

MONTGOMERY COUNTY ARCHIVES

Guide to the Records of

**FACILITIES AND SERVICES DEPARTMENT
1961-1979; 2014**

Record Group 6: Public Works and Transportation

**May 1, 2000
Updated 2018**

Montgomery County Archives
Montgomery County Records Center
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ADMINISTRATIVE HISTORY

In the modern period of County government, the responsibility for the design, construction, renovation, and care of Montgomery County's governmental buildings has been held by a variety of departments, offices, and divisions. From 1950 to 1980, the County government underwent many reorganizations, some extensive, and others limited to simple changes in departmental functions. In the course of streamlining or broadening services, the executive branch often reassigned the responsibility for the care and development of public buildings.

In the early 1950s, the Department of Public Works, Division of County Buildings, was responsible for maintaining County government buildings. By the mid-1950s, this function was ceded to the Public Work's Division of Facilities and Services, which reported directly to the County Manager. In 1957, a separate Department of Buildings and Grounds was created. The department, under the direction of the County Architect, functioned as the primary caretaker of public buildings until August 15, 1967, when the responsibility was transferred to the Department of General Services, Division of Buildings and Ground Maintenance.

Until 1974, the Office of the County Architect operated in concert with the building maintenance branches. But for a six-year period, from 1974 to 1980, such responsibility was vested with the Office of Architectural Services under the auspices of the Department of Economic and Community Development.

In 1980, County Executive Charles W. Gilchrist created the Department of Facilities and Services. The Department combined the functions of the Department of General Services and the Office of Architectural Services.

EXTENT

1.67 feet: 1 records boxes, 2 letter-size Hollinger boxes.

SCOPE AND CONTENT

The records of the Department of Facilities and Services include correspondence, memoranda, maps, photographs, drawings and reports dating from 1961 to 1979, also including one project from 2014. These records deal exclusively with the coordination of new building construction and renovations funded under the Capital Improvements Projects budget category. The bulk of these records emanated from the Office of Architectural Services, when the office was a division of the Department of General Services and the Department of Economic and Community Development. Some of these records originated with the Department of General Services, Division of Grounds and Buildings.

The record group is arranged in two series:

Series I: Capital Improvement Projects

Series II: Photographs.

SERIES DESCRIPTIONS

Series I: Capital Improvement Projects, 1961-1979; 2014

(1.67 cubic feet)

The records in this series deal with the physical development of County buildings, one of the primary functions of the Office of Architectural Services and the Department of Facilities and Services. The projects covered in this series were funded under the County's Capital Improvement Projects budget and include new construction and/or renovation of existing structures.

The series is arranged alphabetically by subject.

Series II: Photographs, ca. 1968-1979

(1 folder)

This series consists entirely of black and white, large format photographs of capital improvement projects in various stages of construction. The Public Service Training Academy photographs show various views of the architect's model for the Academy. The photographs were transferred to RG 19, Audiovisual.

CONDITIONS GOVERNING ACCESS

This collection is open for research.

LANGUAGE

English.

PROVENANCE

The records are from Accession #1986-2 from the Department of Facilities and Services, originally 5 cubic feet.

USING THESE RECORDS

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

Record Group 6, Records of the Facilities and Services Department, 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 06: Public Works and Transportation. Record Title: Records of the Facilities and Services Department. 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. 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.

Records in folders were arranged, unless otherwise indicated, in forward chronological order, with undated records appearing at the end of the folder. For 2014 contractor's drawings, the originals were unrolled and placed in 40" x 50" archival folders.

PROCESSING STAFF/FINDING AID AUTHOR

MCA staff.

BOX INVENTORY

Series I: Capital Improvement Projects, 1961-1979; 2014

Box 1

General, 1963-1971
Aspen Hill Library, 1968-1972
Cabin John Pool: Architectural Plans, 1970
Cabin John Pool: Correspondence, 1968-1973
Circuit Court Alterations, 1968-1973
Council Wing Addition: Contracts, 1965-1967
Council Wing Addition: Architect's Correspondence, 1964-1970 (2 folders)
County Office Building: Air Conditioning Renovation, 1966-1967
County Office Building: Auditorium Renovation, 1971
County Mental Health Facility, 1963-1970
Fenwick Senior Citizens Center, 1970-1973
Forest Glen Senior Citizens Center, 1971-1974
Gas Service Facility: Contract, 1968, 1970
Gas Service Facility: General, 1970-1971
Gas Service Facility: Specifications, 1970
Gray Courthouse, 1970-1973
Juvenile Detention Center, 1961-1974
Kensington Park Library: General, 1964-1970
Kensington Park Library: Specifications, 1968
Little Falls Library, 1969-1970
Long Branch Community Center, Correspondence, 1970-1973
Medical Center Facilities Study, 1967-1972
Maintenance Building Addition: General, 1969-1971
Maintenance Building Addition: Plans, 1966, 1971
Noyes Library, 1969-1970
Parking Garage: Jefferson and Fleet Streets, 1967-1975
Parking Garage: #1, 1972-1973
Parking Garage: #2, 1971-1974
Parking Garage: #7A, 1972-1974
Public Service Training Academy: Architect's Correspondence, 1968-1971
Public Service Training Academy: General, 1968-1969 (folder 1 of 2)

Box 2

Public Service Training Academy: General, 1971-1979 (folder 2 of 2)
Public Service Training Academy: Maps and Plans, 1968-1969
Radio Equipment Building, 1971-1973
Rockville Library: General, 1968-1971 (2 folders)
Rockville Library: Maps and Plans, 1969-1971
Rockville Library: Specifications, 1969 (2 folders)

Box 3

Rockville Library: Test Reports, 1970

Silver Spring Library Parking Lot Extension: General, 1969-1972

Silver Spring Library Parking Lot Extension: Maps and Plans, 1968-1970

Wheaton-Glenmont Pool: General, 1967-1971

Wheaton-Glenmont Pool: Specifications, 1968

Wheaton Library, 1968-1970

Map Case 8 (Drawer 1, folders 9-10)

County Archives (Records Center, Gaithersburg): 20 contractor's drawings with permits for modifications, 2014

Series II: Photographs, 1968-1979 (Located in Audiovisual RG 19)

Architectural Services

Cabin John Pool, c. 1968

Gasoline Service Facility, [1970]

Long Branch Community Center, December 4, 1970-August 24, 1971

Maintenance Building Addition, June 5, 1970-July 7, 1970

Parking Garage #2, September 28, 1972

Parking Garage #7A (2 folders)

January 1, 1973-June 27, 1973

July 31, 1973-January 2, 1974

Rockville Library

February 25, 1970-July 4, 1970

July 6, 1970-November 27, 1970

January 4, 1971-July 7, 1971

General Services

Public Service Training Academy, [1968]-1973