

MONTGOMERY COUNTY ARCHIVES

Guide to the Records of the

COUNTY MANAGER

1946-1970

Record Group 1: Executive Branch

November 13, 1997

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Montgomery County Archives
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**GUIDE TO THE RECORDS OF THE
COUNTY MANAGER
1946-1971
Record Group 1: Executive Branch**

ADMINISTRATIVE HISTORY

The office of the County Manager was created in 1948 with the passage of the Montgomery County Charter. Following the recommendations of the 1941 study of Montgomery County by the Brookings Institute, civic groups, the League of Women Voters, and the Republican party endorsed the passing of a new charter to provide a greater degree of home rule for the residents of Montgomery County.

Aiming at increased efficiency and accountability of the County government, the charter created a County Council of seven as the law-making body, and the office of the County Manager, appointed by the Council, as the Council's executive. As such, the County Manager supervised the daily operations of the County government, overseeing departments, agencies, and offices in all administrative, planning, budget-related, and regulatory matters.

By the 1960s the County Council/Manager system had become inadequate in responding to residents' demands for more County services and greater legislative and executive powers. As a result of the reorganization of the County government in 1970 the County Manager was replaced with an elected County Executive. The Executive maintained all responsibility for the administration of County departments, but no longer supervised routine day-to-day operations. Instead, the Executive appointed a Chief Administrative Officer who was responsible for such government operations as personnel, purchasing, budget, information, and support services, all of which had previously been County Manager responsibilities.

EXTENT

6.7 cubic feet: 6 record boxes, 2 letter-size Hollinger boxes.

SCOPE AND CONTENT

The collection contains the files of County Managers Irving McNair, Melvin C. Reese, Mason A. Butcher, and E. T. Beall, whose tenures extended from 1948 through 1970. The records include correspondence, reports, contracts, printed material, and blueprints.

Material is arranged in two series:

Series I: Subject Files, 1948-1970

Series II: Printed Material, 1946-1971

SERIES DESCRIPTIONS

Series I: Subject Files, 1948-1970

(6 cubic feet)

The records of the Montgomery County Manager document the administrations of Irving McNair, Melvin C. Reese, Mason A. Butcher, and E. T. Beall. Correspondence, contracts, maps,

blueprints, and photographs relate to topics such as post-war government service expansion and nuclear war defense efforts. Documents regarding the county's attempts at racial desegregation are primarily located in the files "Human Relations Commission," "Policy," and "Recreation." The series is arranged alphabetically by subject.

**Series II: Printed Material, 1946-1971
(0.7 cubic feet)**

These materials were compiled and produced at the request of the County Council under the direction of the staff of the office of the County Manager. Most of the material consists of annual reports and budgets.

This series is arranged in chronological order and then alphabetically within each year.

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

The records are from Accession #1988-03, originally 18 cubic feet.

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 County Manager, 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 County Manager. Series number and series name. Box number and folder title, if appropriate.

PROCESSING PROCEDURES

General processing procedures consisted of discarding duplicates, unnecessary binders, and routine transmittals. 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/FINDING AID AUTHOR

MCA staff.

BOX INVENTORY

Series I: Subject Files, 1948-1970

Box 1

Airport, 1956-1959
Assessments/Taxes, 1955-1969
Bonds (Municipal), 1957-1961
Board of Appeals, 1955-1962
Building and Grounds, 1958-1960
Builders Technical Advisory Committee, 1955-1956
Budget, 1957-1969
Charter Transition, 1969
Civil Defense, 1955-1960
Community Development, 1968-1969
Correspondence, 1948-1967 (4 folders)
 Memoranda-County Managers to Staff, 1955-1963
 Personal (M. A. Butcher), 1950-1963
County Attorney, 1955-1963 (2 folders)

Box 2

County Attorney, 1968-1969
County Audit, 1959-1960
County Building
 Bethesda, 1957-1960
 Contracts-General, 1953-1956
 Rockville, 1950-1955
 Rockville A/C Contracts, 1954-1955
 Silver Spring, 1957-1960
County Council
 [General], 1954-1962
 Sister-County Affiliation, 1961-1962
County Departments: Guides/Overviews, 1958
County Manager's Annual Report, 1951
Court House: New Wing Construction, 1953-1969
Courts, 1955-1969
Cultural and Civic Center Committee, 1960-1967
Detention Center/Jail
 [General], 1957-1969
 County Poor Farm Site, 1958-1960
Data Processing, 1967-1969
Education
 Board of Education, 1950-1969 (3 folders)

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(Series I: Subject Files, Cont.)

(Box 2, Cont.)

