The number files are followed by the "completed" files of memoranda and correspondence between the County Executive and the President of the Montgomery County Council, also arranged by control number. The subject files are arranged alphabetically and then by control number.

***Subseries 3: 1975***  
***(2.4 cubic feet)***

The series contains letters received and created by the County Executive during 1975. Topics discussed in the series include the County budget, school closings, water resources, law enforcement, and education.

While the basic arrangement of the original collection was maintained, there were several modifications. The original organization consisted of number files (incoming correspondence arranged numerically according to date received), completed files (incoming letters arranged alphabetically by author and initiating an attached response), and agency files (incoming mail arranged alphabetically by originating agency).

The present numbered file is a merging of the original number file and completed file, with all agency correspondence originally found in the number file removed and refiled with the agency files. Many of the agency files were duplicates of number files and were therefore purged. The remaining agency files, consequently, are representative and not comprehensive of the total correspondence originated by or related to agencies.

Access to two files not original to the collection is restricted because they contain confidential information subject to protection by privacy law.

***Subseries 4: 1976***

***(5.3 cubic feet)***

This subseries consists of letters mailed to the County Executive in 1976. Replies from County officials are often attached to copies of the incoming letters. The incoming letters were written by citizens, civic groups, corporations, state and federal agencies, and officials of neighboring cities and counties.

Incoming correspondence in the number files was assigned a sequential control number as it was received. Because letters were not always mailed immediately after being written, the control number does not reflect a strict chronological sequence. To assist researchers, each folder is labeled with a date in parenthesis to indicate the month in which the bulk of the letters were written. Some incoming letters were kept in separate subject files which are arranged in alphabetical order behind the number files. Access to one file is restricted as it contains information subject to protection by privacy law.

***Subseries 5: 1977***

***(2.8 cubic feet)***

This subseries is composed of correspondence received by the County Executive during 1977. Topics discussed include rent control, construction issues, the police department, school bus service, tobacco smoking in public places, and the water supply.

The subseries was originally organized into number files, arranged numerically by date of receipt, and subject files. The completed files have been merged with the number files. Letters originally from the completed files are identified by correspondent's name across the left-hand margin. The subject files were further divided by agency or issue.

***Subseries 6: 1978***

***(1.8 cubic feet)***

This subseries is comprised of correspondence received by the County Executive's office during 1978. Subjects included within the subseries range from the effectiveness of the police and fire departments to housing, taxes, and the Head Start Program.

This series was originally organized into number files arranged numerically by date of receipt, and subject files. The completed files are now merged with the number files. The subject files have been purged of duplication resulting in the retention of only two folders of subject material. Number files are followed by one folder of uncontrolled (unnumbered) material and two subject files.

***Subseries 7: 1979***

***(6.4 cubic feet)***

This subseries is made up of letters sent to the County Executive's office during 1979. The letters were written by Montgomery County citizens, civic groups, corporations, state and federal agencies, and officials of neighboring cities and counties. Replies from

County officials are often attached to copies of the incoming correspondence.

Incoming correspondence was assigned a sequential control number as it was received by the department. Because letters were not always mailed immediately after being written, the control number does not reflect a strict chronological sequence. To assist researchers, each folder is labeled with a date in parenthesis to indicate the month in which the bulk of the letters were written. Some correspondence was kept in separate subject files which are arranged in alphabetical order behind the number files. Access to one file is restricted since it contains confidential information.

***Subseries 8: 1980***  
***(3.2 cubic feet)***

This subseries contains incoming and outgoing County Executive correspondence for the year 1980. A few letters overlap the end of 1979 and the beginning of the 1981 correspondence. Topics addressed in the records include housing issues, traffic control, the County liquor program, Metro, transportation services, sludge and sewerage, trash disposal, library services, public school sites and budget, recreational services, and the use of County cars.

This subseries has been arranged numerically, according to control numbers assigned by the County Executive's office. The last two folders contain letters which were not assigned a control number.

***Subseries 9: 1981***  
***(1.3 cubic feet)***

Records in this subseries are composed of correspondence which was received and generated by the Office of the County Executive. Divided into subject and numbered files, the correspondence touches on a variety of issues including rent control and low-income housing.

The numbered files are in numeric order and the subject files in alphabetical order. Access to one file is restricted since it contains information protected by privacy law.

***Subseries 10: 1982***  
***(1 cubic foot)***

The subseries is composed of letters sent to the County Executive's office during 1982. Topics discussed within the correspondence include cable television and the proposed adoption of the Martin Luther King, Jr. holiday.

The subseries is divided into numbered and subject files. The numerical files are in numeric order and the subject files in alphabetical order. Access to one folder is restricted because it contains information that is protected by privacy law.



***Subseries 11: 1983***  
***(7.4 cubic feet)***

The 1983 correspondence subseries contains letters sent to the County Executive's office and many of the responses. Other materials include reports, petitions, and legal documents. Topics discussed within the correspondence include traffic and transportation, the use of closed public schools, housing, waste disposal, homeless shelter, public education, animal control, recreational programs, and taxation. A great deal of the correspondence is devoted to the County's responses to citizens' complaints regarding county services, especially in the areas of the police department, crime, neighborhood nuisances, and snow removal after the blizzard that occurred in February 1983.

The Correspondence Control files were originally maintained as two separate systems, one containing copies of the original incoming correspondence, the other with the original correspondence or a copy and replies attached. During processing, the two were combined and duplicates were discarded. Some correspondence was not answered. These communications either did not require replies, or the departments to which they were referred did not supply the County Executive's office with copies of their responses.

This subseries is arranged with the numbered files first, followed by the chronological files, the unnumbered correspondence, and a subject file. Access to two folders is restricted because they contain unproven allegations of misconduct.

***Subseries 12: 1984***  
***(1.6 cubic feet)***

The records within this subseries consist mainly of outgoing letters by the County Executive, Charles W. Gilchrist. Attached to some of the letters are pertinent departmental memoranda or the incoming letter to which the response was made. Topics addressed in the correspondence include transportation, education, and housing.

The files in this subseries end in October, and are arranged chronologically.

***Subseries 13: 1990***  
***(3 folders)***

This subseries consists of items originally interfiled with the 1991 correspondence series. The records include one numbered file, one unnumbered file, and one subject file that is restricted as it contains information that is protected by privacy law.

***Subseries 14: 1991***  
***(1.3 cubic feet)***

This subseries contains numbered correspondence from 3400 to the end of the year. Many of the incoming letters are accompanied by their responses and the action slips which describe their disposition. Numbers from 3437 to 3739 and 3800 to 3900 are

missing; however, this does not reflect a gap in the records but rather two instances of misnumbering. There are also a few items numbered before 3400 which were misfiled among the correspondence of later years and were returned to the correct subseries. The records include correspondence, memoranda, reports, clippings, and action slips, and cover such topics as school funding, the reuse of closed schools, employment, land use, economic development, taxes, traffic, police, budget cuts, and the revitalization of Silver Spring, and impart the impact of the serious budget crisis experienced by the County in the early 1990s.

