

MONTGOMERY COUNTY ARCHIVES
Guide to the Records of the
OFFICE OF MANAGEMENT AND BUDGET
1948-1990

Record Group 4: Budget and Finance

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Updated 2018

Montgomery County Archives
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ADMINISTRATIVE HISTORY

The Office of Management and Budget (OMB) had its precursor in the County Budget Office. This Office, later known as the Office of Budget and Research, was assigned responsibility for assisting the County Executive in the formulation of his six-year Public Services Program. In fiscal year 1980, various County agencies responsible for programming capital facilities, budgeting operation, and computer services were combined into the newly created Office of Management and Budget. The purpose of this reorganization was to improve the quality of executive branch operations by providing integrated fiscal analysis, improved management information, and assistance in policy formulation.

Like its predecessors, the OMB is responsible for the preparation and administration of the recommended and approved capital improvements program (CIP), annual operating and capital budgets, and the public service program. In accordance with law, the County Council, after receiving the recommendations of the County Executive and the advice of interested parties through public hearings and other means, approves the budgets at the end of May each year for the fiscal year which begins on July 1. Budgets reflect County Executive and County Council judgement on how best to provide services and capital investment to Montgomery County residents at affordable and fair levels of taxation. The OMB also prepares a budget in brief; conducts on-going budgetary reviews and program analysis of agencies for which the County Executive does not prepare the annual budget, but for which expenditure recommendations must be made; provides management information services; and conducts office information needs analysis. Since 1998, the OMB has also been charged with the responsibility of preparing a fiscal plan.

EXTENT

5.83 cubic feet: 2 records boxes and 12 letter-size Hollinger boxes.

SCOPE AND CONTENT

The collection documents the activities of the Office of Management and Budget and its predecessor agencies from 1948 to 1990. Records are arranged as four series:

Series I: Administrative Records

Series II: Subject Files

Series III: Economic Development Advisory Board

Series IV: Annual Growth Policy

Series V: Street Assessments

SERIES DESCRIPTIONS

Series I: Administrative Records, 1948-1983

(1 cubic foot)

This series consists of correspondence between various County offices and relates to budget and management issues, management analysis and procedures, a reorganization of the County

government, and the effects of cutbacks in the Federal budget during the early years of the Reagan administration.

The series is arranged alphabetically by agency or organization.

Series II: Subject Files, 1972-1982
(0.75 cubic feet)

This series consists of correspondence, memoranda, studies, tables, charts, and reports regarding policies and topics effecting or pertaining to budget development for the County.

Arrangement of this series is alphabetical by subject.

Series III: Economic Development Advisory Board, 1970-1979
(0.25 cubic feet)

Records in this series include correspondence, reports, and minutes of the Economic Development Advisory Board. This Board, comprised of County business leaders appointed by the County Council and Executive, worked with the County government in promoting the County, developing retail business sites, and attracting new business and employment opportunities.

This series is arranged alphabetically.

Series IV: Annual Growth Policy, 1985-1990
(1.5 cubic feet)

This series contains documents generated by County offices and agencies during the development of the Annual Growth Policy (AGP). The records convey the interests and concerns of such agencies as the Maryland-National Capital Park and Planning Commission, the Planning Policies Committee, the County Council, the Office of the Superintendent of Schools, and the Board of Education. Particular attention is paid to the capacity of County schools and the development of an appropriate test of school capacity. Records in this series include meeting agendas and corresponding notes, Annual Growth Policy reports, both final and staff drafts from 1986 to 1990, memoranda and background reports concerning the AGP and the Adequate Public Facilities Ordinance, and documentation of public hearings.

Folders in this series are arranged by office or agency of creation, and then alphabetically and chronologically within each agency.

Series V: Street Assessments, 1949-1975
(2.33 cubic feet)

This series contains documents generated by the County Council, the Department of Finance and the Department of Public Works regarding street assessments throughout the county. The records contain contracts between the county and outside contractors for work done on roads, parking

lots and traffic signals. The records also include planning maps, County Council resolutions and public hearing testimony, and documentation of the payment of funds to contractors.

Folders in this series are arranged alphabetically by location in Construction/Improvement Contracts, (Re)Surfacing Contracts, Traffic Signal Contracts, and Parking Lot Contracts folders, and chronologically in County Council Transfer of Funds and County Council Public Hearings/Resolutions folders.

