

**MONTGOMERY COUNTY ARCHIVES**

**Guide to the Printed Material of**  
**RECORD GROUP 5: HUMAN RESOURCES**  
**1966-2000**

**October 18, 1999**  
**Updated 2018**

Montgomery County Archives  
Montgomery County Records Center  
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### **ADMINISTRATIVE HISTORY**

Before 1948 personnel matters in the County government were overseen by a Civil Service Commissioner who coordinated the activities of the County Commissioners and the various agency heads involving personnel matters. Following the adoption of the Charter in 1948 a Personnel Office and a Personnel Board were formed to assist the County Manager in handling management-personnel matters and in formulating administrative procedures and policies necessary to supplement and implement the Personnel Board's general merit system policies.

A County-wide reorganization in 1972 to 1973 resulted in the creation of an Office of Human Resources. Human Resources was to oversee all programs providing services to citizens and to coordinate these County services with those of the private sector and other governmental units. The Office also sought to marshal the energy and interest of volunteer workers. The responsibility for the provision of community services was redirected to the Department of Family Resources in 1979, and the Office of Human Resources today is concerned with employee relations and the management of County personnel, their records, benefits, and compensation plans.

### **EXTENT**

1 cubic foot: 1 record box.

### **SCOPE AND CONTENT**

The collection comprises material produced by the Office of Human Resources. Materials include employee classification and compensation plans, affirmative action plans, employee handbooks, personnel newsletters from 1966 to 1972, and annual reports from various community programs which the Office administered before 1979.

The records are arranged in chronological order, and then alphabetically within each year.

### **CONDITIONS GOVERNING ACCESS**

This collection is open for research.

### **LANGUAGE**

English.

### **PROVENANCE**

The collection was culled from various accessions of printed material.

### **USING THESE RECORDS**

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

Record Group 5, **Human Resources 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 5: Human Resources. Records Title: Printed Material. 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.

**PROCESSING STAFF/FINDING AID AUTHOR**

MCA Staff

**BOX INVENTORY**

**Box 1**

Personnel Newsletter, 1966  
Personnel Newsletter, 1967  
Personnel Newsletters, 1968  
Personnel Newsletters, 1969  
Personnel Newsletters, 1970  
Personnel Newsletters, 1971  
Personnel Newsletters, 1972  
Personnel Regulations, 1972  
Montgomery Mainstream, 1973  
Serving the Public: A Handbook for the Employees of the Montgomery County Government, 1973  
Age of Happenings, Volume 3, Number 1, Winter: Handbook of Services Available to Seniors, 1974  
Commission on Aging Annual Report, 1974  
Montgomery Mainstream, 1974  
Age of Happenings, Volume 4, Number 1, Fall: Handbook of Services Available to Seniors plus corrections sheet, 1975  
Area Agency on Aging Annual Report, 1975  
Commission on Aging Annual Report, 1975  
Montgomery Mainstream, 1975  
Addendum to Strategies for Affirmative Action FY 1976, 1976  
Status and Needs of Montgomery County's Senior Citizens: Executive Summary and Final Report, 1977  
Status of Affirmative Action, April '73/June '76, 1977  
Strategies for Affirmative Action, 1977  
Work Plan on Major Issues, 1977  
Age of Happenings, Volume 5, Number 1, Spring: Handbook of Services Available to Senior Citizens, 1978  
Commission on Aging Annual Report, 1978  
Employees' Retirement System of Montgomery County, Maryland Financial Statements June 30, 1977 and 1976  
Positive Action: A Program for the Employment of Physically and Mentally Handicapped Persons, 1978  
Senior Citizens Discount Program Directory, 1978  
Update to a Study and Trends Analysis of the Handling of Children in Trouble in Montgomery County, Maryland, FY 1977, 1978  
Affirmative Action Plan, 1979  
Classification and Compensation Plans, 1979  
Comprehensive Employment and Training Act (CETA) Program for Montgomery County, 1979  
Master and Annual Plan Subparts for CETA Fiscal Year 1981, 1980  
Employees' Retirement System of Montgomery County: Effective July 1, 1978, [1981]

*(Box 1, cont.)*

Master Plan for CETA Federal Fiscal Year 1982, [1981]  
Affirmative Action Plan FY 1983 Update, 1982  
Employees' Handbook, 1982  
Position and Career Education System, 1982  
Classification and Compensation Plans, 1983  
Group Benefit Plan, [1983]  
Handicap Affirmative Action Plan, Part II, FY 1984 Update, 1983  
Results of 1983 Group Insurance Study, Montgomery County Government, 1983  
Classification and Compensation Plans, 1984  
Report of the Discrimination Analysis Committee of the Montgomery County Compensation Task Force, 1985  
Classification and Compensation Study: Clerical and Clerical-related Classes, 1986  
Classification and Compensation Plans, 1986  
County Collective Bargaining Law, 1986  
Personnel Regulations, 1986  
Agreement between Montgomery County Government Employees Organization, a Division of the United Food and Commercial Workers, Local 400, AFL-CIO and Montgomery County Government for July 1, 1987 - June 30, 1990, 1987  
Annual Report on Training and Organization Development, 1988  
Personnel Regulations, 1988  
Annual Report on Training and Organization Development, 1989  
Classification and Compensation Plans, 1989  
Employee Handbook, 1989  
Employees' Retirement System, July 1989  
Agreement between Montgomery County Government Employees Organization, a Division of the United Food and Commercial Workers, Local 400, AFL-CIO and Montgomery County Government, Montgomery County Maryland for Years July 1, 1990 - June 30, 1993, 1990  
Classification and Compensation Plans, 1990  
UCFW Local 400 Collective Bargaining Agreement with Montgomery County Government, 1990  
Classification and Compensation Plans, 1993  
Personnel Management Review, 1993  
Personnel Regulations, 1994  
Montgomery County 457 Deferred Compensation Plan, 2000  
Diversity Plan: Fiscal '98 Analysis, [1999]  
Equal Employment Opportunity & Diversity Plan: Fiscal Year '01, [2001]