Numbered correspondence is followed by a file of unnumbered correspondence and one subject file.

***Subseries 15: 1992***  
***(3 folders)***

These folders were included with the 1993 correspondence and contain correspondence from constituents relating to specific subjects and one numbered file.

The files are arranged in alphabetical order with the numbered file first.

***Subseries 16: 1993***  
***(6 cubic feet)***

Most of the records from this year reflect County Executive Neal Potter's response to the serious and ongoing budget crisis that impacted County services and priorities. Topics include school funding, taxes, land use and economic development, traffic and patterns of development within the County, the Dickerson incinerator, the expansion or replacement of the County Detention Center, and the right to privacy. The records include memoranda, correspondence, brochures, petitions, clippings, reports and action slips. A few items are missing, and there are large gaps between 1737 and 1817, and 5024 to 5059. Many of the incoming letters are accompanied by their responses and often include the action slips which indicate their disposition.

This subseries is arranged with the numbered files first, followed by the subject files in alphabetical order.

***Subseries 17: 1994***  
***(3.67 cubic feet)***

Most of this correspondence was addressed to County Executive Neal Potter, while those at the end of the year were answered by the new executive, Douglas Duncan. A few items are missing, and there are several small gaps in the record. Many of the incoming letters are accompanied by their responses and the action slips which indicate their disposition. Other materials include petitions, memoranda, and reports. Topics include waste disposal, school funding, and development. The records also reflect an increase in citizen complaints about crime and police services, and show a significant increase in notices of

lawsuits filed against the County.

The numbered files are followed by the subject files in alphabetical order. Most of the subject files consist of form letters of complaint from County citizens and the generic replies they received.

**Series IV: Log Slips, 1981-1982**  
**(2 cubic feet)**

This series contains Executive Correspondence Control log slips for the years 1981 and 1982. The log slips have been retained because they supply three sets of indices to the year's correspondence, which was usually filed by control number.

Upon receipt of a letter addressed to the County Executive, office staff created log slips with several duplicates, which were then filed in four cardboard drawers by control number, by topic or department, and by correspondent or his or her affiliated organization. Each slip records correspondent or organization, topic, date, and control number, and may include information on referral or disposition and be cross-referenced.

**Series V: Appointments, 1971-1988**  
**(6.65 cubic feet)**

This series contains records pertaining to appointments of citizens to advisory committees, boards, and commissions made by County Executives James Gleason and Charles Gilchrist. County executives made appointments pursuant to Section 215 of the Montgomery County Charter and they became effective upon confirmation by the County Council. Materials include the official appointments document signed by the County Executive, resumes and curriculum vitae of prospective appointees, correspondence, memoranda, clippings, and handwritten notes.

Folders are arranged alphabetically by title of the committee, board, or commission to which appointments were made, and thereafter chronologically by the dates of appointments. Records within the folder are arranged chronologically by the date of the official appointments with background documents of prospective appointees grouped behind each related official appointments document. Appointment dates are displayed in the folder title and box inventory in parenthesis. The span of dates from the earliest to the latest dated document is also displayed in the folder title and box inventory to indicate the range of dates for all records.

**Series VI: Reports, 1980-1993**  
**(5.1 cubic feet)**

This series contains weekly and monthly reports to County Executive Charles W. Gilchrist from the Chief Administrative Officer covering a wide range of topics in County government administration. Each department's activities for the month or week in question was abstracted for the informational value to the Chief Executive by the office of the CAO.

The records are arranged into three subseries: Monthly Reports, Weekly Reports, and Radio

Commentary.

***Subseries 1: Monthly Reports, 1980-1993***  
***(4.33 cubic feet)***

CAO Robert Wilson began preparing monthly reports for County Executive Charles Gilchrist in September 1980. This practice was continued by Wilson's successors, CAOs Lewis T. Roberts and William Hussman, for County Executives Sidney Kramer and Neal Potter. Each report provides summaries with charts on major issues with updates and progress and departmental reports on conditions, concerns, and activities within the County.

The reports also contain an index behind the table of contents. Instructions to department heads for formulating and submitting these reports can be found in the February 1988 and July 1990 folders. Other materials include the newsletters, press releases, memoranda, clippings, reports, and brochures which accompanied some of the reports. Bound departmental reports were transferred to the printed material sections of the creating departments. The October 1986, July 1987 and August 1989 reports are missing, and the last report is dated November 1992. Reports for various months in 1993 were transferred from the files of the Upcounty Regional Service Center in 1992.

This subseries is arranged in chronological order.

***Subseries 2: Weekly Management Letter, 1980-1990***  
***(0.77 cubic feet)***

These reports were submitted in the form of memoranda prepared for County Executive Charles Gilchrist by CAO Robert Wilson and by Wilson's successors. They are comprised of short summaries of current issues, and are occasionally accompanied by contract reports, Metro Management Memoranda, updates on the progress of the Executive Office Building, and reports from the Department of Liquor Control and the Information Office. This subseries contains reports from January 1980 to December 1982, and some from March to November 1983.

This practice was also carried on by Gilchrist's successor, Sidney Kramer. However, there is a gap in the records from November 1983 to December 1988. Many of the later letters were also accompanied by a Procurement Weekly Activity Report, which listed budgetary disbursements, and the weekly sales reports from the Department of Liquor Control.

Arrangement is chronological.

***Subseries 3: Radio Commentary, 1980-1981***  
***(1 folder)***

This subseries contains transcripts of talks delivered by County Executive Charles

Gilchrist over Radio Station WINX from June 1980 to December 1981.

**Series VII: Sidney Kramer, 1980-1990**  
**(11.8 cubic feet)**

Sidney Kramer was born on July 8, 1925 in Washington, D.C., and obtained baccalaureate degrees in physics and chemistry from George Washington University. In 1957, he became the owner and operator of Automatic Car Washes. After moving to Montgomery County in 1960, Mr. Kramer became involved in local parent-teacher associations, the Silver Spring Chamber of Commerce, and the Montgomery County Citizen's Planning Association.

A life-long Democrat, Mr. Kramer served on the Montgomery County Democratic Central Committee from 1965 to 1966. In the 1966 election, he lost a bid for a seat on the Montgomery County Council. In 1970, however, he was elected to the Council and served as a member until 1974.