CONDITIONS GOVERNING ACCESS

This collection is open for research.

LANGUAGE

English.

PROVENANCE

Records relating to Annual Growth Policy were transferred from Montgomery County Records Center in 1999.

USING THESE RECORDS

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

Record Group 4, **Records of the Office of Management and Budget**, 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 4: Finance and Budget. Records Title: The Records of the Office of Management and Budget. 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: Administrative Records

Box 1

Board of Education, 1980-1982
County Attorney, 1981-1982
Environmental Protection, 1974-1982
Facilities & Services, 1980-1982
Family Resources, 1980-1982
Finance Department, 1980-1982
Fire & Rescue Services, 1981-1982
Health Department, 1981-1982
Health Department: Drug Control, 1973-1975
Health Department: Health Systems Planning, 1980-1982
Historical Society, 1948-1982
Housing & Community Development, 1973-1982
Human Relations Commission, 1973-1975
Human Resources, 1972-1976
Libraries, 1974-1982
Liquor Department, 1981-1982
Management & Budget Office, 1975-1983
Montgomery College, 1972-1982
Personnel Department, 1973-1982
Police Department, 1972-1982
Recreation Department, 1973-1982
Social Services, 1973-1982
Supervisors of Election, 1972-1982
Transportation Department, 1973-1982
WSSC, 1957-1982
WSTC, 1965-1982 (2 folders)
 Business Acquisition Program, 1971-1973
WMATA
 Budget Estimate Reviews & Memoranda, 1972-1977
 Silver Spring Transit Station, 1971-1976
Other Departments, 1973-1982

Series II: Subject Files

Box 2

Federal Government Budget Restrictions: Blueprint for a Coordinated Response to Federal
 Block Grant & Cutback Proposals, 1981
Federal Government Budget Restrictions: Impact on Montgomery County, 1980-1982
Management-Organization
 Montgomery County Government Organizational Charts, 1969-1970

(Series II: Subject Files, Cont.)

(Box 2, cont.)

Reorganization of County Government, 1971-1980 (3 folders)

Proposals for the Executive Branch, 1973-1980

Reorganization of Labor Services, 1981-1982

Management-Procedure

Correction & Rehabilitation: Hospitalization of Prisoners, 1972

HEW Regulations on the Handicapped, 1976-1980

Legislation: "Study of the Implementation of Local Legislation in Montgomery County",
1981

Management and Public Policy: Manual & Work Programs, 1977-1978

Personnel Manual, 1981

Management-Subject Files

Central Services Processes, 1977-1978

Chargeback Systems Evaluation, 1978-1979

Comprehensive Index to County Executive's Power, 1978

Fee Schedule Increase Proposal, Public Hearing, 1980

Land Management: Correspondence and Report, 1977

Management Study of Consumer Affair, 1972

Productivity Improvement Report, 1976-1978

Series III: Economic Development Advisory Board

(Box 2, Cont.)

Correspondence/Memoranda, 1970-1978

Meeting Minutes (incl. photos 6 Mar 78), 1976-1978

Reports, Outline, 1976-1978

Second Written Report, 1979

Series IV: Annual Growth Policy

Box 3

Montgomery County Planning Board

Annual Growth Policy, July 1985-October 1988

Annual Growth Policy, December 1988-1990

Background Reports/Data for AGP, November 1986

Background Reports/Data for AGP, 1986-1987

Meetings and Workshops, November 1986-October 1987

Box 4

Montgomery County Planning Board

Printed Material, 1986-1987

Public Hearings, 1985

Public Hearings, 1986

Maryland- National Capital Park and Planning Commission

(Series IV: Annual Growth Policy, Cont.)

(Box 4, cont.)

Amendments/Comments to AGP, 1985-1988
Meeting Agendas and Notes, 1985-1987
School Capacity, 1986- 1987
Summary of Volunteerism for the Period July 1988- June 1990, 1990

Box 5

Planning Policies Committee

Annual Growth Policy, 1985-1986
Meeting Agendas and Corresponding Notes, 1985-1986
Meeting Agendas and Corresponding Notes, 1986-1988
School Capacity and Test, 1985-1987

Box 6

County Council

Annual Growth Policy for Schools, 1986-1987
Comments on AGP, 1988
Meeting Agendas, 1985-1987
Public Hearings, 1987-1988

County Executive

Annual Growth Policy, 1985-1989
Annual Growth Policy, 1989-1990
School Capacity and Test, 1985-1987

