

MONTGOMERY COUNTY ARCHIVES

**Guide to the Printed Material of
RECORD GROUP 3: LEGISLATIVE SUPPORT**

1967-1993

**August 25, 2000
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Updated 2018**

Montgomery County Archives
Montgomery County Records Center
8540 Anniversary Circle, Gaithersburg, Maryland 20877
(301) 926-5002
archive@montgomeryhistory.org
www.montgomeryhistory.org

ADMINISTRATIVE HISTORY

Since the first legislative session of the County Council in 1949, the secretary of the County Council has been responsible for reporting on the activities of the Council as required by Section 3, Article XI-A of the Maryland State Constitution. Public relations functions evolved from the Council's reporting responsibilities until the Office of Legislative Information was designated as the agency responsible for facilitating communication between the County Council and County residents. The Office of Legislative Information changed its name to Office of Legislative Information Services in the 1980s. The Office provides an avenue for communication between the County Council and County residents by preparing informational materials, press releases, and programs for the Government cable channel. It also arranges for, and provides notice of, public hearings, and assembles background materials for Council members, the press, and the public.

Another function of the Office is to provide support to the Montgomery County delegation to the Maryland General Assembly during its sessions. It collects material generated during sessions, issues press releases, and tracks the course of bills submitted by the County delegation.

EXTENT

1.33 cubic feet: 4 letter-size Hollinger boxes.

SCOPE AND CONTENT

The printed material of the Legislative Information Office (LIO) dates from 1967 to 1993. They include reports which describe and evaluate the practices and policies of various County departments, as well as material distributed by the Montgomery County School District and the structure and conduct of Montgomery County government. They also include reports commissioned by the Council on general or government-wide studies, such as software evaluation and risk assessment, space requirements, and audits of federal programs.

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

- Public Hearing Amendment to Ten-Year Solid Waste Plan Regarding Landfill Siting, n.d.

CONDITIONS GOVERNING ACCESS

This collection is open for research.

LANGUAGE

English.

PROVENANCE

The records were transferred from the Records Center in 1998.

USING THESE RECORDS

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

Record Group 3, **Legislative Support Printed Material**, 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 3: Legislative Support. Records Title: Legislative Support Printed Material. 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

Box 1

Facts and Figures About Your Montgomery County Taxes - Montgomery County Public Schools, 1967
Choices for Our Children: A Budget Discussion Guide - Montgomery County Public Schools, 1968
Housing Choice: A Housing Policy and Program for Montgomery County - Office of Community Development, July 1973
Reports Table of Contents, 1978-1989
Reports 1978, 1978
Solid Waste Energy Recovery Project, Volume 1, Book 1: Feasibility Analysis, December 1980

Box 2

Solid Waste Energy Recovery Project, Volume 1, Book 2: Feasibility Analysis, December 1980
Solid Waste Energy Recovery Project, Volume 2: Technical Supplement and Air Modeling Report, December 1980
Space Requirements and Office Automation Needs of the Montgomery County Council, 1981
Reports 1981, 1981
Report on the EDP Risk Analysis and System Software Evaluation - Draft, 1981
Report on the EDP Risk Analysis and System Software - Final Report, 1981

Box 3

Briefing Document on Project Development Report for the Rock run Advanced Wastewater Treatment Facilities Project, April 1982
Reports 1982, 1982
1984 Action Plan for the Chronically Mentally Ill - Dept. of Family Resources, September 1983
Reports 1983, 1983
Facilities Plan for Public Libraries in Montgomery County, Maryland, January 1984
Montgomery Community College Capital Budget, FY 1986, Adopted Nov. 19, 1984, 1984
Reports 1985, 1985
"Single Audit" of Federal Grant Programs, FY 1984, 1985
Reports 1986, 1986
Reports 1987, 1987

Box 4

Reports 1988, 1988
Reports 1989, 1989
An Evaluation of the New Home Warranty and Builder Licensing Law, 1991
An Evaluation of the Rent Stabilization Act, 1991
Volunteer Incentives in the Fire and Rescue Services, 1993
Bill 1-73: Fair Employment Practices, 1972-1973 (2 Folders)