Citizens elected him to a seat in the Maryland State Senate in 1978 where he served for eight years as Chairperson of the Montgomery County Delegation. In 1986, he defeated then-County Council Member David Scull to become the third County Executive of Montgomery County. He was succeeded by Neal Potter in 1990.

This series is arranged in four subseries: Chronological Files, Agencies, Reports, and Subject Files.

*Archivist's Note: At the time this collection was processed, routine procedure required the removal of any photographic or audiovisual material to a separate record group for preservation purposes. In this case, separation sheets were not always placed in the original location of the material; rather, the material was transferred to the artificial collection called Record Group 19 and indexed separately. Material from this series, consisting mostly of photographs, has been separated to Record Group 19. For the convenience of the researcher, that material has been listed in the box inventory at the end of the series.*

**Subseries 1: Chronological Files, 1989-1990**  
**(5.3 cubic feet)**

These records were maintained by month in two separate files, one for County Council correspondence and memoranda, and the other containing the rest of the executive correspondence. During processing, the two were combined in order to eliminate duplicates. Although the documents primarily contain only the outgoing correspondence, some incoming letters are included as well. The records also contain reports, action sheets, executive orders, regulations, County resolutions, statements, and press releases. By far the major topic of this correspondence is real estate tax assessments. Other significant subjects include schools and their funding, rent control, appointments, cable TV, housing appropriations, drug treatment programs such as Second Genesis, development, homeless shelters, waste disposal, overcrowding at the

detention center, the development of Silver Spring, master plans, and budget constraints and loss of funding. The memoranda to the County Council document the administration of the County.

The folders are arranged in chronological order, while the documents are in reverse chronological order within each folder.

***Subseries 2: Agencies, 1980-1990***  
***(4.5 cubic feet)***

These records contain memoranda, correspondence, agendas, reports, minutes, press releases, brochures, resumes, clippings, statements, hearing transcripts, executive orders, and programs relating to significant activities or issues pertaining to various County departments. Topics include Second Genesis, a residential drug treatment facility in Montgomery County, and other proposed drug abuse treatments and funding; human rights complaints against the Hyattstown Volunteer Fire Department; the detention center; landfill site selection; the County Executive race of 1990, found in the Information Office folder; budget, in the OMB folders; personnel policies and collective bargaining agreements; and transportation. The records also contain a 1990 Directory of Minority Business; a transcript of a January 1990 press conference on acts of hate and violence; an employee handbook; master plans; solid waste agreements; and daily news summaries, press releases, quarterly crime reports, comparison studies, questionnaires and other reports from the Police Department.

Two folders are restricted. The CAO folder contains grand jury findings and recommendations, while the County Attorney file documents personnel grievances.

***Subseries 3: Reports, 1987-1990***  
***(0.6 cubic feet)***

These materials include evaluations compiled in 1988 for every County department by its department head; reports by special assistants to the County Executive; and some of the monthly reports from the Bethesda/Chevy Chase, Upcounty, Wheaton, and Silver Spring Government Centers in 1989 and 1990. The subseries is arranged in alphabetical order.

***Subseries 4: Subject Files, 1984-1990***  
***(1.4 cubic feet)***

Material in these files includes correspondence, memoranda, minutes, agendas, handouts, reports, and remarks, and document such issues as a Johns Hopkins report on the public health impacts of sludge; plans for a Kentlands Performing Arts Theater; a 1987 light rail feasibility study between Bethesda and Silver Spring; the University of Maryland Education Center at Shady Grove; the Pathway House, a halfway house for women who are recovering alcoholics; a 1987 Police-Community Relations Report to the Washington Lawyers' Committee for Civil Rights and the Montgomery County NAACP; and the controversial proposal to begin enforcement of zoning ordinances in order to eliminate

illegal multi-family housing in Takoma Park.

Two folders are restricted. One contains criminal charges brought before a grand jury, while the other includes confidential employee information and grievances.

This subseries is arranged in alphabetical order.

**Series VIII: Executive Regulations, 1970-1986**  
**(0.67 cubic feet)**

This series contains 0.67 cubic feet of selected Executive Regulations for the years 1970 to 1984. Most are copies, but there are a few signed and attested originals. Some of the regulations were subsequently printed as pamphlets. Versions of the regulations from later years were occasionally added to the folders.

The regulations cover such areas as licensing and registration, authorizations for expenditures, County codes, administrative guidelines, and fee schedules. Topics include landfill and waste disposal regulations, stormwater management, employee regulations, the cable TV award process in 1981, and land use, acquisition, and disposition by the County. Many regulations were issued governing swimming pool construction and operation, and addressing various housing issues, such as landlord/tenant affairs, rental limits for moderately priced dwelling units, and condominium conversion.

The folders are arranged in chronological order, and the regulations are in numeric order within each folder. Regulations proposed in 1984 were filed in individual folders.

**Series IX: Executive Orders, 1976-1983; 1986-1989; 1992-1996**  
**(1.33 cubic feet)**

This series contains 1.33 cubic feet of Executive Orders issued primarily between 1976 and 1982, with a second set spanning 1986-1989 and a third set from the years 1992-1996. The orders in this series relate to routine matters, such as traffic regulation, refund of taxes, and acquisition, use, and disposition of property. The files also contain routine correspondence, and a few maps, drawings, and other supporting material. Although the transactions are routine in nature, the documents serve to illuminate the growth and governance of the County during these years. Executive orders from 1986-1989 cover multiple departments; those from 1992-1996 are mainly Department of Transportation orders.

For further details and other documentation regarding the abandonment orders, consult Series VI, Public Hearings, Subseries 1, Abandonments, in the records of the Assistant Chief Administrative Officer in this record group.

The orders from 1976-1982 are arranged in alphabetical order, and the orders are in reverse numerical order within each folder. A few of the orders are missing. The remaining orders are arranged in chronological order. There is a handwritten index for the 1986-1989 set.

**Series X: Neal Potter Awards, Citations, Proclamations and Resolutions**  
**(2 items)**

This series contains 2 items from his term as County Executive. A citation signed by Governor Donald Schaefer after Potter won the position in 1990 and a poster of the Montgomery County crest signed by Potter's staff in 1994.

**CONDITIONS GOVERNING ACCESS**

This collection is open for research.

**LANGUAGE**

English.

**PROVENANCE**

Some of these records were transferred from Montgomery County Records Center in 1997 and 1998. Some of the monthly reports were transferred from the files of the Upcounty Regional Service Center in 1999. Some of the Executive Orders came from accession 2002-11.