Box 7

Superintendent of Schools: School Capacity, 1985-1987
Board of Education: School Capacity, 1985-1987
Senior Legislative Analyst: Discussion of AGP, 1986-1989
Consultants: Comments on AGP/ School Capacity, 1985-1988

OMB

Agendas/Background for Meetings, 1985-1986
Memoranda, 1985-1987

Series V: Street Assessments

Box 8

Construction/Improvement Contracts, 1950-1975

Storm Drains at Intersection of Ambler Drive & Puller Drive, Silver Spring, June 1950
Asleigh Road, May 1973
Autumn Drive, Colesville Area, May 1970
Battery Lane, Bethesda, June 1951
Between B&O Railroad at Talbot Avenue and Stewart Avenue, July 1969

(Series V: Street Assessments, Cont.)

(Box 8, cont.)

(Construction/Improvement Contracts, 1950-1975, cont.)

Storm Drains in the vicinity of Bonifant Street & Ramsey Avenue, Silver Spring, June 1951

Carroll Lane and vicinity, Silver Spring, November 1972

Cedar Lane in Rock Creek Park, September 1957

North side of Cedar Lane east of Rockville Pike, May 1975

Chevy Chase View, Wheaton, October 1973

Colesville-Beltsville Road (Colesville Road to Columbia Road), July 1962

Off Compton Street, Silver Spring, February 1974

County Office Building, Rockville, October 1953

County Service Depot, Lyttonsville, November 1954

Storm Drains on County Road, Garrett Park Road & Warner Street, August 1951

Cresthaven Drive, January 1970

Drumm Avenue, Kensington, February 1970

Dryden Street in McDonald Knolls, June 1951

East Silver Spring Elementary School, January 1970

Emden Street and on Veirs Mill Elementary School Property, Garrett Forest, July 1971

Box 9

Construction/Improvement Contracts, 1955-1975

Fairland Site Reclamation Project, October 1972

Forston Street, February 1971

Fox Chapel North in Middlebrook, April, December 1970

Storm drains along Foxhall, Silver Spring, March 1970

Garfield Street and vicinity, November 1972

Glenbrook Road, Bethesda, September 1973, May 1975

Along Glenbrook Road North & South of Bradley Boulevard, Bethesda, February 1972

Vicinity of Glenbrook Lane and Greenfield Street, Bethesda, August 1970

Storm drain improvement in Glen Echo Heights, Potomac, September 1973

Glenmoor Drive, Hill Lane, Husted Drive, and Clifford Avenue, Chevy Chase, June 1975

Harper Avenue, Burnt Mills Hills, May 1971

Kensington Boulevard, Wheaton, June 1960

Lacy Drive, Colesville area, February 1972

Langley Drive, Silver Spring, August 1973

Lawndale Drive and Flower Avenue, October 1955

Box 10

Construction/Improvement Contracts, 1952-1975

Little Northwest Branch landscaping, Layhill Road area, February- December 1975

Bridge over Little Seneca Creek, near Boyds, July 1952- March 1953

Storm drains on Lockridge Drive, December 1969

(Series V: Street Assessments, Cont.)

(Box 10, cont.)

(Construction/Improvement Contracts, 1950-1975, cont.)

North of Lowander Lane in Franklin Knolls, May 1972
Railroad sidetrack at Lyttonsville Service Dept., March 1956
Storm water control at Meadow Branch Stream, March 1974
Meadow Lane, Chevy Chase, May 1975
Meriden Road, June 1959
Metropolitan Grove Road, Gaithersburg, April 1973
Middlebrook Road from Md. Route 355 to Md. Route 118, June 1958
Montrose Road, September 1957- October 1961
Sidewalks along Murdock Road, June 1957
Storm drains on Newport Mill Road, July 1953
Drainage on Newton Street, Grandview Avenue, October 1954
Norwood Road, August 1953
Along Oak Place, east of Hempstead Avenue, Bethesda, November 1970
Storm drainage in Oldfield Subdivision, Rockville, December 1971
Olney Mill Road, Olney, March 1973
Storm drainage for Olney Square, March 1972