Education

McKinsey Report, 1955-1956

Environmental Health, 1968-1969

Box 3

Facilities and Services, 1953-1963

Finance, 1955-1969 (3 folders)

Finance, Report on Study of Payroll Procedure Submitted to the Director of Finance, June 1, 1965

Finance, Report on the Establishment of the Montgomery County Income Tax Administrative System, 1966

Fire Department

Fire Board Minutes; Division of Fire Protection, 1957-1960

[General], 1955-1964 (2 folders)

General Services, 1967-1970

Health: Medical Planning Consultants, 1966-1969

Health Department, 1968-1969

Housing: Lyttonsville Area; Housing Hygiene and Code Committee, 1955-1962

Human Relations Commission, 1965-1970

Inter-Racial Problems, 1960

Information Office, 1956-1961

Inspection and Licenses, 1956-1959

Insurance/Retirement, 1955-1969

Legislation, 1954-1956

Libraries (Department of), 1955-1969

Liquor Control (Department of), 1954-1970

Metro Area Traffic Council, 1957-1960

Metro Regional Conference, 1959-1961

Box 4

Maryland National Capital Park & Planning Commission, 1954-1968 (4 folders)

Personnel, 1957-1960

Planning

Economic Development Forum, 1958

Economic/Industrial, 1954-1959

Industrial Development Conference, 1955-1956

Industrial Standards, 1957-1960

Pomeroy Study, 1956-1958

Police, 1957-1969 (4 folders)

Monthly Reports and Rockville Liquor Dispensary Reports, 1958-1960

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(Series I: Subject Files, Cont.)

(Box 4, Cont.)

Police

Reports, 1958-1968 (**RESTRICTED**)

Potomac Electric Power Company: Power Plant Construction in Upper Montgomery County,
1955-1956

Program Coordination, 1967-1969 (2 folders)

Property Surplus Sales, 1959-1960

Box 5

Public Administration Commission

Reappraisal of County Government Structure, 1960-1964

Recommendations; Appraisals, 1962-1964

Public Safety,

[General], 1954-1960

Safety Board Minutes, Reports, 1959-1960

Public Transportation, 1954-1963

Public Works, 1954-1969 (3 folders)

Flood of 20 July 1956, 1956

Parking Lots, 1955-1960

Storm Water Management, 1955-1967 (2 folders)

Streets; Roads, 1955-1961 (2 folders)

Traffic Control/Traffic Engineer, 1957-1961

Purchasing Office, 1956-1960

Box 6

Recreation, 1955-1969 (2 folders)

Revenue Authority, 1956-1959

Sanitation Division, 1957-1960

Soil Conservation Committee, 1959-1960

State Road Commission, 1954-1963 (2 folders)

Underground Electric Lines, 1965-1969

Washington Suburban Sanitation Commission, 1954-1967 (4 folders)

Montgomery County Coordinating Committee, 1959-1960

Water Resources Conference August 26, 1955, 1955-1956

Welfare Board, 1955-1969

Series II: Printed Material, 1946-1971

Box 7

County Supervisor's Report to the Board of County Commissioners: Judicial System Financial
Statement, 1946

Annual Report for 1949, 1950

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(Series II: Printed Material, 1946-1971, Cont.)

(Box 7, Cont.)

Organization of the Government of Montgomery County, Maryland, 1950
Annual Report for 1950, 1951
Annual Report for 1951, 1952
Annual Report for 1952, 1953
Annual Report for 1955, 1956
Annual Report for 1956, 1957
Annual Report for 1957, 1958
Annual Report for 1958, 1959
Annual Report for 1959, 1960
Annual Report for 1960, 1961
Report Upon Refuse Disposal Problems of Montgomery County, Maryland, 1961
Annual Report for 1961, 1962
Annual Report for 1962, 1963
Report on Montgomery-Prince George's County Line, ca. 1963
Annual Report for 1964, 1965
Annual Budget FY 1966-1967, 1966
Annual Report for 1965, 1966
Annual Report for 1965, Faces of Government, 1966
Annual Budget FY 1967-1968, 1967 (folder 1 of 2)

Box 8

Annual Budget FY 1967-1968, 1967 (folder 2 of 2)
Annual Report for 1966, 1967
Annual Report for 1967, 1968
Revenue Sources for Montgomery County, 1968
Approved Budget FY 1969-1970, 1969 (2 folders)
Annual Report for 1969, 1970
Approved Operating Budget FY 1970-1971 (2 folders)
Public Services Program; Category I: Protection of Person, Rights and Property of Individual,
May 1970
Public Services Program; Category VI: Community Recreational and Cultural Opportunities,
July 1970
Annual Report for 1970, 1971