**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 County Executive**, 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 County Executive. 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. Oversized documents and photographs 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: James P. Gleason**

**Box 1**

Agriculture, 1977-1978  
Asbestos, 1976-1978  
Board of Appeals, County, 1970-1973  
Broadmoor/Summit Hill Apartments, 1975-1978  
Budget Office, 1977-1978  
Cable Television, 1976-1977  
CAO, Dayspring Meetings, 1976-1978  
CAO, William Hussman, 1977-1979  
Charter, Montgomery County; Correspondence, Minutes, Report, 1970-1974  
Charter, Montgomery County; Review Committee, 1976  
Charter, Montgomery County; TRIM Proposal Amendments, 1978  
Child Abuse, 1974-1975  
Civil Defense, 1977-1979  
Commission on Women, 1975-1977  
Community and Economic Development, 1976-1978 (2 folders)  
Community and Economic Development, Economic Development Advisory Board, 1978  
Community and Economic Development, Architectural Services, 1972-1977  
Community and Economic Development, Block Grant Program, 1975  
Community and Economic Development, Block Grant Program, 1976  
Community and Economic Development, Block Grant Program, 1977-1978  
Community and Economic Development, Development Authorization Process, 1976-1977  
Community and Economic Development, Economic Research and Planning, 1976-1977  
Community and Economic Development, Housing, Office of, 1976-1978  
Community and Economic Development, Housing, Moderate Income Housing, 1976-1978  
Community and Economic Development, Housing, Mobile Homes, 1974-1979  
Community and Economic Development, Local Economy, 1975  
Community Crisis Center, 1977-1978  
Community Development Block Grant, Third Year: Public Hearing, Introduction and Exhibits, 1977  
Community Development Block Grant, Third Year: Public Hearing, Statements, Notes and Lists of Speakers, 1977  
Community Development Block Grant, Third Year: Public Hearing, Transcript, 1977  
Community Development Block Grant, Third Year: Requests for Funding and Related Correspondence, 1977  
Community Development Block Grant, Third Year: Working Papers, 1975-1977  
Community Services Centers, 1972-1978  
Comprehensive Health Planning, 1975-1978  
Consumer Affairs, Office of, 1973-1978  
Corrections and Rehabilitation, Department of; Juvenile Detention Center, 1970-1972

*(Series I: James P. Gleason, Cont.)*

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Corrections and Rehabilitation, Department of; Juvenile Detention Center, 1973

Corrections and Rehabilitation, Department of; Juvenile Detention Center, 1976-1977

Corrections and Rehabilitation, Department of; Juvenile Detention Center, 1978-1979

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County Attorney, 1972-1975

County Attorney, 1976

County Attorney, 1977

County Attorney, 1978-1979

County Council, Council/Executive Lunch Meeting Minutes, 1975-1978

County Executive Correspondence; Letters Received, 1970, October 1977-May 1978

County Executive Correspondence; Letters Received, June-October 1978

County Executive, Office Inventory, 1972-1975

County Executive Telegrams, 1971-1979

County Government Reorganization, 1977

Courts: Appeal Tax Court, 1973

Courts: Circuit Court, 1971-1973

Courts: Courthouse Buildings, 1969-1976

Courts: District Court (former People's Court), 1970-1973

Courts: Grand Jury, 1971-1973

Criminal Justice Coordinating Commission, 1975-1977

Drug Action Coalition, Inc., 1976-1978

Drug Control, Office of; Memoranda, Reports, 1974-1975

Drug Control, Office of; Memoranda, Reports, 19776-1977

Environmental Planning, 1976-1978

Environmental Planning, Energy Conservation, 1978

Environmental Planning, Sewer Plants, 1973-1978

Environmental Planning, Sewer Plants, Mid-Term Sewerage Needs Study, 1978

Environmental Planning, Section 208, Water Quality Management Planning Program, 1976,  
1978

Environmental Planning, Water Resources Planning Board, 1977-1978

Environmental Protection, Correspondence, 1970-1978

Environmental Protection, Noise Control Advisory Board, 1975-1976

Environmental Protection, Solid Waste Advisory Board, 1976-1977

Facilities Management, Department of, 1976-1978

Fact Research, Inc., 1973-1974

Finance, Department of, 1974-1978

Fire Board, 1970-1971

Fire Board, 1972-1978

Fire/Rescue Services, 1970-1972

Fire/Rescue Services, Correspondence, Reports, Memoranda, 1973

*(Series I: James P. Gleason, Cont.)*  
*(Box 2, Cont.)*

Fire/Rescue Services, 1974

Fire/Rescue Services, 1975

Fire/Rescue Services, 1976

Fire/Rescue Services, 1977

Fire/Rescue Services, Department of; Correspondence, Memoranda, Reports, January-July 1978

**Box 3**

Fire/Rescue Services, Department of; Correspondence, Memoranda, August 1978-January 1979

Fire/Rescue Services, Department of; Fire Service Review Task Force Report, 1978

Gaithersburg, City of, 1972-1977

Handicapped, 1972-1977

Health, Department of, 1970-1973

Health, Department of, 1974-1976

Health, Department of; Board of Community and Mental Health and Mental Advisory  
Committee, 1971-1977

Health, Department of; Correspondence, Memoranda, 1977-1978

Health, Department of; Correspondence with Montgomery County Medical Society, 1972-1977

Health, Department of; Correspondence with Mental Health Association of Montgomery County,  
1970-1977

Health, Department of; CE Briefing, 1979

Health, Department of; Office of Comprehensive Health Planning, 1974

Health, Department of; Psychiatric Institute, 1971-1977

Health Systems and Planning, 1976-1977

Health Systems and Planning, Department of; Plan, 1978-1983; Minutes, 1977-1978

Health Systems and Planning, Department of; Correspondence, Memoranda, Reports, 1977-1979

Housing Opportunities Commission; Correspondence, Memoranda, Reports, 1970-1971

Housing Opportunities Commission; Correspondence, Memoranda, Reports, 1972-1974

Housing Opportunities Commission; Correspondence, Memoranda, 1976-1979

Human Relations Commission, 1976-1979

Human Resources, Office of, 1975-1976

Human Resources, Office of, 1977

Human Resources, Office of; Area Plan for Programs on Aging, 1977

Human Resources, Office of; Memoranda, Reports, Financial, 1978

Human Resources, Office of; Task Force Study for a Haven for Physically Handicapped, 1976

Human Resources, Office of; Division of Elder Affairs, 1977-1978

Human Resources, Office of; Section 504, Compliance with Handicapped Regulations, 1977-  
1978

Human Resources, Office of; Youth Services, 1978

Information and Referral Center, 1976-1978

Intergovernmental Programs, 1972-1978

Juvenile Court Committee, 1972-1978

*(Series I: James P. Gleason, Cont.)*

*(Box 3, Cont.)*

Juvenile Crime, 1974-1976

**Box 4**

Landlord-Tenant Affairs, Office of; Correspondence, Memoranda, 1976-1979

(See also Broadmore/Summit Hill)