Box 11

Construction/Improvement Contracts, 1954-1973

Pinecrest Circle in Woodside Park Subdivision, February 1954
Sidewalks along Piney Branch Road over Long Branch Creek, June 1954
Storm drainage for Potomac Commons, November- December 1971
River Road, February 1962
Rockcreek Pool, March 1973
Seven Locks Road, near Rockville, June 1955
Seven Locks Road, October 1960
Snakeden Branch from Post Oak Road to Gainsborough Road, July 1969
Storm drainage in Springbrook Village and vicinity, November 1972
Spring Lake Park, southeast of Rockville, October 1970
Turner Lane, Bethesda, March 1973
Along Walhonding Road, Tuscarawas Road, Waneta Road, and Winnebago Road, Glen Echo, October 1972
Storm drains in Wayne Avenue, Silver Spring, August 1954, September 1972
Drainage facilities in Westhaven, October 1954
Winston Drive, Glen Echo, April 1969

Box 12

Construction/Improvement Contracts, 1950, 1969

Wisconsin Avenue from East-West Highway to Chelsea Lane, June 1950
Sidewalks along University Boulevard, from Georgia Avenue to Perry Avenue, July 1969

(Series V: Street Assessments, Cont.)

(Box 12, cont.)

(Construction/Improvement Contracts, 1950-1975, cont.)

(Re)Surfacing Contracts, 1949-1957

Burbank Road, October 1951

Colesville Road-Beltsville Road from U.S. 29 to Prince George's County line, June 1957

Cross-Way Road (formerly Montpelier Road), September 1951

Esworthy Road, August 1951

Entrance Road at Lyttonsville Service Depot, August 1956

Peach Orchard Road, August 1951

Silver Spring, November 1949

Sundale Drive from East-West Highway to Quinton Road, February 1952

Thompson Road, August 1951

Traffic Signal Contracts, 1951-1958

Bethesda, April 1956- November 1957

Bradley Boulevard and Arlington Road, Bethesda, October 1953

Colesville Road at Second Avenue and East-West Highway, Silver Spring, June 1954

Fenton Street at Pershing Drive, Wayne Avenue, Bonifant Street and Silver Spring
Avenue, Silver Spring, April 1955

Gaithersburg, September 1951

Traffic Signal Contracts, 1951-1958

Georgia Avenue, November 1952

Georgia Avenue and Randolph Road, April 1954

Glen Echo Fire Department, Bethesda, June 1954

Md. Route 118 and Atomic Energy Commission, Germantown, February 1958

Old Georgetown Road and Battery Lane, Bethesda, April 1955

Old Georgetown Road and Wilson Lane, December 1952

Silver Spring, September 1951

Wisconsin Avenue, September 1951

Box 13

Parking Lot Contracts, 1952-1961

Bethesda Avenue, Bethesda, July 1960

Bethesda Business District, September 1954- March 1956

Bonifant Street, Silver Spring, October 1954

Cameron Street, Silver Spring, October 1954

Colesville Road and Cameron Street, Silver Spring, April 1955- August 1959

Vicinity of Columbia Boulevard, Montgomery Hills, February 1953

At County Library Building, Massachusetts Avenue Branch, June 1959

At Court House, Rockville, July 1956- January 1961

Vicinity of Ellsworth Drive, Silver Spring, February 1953-July 1960

Fenton Street, Silver Spring, November 1956

Highland Avenue, August 1958

(Series V: Street Assessments, Cont.)

(Box 13, cont.)

(Parking Lot Contracts, 1952-1961, cont.)

Between Kennett Street and Eastern Avenue, July 1952- August 1955

King Street between Georgia Avenue and Eastern Avenue, Silver Spring, October 1956

Little Tavern Tract on Ripley Street, Silver Spring, October 1954

Maintenance of Floodlights in Bethesda, Silver Spring, Montgomery Hills, and Wheaton,
May 1952- June 1959

Box 14

Parking Lot Contracts, 1951-1973, n.d.

Silver Spring Business District, October 1957

Vicinity of Thayer Avenue and Fenton Street, Silver Spring, November 1951

Walsh Street, Bethesda, October 1951

Ward Place and Cameron Street, Silver Spring, September 1958

Waverly Street and Montgomery Avenue, Bethesda, August 1951- May 1956

Adjacent to Wayne Avenue, Silver Spring, October 1953- July 1954

Wheaton Business District, December 1955- September 1960

Wheaton Triangle, June 1954- October 1960

County Council Public Hearings/Resolutions

September 1951- May 1955

July 1955- May 1963, n.d.

County Council Transfer of Funds, July 1952- September 1973