Landlord-Tenant Affairs, Office of; Quarterly Reports, 1977-1978

Law Enforcement and Administration (LEAA), 1971-1975

LEAA, Potomac Rehabilitation Center, 1971

Legislative Oversight, Office of, 1977-1978

Liquor Control Board, 1976-1978

Management and Public Policy, 1978

Management Information Services, 1978-1979

Maryland National Bank, Correspondence re Divestment in South Africa, 1974

Maryland National Capital Park and Planning Commission; Correspondence, Memoranda, 1970-1977

Montgomery County Medical Center, 1971-1972

Montgomery County Medical Center, 1974-1975

Montgomery County Medical Center, 1976-1978

Montgomery County Medical Center, Shady Grove Adventist Hospital, 1978

Nuclear Regulatory Commission, 1978

Personnel, 1972-1973

Personnel, 1974-1976

Personnel: Affirmative Action, 1975-1978

Personnel: Correspondence, Memoranda, Reports, 1977-1978

Planning and Capital Programming: Emory Grove, 1978

Planning Process, Montgomery County, 1975-1976

Police Department: Correspondence, Memoranda, Reports, 1970-1972

Police Department: Correspondence, Memoranda, Reports, 1973-1974

Police Department: Correspondence, Memoranda, Reports, 1975-1976

Police Department: Correspondence, Memoranda, Reports, 1977-1979

Police Department: Meetings with Policy Officer, 1974-1976

Police Department: Police Cadets, 1977

Police Department: Police Mutual Aid Agreement, 1970-1971

Police Department: Quebec Terrace Incident, 1971

Police Department: Report, Computer Aided Dispatch for the Department of Police and Fire and Rescue Services, 1978

Police Department: Rockville Gardens Task Force, 1971-1974

Police Department: Vice/Intelligence Division, Monthly Reports, 1973-1975

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Police Department; Monthly Reports, 1976-1978

Potomac Electric Power Company, 1971-1975  
Public Advocate, 1978  
Public Defender, 1970-1971  
Public Libraries, Department of, 1971-1977  
Public Service Training Academy, 1971  
Recreation, Department of; Memoranda, Correspondence, Minutes, 1971-1973  
Recreation, Department of; Memoranda, Correspondence, Minutes, 1974-1978  
Recreation, Department of; Montgomery County Recreation Board, 1972-1974  
Recreation, Department of; Youth Outreach Program, 1977  
Reorganization, 1972, 1971-1973, 1977 (3 folders)  
Reorganization, Facilities Management, 1977  
Revenue Authority, Correspondence, Minutes, 1970-1978  
Revenue Authority, Montgomery County Airpark, 1971-1976  
Rockville, City of, 1971-1978  
Rockville Police Department, 1977-1978  
Rosemary Hills, 1976  
Seneca Flood Damage, 1971-1972  
Seneca Creek State Park, 1971-1972  
Shady Grove Master Plan: MNCPPC Master Plan for the Rock Creek Planning Area, 1968  
Shady Grove Master Plan: MNCPPC Master Plan, Gaithersburg Vicinity, 1971  
Shady Grove Master Plan: MNCPPC Sector Plan, Transit Station Area, Approved and Adopted, 1977  
Shady Grove Master Plan: MNCPPC Sector Plan, Transit Station Area, Final Draft, 1976  
Shady Grove Master Plan: MNCPPC Sector Plan, Transit Station Area, Final Draft, Appendix, 1976  
Shady Grove Master Plan: Public Hearing, 1976  
Shady Grove Master Plan: Public Hearing, Statements of County Residents, 1976-1977  
Shady Grove Master Plan: Public Hearing, Transcript, 1976  
Shady Grove Master Plan: Recommendations to County Council and Council Actions, 1976-77  
Shady Grove Master Plan: Traffic Analysis of Nicholson Lane, Twinbrook, Rockville and Shady Grove Metro Stations, 1975

**Box 6**

Sheriff's Department; Memoranda, Reports, 1977-1978  
Silver Spring, Revitalization of Business District, 1978  
Social Services, Department of, 1973-1978  
Spanish Speaking Community of Maryland, Inc., 1977-1978  
Special Projects Task Force, January-November 1977  
Special Projects Task Force: Youth/Handicapped/ Senior Projects, December 1977  
Special Projects Task Force, January 1978  
Special Projects Task Force, April-May 1978

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Special Projects Task Force, June-November 1978  
State Affairs, Office of, February-July 1977  
State Affairs, Office of, August 1977  
State Affairs, Office of, September-December 1977  
State Affairs, Office of, January 1978-January 1979  
States Attorney for Montgomery County, 1970-1978  
Supervisors of Elections, Board of, 1970-1978  
Transition, 1978  
Transportation, Department of, 1973-1978  
"Trends Alert Study, 1974 Basic Results," 1974-1975  
Washington Suburban Sanitary Commission, 1970-1972

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Washington Suburban Sanitary Commission, 1973-1977  
Washington Suburban Sanitary Commission, 1978  
Western Upper Montgomery County (WUMCO), 1976-1977  
Women for Equality, 1974-1975  
Wood, Basil Alexander, 1974-1979  
Woodward High School, 1977  
Word Processing System for County Government, 1974  
Youth Programs/Issues, 1971-1975  
Youth Programs/Issues, 1976  
Youth Programs/Issues, 1977  
[General], 1971-1978  
Baptist Children's Home, 1975-1976 (**RESTRICTED**)

**Series II: Charles W. Gilchrist**

**Box 9**

***Subseries 1: Chronological Files***

January-December 1979 (12 folders)  
Board of Education-Juvenile Court Committee, 1979  
Landlord/Tenant Affairs-WSSC, 1979  
January-December 1980 (3 folders)  
Board of Education-Health Department, 1980  
Housing Department-WMATA, 1980  
January-May 1981 (5 folders)

**Box 10**

June-December 1981 (8 folders)  
1981 (**RESTRICTED**)  
January-November 1982 (13 folders)

**Box 11**

December 1982

1982 (RESTRICTED)

*Subseries 2: Subject Files*

*(Box 11, cont.)*

Animal Matters Hearing Board, 1980-1982

Black Affairs, 1981-1982

Board of Education Budget, 1980 (3 folders)

Chief Administrative Officer, 1981-1982

Correspondence with Children, 1980

**Box 12**

County Attorney, Environmental Protection, 1981-1982

Facilities and Services; Family Resources, 1981-1982

Finance; Fire and Rescue; Health, 1981-1982

Hispanic Affairs, 1981-1982

Housing and Community Development; Libraries, 1981-1982

Montgomery County Association for Retarded Citizens: Correspondence, 1980

Opposition to Sludge Sites 329, 330, and 331, 1980 (2 folders)

Personnel Board Office; WSSC, 1981-1982

Police, 1981-1982

Scotland Community Development Incorporated, 1981 (located in RG 19, Box 1)

Unidentified Photographs, c. 1981 (located in RG 19, Box 1)

**Series III: Executive Correspondence Control**

**Box 13**

*Subseries 1: 1973*

Number files: 1-4350, 1973 (16 folders)

**Box 14**

Number files: 4353-4866, 1973 (3 folders)

Uncontrolled (unnumbered correspondence), 1973

Agencies: Cities and Municipalities; Allegany-Luzerne, 1973

Agencies: Cities and Municipalities; Madison-Washington Grove, 1973

Agencies: COG (Metropolitan Council of Governments), 1973

Agencies: Maryland House of Delegates, 1973

Agencies: Maryland State Agencies; Agriculture-Environmental Trust, 1973

Agencies: Maryland State Agencies; Executive Department-Municipal League, 1973

Agencies: Maryland State Agencies; Natural Resources-State Planning, 1973

Agencies: Maryland State Agencies; State Planning-Water Resources, 1973

Agencies: MNCPPC (Maryland-National Capital Park and Planning Commission, Montgomery County Planning Board), 1973

*(Subseries 1: 1973, Cont.)*

*(Box 14, cont.)*

Agencies: Montgomery County Board of Education, Public Schools and Facilities, 1973  
Agencies: Montgomery County Council, January 4-April 16, 1973  
Agencies: Montgomery County Council (1212-1972), 1973  
Agencies: Montgomery County Council (1998-3759), 1973  
Agencies: Montgomery County Council (3796-4856), 1973  
Agencies: Montgomery County Government Agencies; Aging-Housing Authority, 1973  
Agencies: Montgomery County Government Agencies; Human Relations-Soil Conservation, 1973  
Agencies: U. S. Government Agencies, 1973

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Agencies: U.S. Congressmen and Senators, 1973  
Agencies: WMATA (Washington Metropolitan Area Transit Authority), 1973  
Agencies: WSSC, 1973 (2 folders)  
Agencies: WSTC (Washington Suburban Transit Commission), 1973  
Subject: AWT Dickerson (Advanced Waste Water Treatment), 1973  
Subject: Bicycle-Hiking Trails, 1973  
Subject: CATV (Cable Television), 1973  
Subject: Drug Control; RAP Houses, 1973  
Subject: Landlord-Tenant Affairs, Rent Control, 1973  
Subject: Law Suit Notification, 1973  
Subject: Low Income Housing, 1973  
Subject: Public Schools: Family Life Curriculum: Contraceptives, Abortion Counseling, 1973  
Subject: Rock Creek Forest Elementary School Gym (Letters of Support), 1973  
Subject: Public Transportation, 1973  
Subject: Solid Waste; Bottle Deposit, HEAP, Incinerators, Recycling, SWAP, 1973  
Subject: Solid Waste; Landfill Sites, 1973 (2 folders)  
Subject: Streets and Roads; Battery Lane-Edgemoor, 1973  
Subject: Streets and Roads; Baltimore Avenue, East-West Highway, Randolph Road, Pooks Hill-Linden Lane, 1973  
Subject: Sunday Blue Laws: Sunday Hours for Public Libraries, 1973  
Subject: Taxes-Property Assessment, 1973  
Subject: Volunteers for the Visually Handicapped, 1973  
Subject: Water/Sewer: Facilities, Rates, Sewer, Moratorium, Water Supply, 1973 (2 folders)  
Subject: Wildwood Liquor Dispensary, 1973  
Subject: Women's Employment Status; Women's Commission; Secretary Reclassification to Administrative Aide, 1973  
Subject: Woodmont Triangle (Bethesda) Sidewalk Flea Market, 1973



***Subseries 2: 1974***

**Box 16**

Number files: 1-912, 1974 (29 folders)

**Box 17**

Number files: 913-1927, 1974 (33 folders)

**Box 18**

Number files: 1930-3129, 1974 (35 folders)

**Box 19**

Number files: 3130-4339, 1974 (35 folders)

**Box 20**

Number files: 4340-4619, 1974 (9 folders)

No Control Number, 1974

Completed Files, Council: 7-4506, 1974 (17 folders)

**Box 21**

Subject: Animal Control Law, 1974

Subject: B&O Chessie System Crossing Repairs and Closing of Connecticut Avenue, 1974

Subject: Beall, J. Glenn (Senator), 1974

Subject: Brickyard Road, 1974

Subject: Citizen Condominium Letters, 1974

Subject: Citizen Letters and Lists for Western Suburban Library, 1974

Subject: Citizen Opposition to Interim Sewer Treatment in Burnt Mills, 1974

Subject: Citizen Opposition to Landfill Site 30, 1974

Subject: Citizen Support of Washington Ear, 1974

Subject: Container Legislation Letters, 1974

Subject: County Budget Deficit, 1974

Subject: County Nutrition Program, 1974

Subject: Group Mail, 1974

Subject: Gude, Gilbert (Congressman), 1974 (4 folders)

Subject: Hiker-Biker Trail on Tuckerman Lane, 1974

Subject: Maryland National Capital Park and Planning Commission, 1974

Subject: Maryland State Agencies, 1974 (2 folders)

Subject: Mathias, Charles M. (Senator), 1974

Subject: Metropolitan Washington Council of Governments, 1974

Subject: Montgomery County, 1974 (2 folders)

Subject: Recycling Centers, Letters on Closing, 1974

Subject: Rent Increase Protest Letters, 1974

Subject: Sewer Service Task Force, 1974

Subject: Tax Letters, 1974

***(Subseries 2: 1974, Cont.)***

***(Box 21, Cont.)***

Subject: Unsigned Letters, 1974

Subject: Washington Metropolitan Area Transit Authority, 1974

Subject: Washington Suburban Sanitary Commission, 1974

Subject: Washington Suburban Transit Commission, 1974

***Subseries 3: 1975***

**Box 22**

Number files: 1-3920, 1975 (19 folders)

**Box 23**

Number files: 3929-5058, 1975 (5 folders)

Number files: 5601-Uncontrolled, 1975

Agencies: Cities/Municipalities, 1975

Agencies: COG, 1975

Agencies: Maryland Agencies, Agriculture-Governor's Commission on Law Enforcement, 1975

Agencies: Maryland Agencies, Governor's Commission on Law Enforcement-Licensing and  
Registration, 1975

Agencies: Maryland Agencies, Maryland Association of Counties/Water Resources, 1975

Agencies: Maryland House and Senate, 1975

Agencies: MNCPPC/Montgomery County Planning Board, 1975

Agencies: Montgomery County Agencies, 1975

Agencies: Montgomery County Board of Education, 1975

Agencies: Montgomery County Council, 1975 (3 folders)

Agencies: U.S. Agencies, 1975

Agencies: U.S. Congress, 1975

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Agencies: WMATA and WSTC, 1975

Agencies: WSSC, 1975 (2 folders)

Subject: Budget, 1975

Subject: Correspondence Lists: Various Issues, 1975

Subject: School Closings: Alta Vista and Larchmont Elementary Schools, 1975

Confidential, 1975 (2 folders) **(RESTRICTED)**

***Subseries 4: 1976***

***(Box 24, cont.)***

Number files: 3-676, 1976 (19 folders)

**Box 25**

Number files: 681-1512, 1976 (26 folders)

**Box 26**

Number files: 1513-2461, 1976 (28 folders)

**Box 27**

Number files: 2462-3327, 1976 (26 folders)

**Box 28**

Number files: 3328-4151, list, 1976 (26 folders)

Subject: Council of Governments, 1976

Subject: District of Columbia, 1976

Subject: Form Letters to Congress, 1976

Subject: Maryland Cities, 1976

**Box 29**

Subject: Maryland Counties, 1976

Subject: Maryland Courts, 1976

Subject: Maryland Delegation, 1976

Subject: Maryland Department of Transportation, 1976

Subject: Maryland Departments, 1976 (3 folders)

Subject: Maryland Executive, 1976

Subject: Maryland Health and Mental Hygiene, 1976

Subject: Maryland General, 1976

Subject: Maryland Governor's Commission (LEAJ), 1976

Subject: Maryland National Capital Park and Planning Commission, 1976

Subject: Maryland Senate, 1976

Subject: Maryland Towns, 1976

Subject: Maryland Water Resources, 1976

Subject: Montgomery County Board of Education, 1976

Subject: Montgomery County Boards, 1976

Subject: Montgomery County Commissions and Committees, 1976

Subject: Montgomery County Departments, 1976

Subject: Montgomery County Housing Opportunities Commission, 1976

Subject: Montgomery County: Montgomery College, 1976

Subject: Montgomery County Planning Board, 1976

Subject: Montgomery County Public School System, 1976

Subject: Montgomery County Revenue Authority, 1976

Subject: Montgomery County Council, 1976 (5 folders)

Subject: Poolesville Elementary School Buses, 1976

Subject: Potomac Elementary School Buses, 1976

Subject: U.S. Congress, J. Glenn Beall, 1976

Subject: U.S. Congress, General, 1976

Subject: U.S. Congress, Gilbert Gude, 1976

Subject: U.S. Congress, Charles Mathias, 1976 (2 folders)

*(Subseries 4: 1976, Cont.)*

*(Box 29, Cont.)*

Subject: U.S. Agencies; General, 1976  
Subject: U.S. Agencies; Health, Education and Welfare, 1976  
Subject: U.S. Agencies; Housing and Urban Development, 1976  
Subject: U.S. Agencies; Labor Department, 1976  
Subject: Virginia, 1976  
Subject: Washington Metropolitan Area Transit Association, 1976  
Subject: Washington Suburban Sanitary Commission, 1976  
Subject: Washington Suburban Transit Commission, 1976  
[Untitled] **(RESTRICTED)**

*Subseries 5: 1977*

*(Box 29, cont.)*

Number Files 1-320, 1977 (4 folders)

**Box 30**

Number files: 321-2030, 1977 (22 folders)

**Box 31**

Number files: 2031-3800, 1977 (21 folders)

**Box 32**

Number files: 3801-3960, 1977 (2 folders)  
Number files: 3961-4024 and Uncontrolled, 1977  
Agencies: Bi-County Agencies: MNCPPC and WSSC, 1977  
Agencies: Cities/Counties/States, 1977  
Agencies: Maryland Delegates and Senators, 1977  
Agencies: Maryland Government and State Agencies, 1977  
Agencies: Metropolitan Washington COG, WMATA/WSTC, 1977  
Agencies: Montgomery County Departments and Agencies — 1977  
Agencies: Montgomery County Council, 1977 (2 folders)  
Agencies: U.S. Congressmen and Senators, 1977  
Agencies: U.S. Government Departments and Agencies, 1977  
Issues: Asbestos; Police Chief diGrazia, Hiring, Rent Control, 1977  
Issues: School Bus Services, 1977  
Issues: Tobacco Smoking in Public Places: Bill 26-76, 1977  
Issues: Water Supply, 1977

*Subseries 6: 1978*

*(Box 32, cont.)*

Number files: 1-810, 1978 (10 folders)

**Box 33**

Number files: 811-2601, 1978 (20 folders)

**Box 34**

Number files: 2602-3048, 1978 (5 folders)

Uncontrolled, 1978

Subject: Dismissal of Police Chief Robert diGrazia, 1978

Subject: Fire Service; Head Start; Muskegon; Police Drug Raid; Tax Assessments, Proposition 13, 1978

***Subseries 7: 1979***

***(Box 34, cont.)***

Number files: 1-616, 1979 (16 folders)

**Box 35**

Number files: 617-2747, 1979 (24 folders)

**Box 36**

Number files: 2748-4073, 1979 (27 folders)

**Box 37**

Number files: 4074-5546, 1979 (28 folders)

**Box 38**

Number files: 5547-6808, 1979 (31 folders)

**Box 39**

Number files: 6813-7961, 1979 (29 folders)

**Box 40**

Number files: 7962-8272, 1979 (7 folders)

Uncontrolled letters, 1979

Subject: Animal Control Letters, 1979

Subject: CETA, 1979

Subject: Community Action Agency, 1979

Subject: Crisis Center, 1979

Subject: Dawson's Charter Service, 1979

Subject: Dennis Avenue Health Center, 1979

Subject: Detention Center Gymnasium, 1979

Subject: Economic Development Corporation, 1979

Subject: Germantown Wells, 1979

Subject: Housing, 1979

Subject: Kennedy Drive, 1979

*(Subseries 7: 1979, Cont.)*

*(Box 40, cont.)*

Subject: Performance Development Program, 1979

Subject: Project 80, 1979

Subject: Rent Control, 1979

Subject: Roofing Maintenance, 1979

Subject: Sewerage, 1979 (4 folders)

Subject: Silver Spring Revitalization, 1979

Subject: Stand-by Pay, 1979

Subject: Technical Advisory Board for Economic Development, 1979

[Untitled] **(RESTRICTED)**

*Subseries 8: 1980*

*(Box 40, cont)*

Number Files 7-259, 1980 (3 folders)

**Box 41**

Number files: 274-1790, 1980 (19 folders)

**Box 42**

Number files: 1793-3310, 1980 (18 folders)

**Box 43**

Number files: 3311-4770, 1980 (18 folders)

**Box 44**

Uncontrolled, 1980

Unnumbered, 1980

*Subseries 9: 1981*

*(Box 44, cont.)*

Number files: 1-170, 1981 (2 folders)

**Box 45**

Number files: 171-3710, 1981 (17 folders)

**Box 46**

Number files: 1712-4042, 1981 (2 folders)

Unnumbered, 1981

Subject: Davit Custody Case, 1981

Subject: Library Budget, 1981

Subject: Low-Income Housing, 1981

Subject: Metro Bus Discontinuing Route D-6, 1981

***(Subseries 9: 1981, Cont.)***

***(Box 46, cont.)***

Subject: Rent Control, 1981

Subject: Spay Neuter Clinic, 1981

[Untitled] **(RESTRICTED)**

***Subseries 10: 1982***

***(Box 46, cont.)***

Number files: 1-3668, 1982 (14 folders)

Unnumbered, 1982

Subject: Board of Education Budget, 1982

**Box 47**

Subject: Cable Television, 1982 (2 folders)

Subject: Energy Recovery System (Solid Waste Transfer System), 1982

Subject: Landfills; Sludge Composting, 1982

Subject: M.L. King Holiday, 1982

[Untitled] **(RESTRICTED)**

***Subseries 11: 1983***

***(Box 47, cont.)***

Number files: 1-299, 1983 (6 folders)

Number files: 300-324, 1983 **(RESTRICTED)**

Number files: 325-549, 1983 (5 folders)

**Box 48**

Number files: 550-1249, 1983 (19 folders)

**Box 49**

Number files: 1250-1999, 1983 (16 folders) [also see Record Group 19: Box 1]

**Box 50**

Number files: 2000-2949, 1983 (19 folders)

**Box 51**

Number files: 2950-4099, 1983 (24 folders)

**Box 52**

Number files: 4100-4813, 1983 (17 folders)

Unnumbered, 1983 **(RESTRICTED)**

Subject: Mosquito Control Program, Requests for Participation, 1983

**Box 53**

Correspondence, January 1-September 15, 1983 (28 folders)

**Box 54**

Correspondence, September 16-December 30, 1983 (12 folders)

*Subseries 12: 1984*

*(Box 54, cont.)*

Correspondence, January 3-May 3, 1984 (20 folders)

**Box 55**

Correspondence, May 4-October 31, 1984 (33 folders)

Unnumbered, 1984

*Subseries 13: 1990*

**Box 56**

Number file: 4330, 1990

Unnumbered, 1990

Subject: Robert Howley, 1997 (**RESTRICTED**)

*Subseries 14: 1991*

*(Box 56, cont.)*

Number files: 286-2674, 1991

Number files: 3400-4499, 1991 (25 folders)

**Box 57**

Number files: 4500-4623, 1991 (5 folders)

Uncontrolled, 1991

Subject: Brookview Elementary School Reuse, 1991

*Subseries 15: 1992*

*(Box 57, cont.)*

Subject: Dickerson Incinerator, 1992

Subject: Helen Sherbert, 1992

Subject: Step Increases for Public School Teachers, October-December 1992

*Subseries 16: 1993*

**Box 58**

Number files: 1-849, 1993 (22 folders)

**Box 59**

Number files: 850-1574, 1993 (25 folders)



**Box 50**

Number files: 1575-2524, 1993 (21 folders)

**Box 61**

Number files: 2525-3399, 1993 (22 folders) [also see Record Group 19: Box 1]

**Box 62**

Number files: 3400-4399, 1993 (19 folders)

**Box 63**

Number files: 4400-5507, 1993 (16 folders)

Subject: Bookmobile, 1993

Subject: DARE, 1993

Subject: Public School Funding, 1993

Subject: Street Parking, 1993

***Subseries 17: 1994***

**Box 64**

Number files: 1-799, 1994 (20 folders)

**Box 65**

Number files: 800-1699, 1994 (20 folders) [also see Record Group 19, Box 1]

**Box 66**

Number files: 1700-2699, 1994 (21 folders)

**Box 67**

Number files: 2700-3074, 1994 (8 folders)

**Box 68**

Number files: 3075-3204, 1994 (6 folders)

Subject: Cable, 1994

Subject: Rainbow Place, 1994

Subject: Saudi Arabia-Poolesville, 1994

Subject: Talbot Bridge (2318), 1994

**Series IV: Log Slips**

**Box 69**

1981

**Box 70**

1982

**Series V: Appointments**

**Box 71**

Advisory Committee on Consumer Affairs (1973-1978), March 12, 1973-June 26, 1978  
Agricultural Advisory Committee (1973-1979), April 18, 1973-July 24, 1979  
Agricultural Advisory Committee (1981-1986), February 26, 1979-July 23, 1986  
Agricultural Preservation Advisory Council (1978-1984), February 14, 1980-January 20, 1984  
Alcoholic Beverages Advisory Board (1976-1986), January 31, 1974-June 12, 1986  
Alcoholism Advisory Council (1978), August 27, 1977-January 28, 1978  
Alcoholism Advisory Council (1979-1982), October 3, 1977-August 2, 1982  
Alcoholism Advisory Council (1983-1987), April 22, 1983-February 24, 1987

**Box 72**

Animal Matters Hearing Board (1974-1980), May 19, 1973-June 11, 1980  
Animal Matters Hearing Board (1981-1985), January 29, 1981-March 21, 1986  
Bethesda Chevy Chase Citizens Advisory Board (1980-1982), November 9, 1979-June 9, 1982  
Bethesda Chevy Chase Citizens Advisory Board (1982-1986), March 10, 1982-August 23, 1986  
Board of License Commissioners (1971-1986), June 28, 1971-August 25, 1986  
Board of Registration for Building Contractors (1971-1986), October 15, 1971-Sept. 17, 1986

**Box 73**

Cable Communications Advisory Committee (1983), August 14, 1980-May 12, 1983  
Cable Communications Advisory Committee (1984-1985), April 19, 1982-Nov. 25, 1985  
Cable T.V. Task Force (1983), December 17, 1981-December 6, 1983  
Charter Review Commission (1983), May 27, 1983-June 3, 1983  
Citizens Advisory Board to the Alternative Services Program (1977), July 11, 1977-Oct. 7, 1977  
Citizens Advisory Committee on the Intercounty Connector (1980), July 22, 1980  
Citizens Advisory Committee to the Rock Run Wastewater Treatment Project (1979-1981),  
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Certificate charging Potter to fulfill obligation as County Executive, signed by Governor Donald Schaefer, 1990 November 21

Poster of Montgomery County Maryland crest signed by county executive staff, 1994