

**MONTGOMERY COUNTY ARCHIVES**

**Guide to the Records of the**

**DIVISION OF HOUSING AND ANIMAL CONTROL  
1967-1975**

**Record Group 8: Department of Environmental Protection**

**July 31, 1997**

**Revised October 20, 2015**

**Updated 2018**

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

In 1972 the Department of Environmental Protection was created in the course of a reorganization of the Montgomery County government which combined the former Department of Inspection and Licenses, the Division of Environmental Health (of the Health Department), and the Division of Solid Waste Management (of the Department of Public Works) into a single agency. The Department was originally organized into six divisions, the Division of Housing and Animal Control, the Division of Solid Waste Management, the Division of Resource Protection, the Division of Construction Codes Enforcement, the Division of Public Facilities, and the Division of Research and Monitoring.

The Division of Housing and Animal Control was charged with the enforcement of the County housing code in order to maintain adequate living standards in residential properties. It was also responsible for enforcing State and County laws relating to vectors of diseases transmittable to humans, and for animal control functions, including inspections, vaccinations, and licensing.

In Fiscal Year 1997, Animal Control was transferred to the Police Department.

### **EXTENT**

1.33 cubic feet: 1 records box, 1 letter-size Hollinger box.

### **SCOPE AND CONTENT**

The records of the Division of Housing and Animal Control of the Department of Environmental Protection comprise material dating from 1967 to 1975. They consist primarily of correspondence dealing with the vector and housing control activities of the Division, and of administrative reports and budgets. Records from the later years of its predecessor agency, the Division of Environmental Health of the Montgomery County Health Department, are also included. The records deal with routine housing inspections of single family and apartment dwellings to insure proper housing code compliance. Also included are residents' complaints of violations of the Montgomery County Code, chapters 48 and 58, concerning accumulations of garbage and weeds on commercial and residential properties. The Division of Environmental Health Services conducted a housing survey in selected study areas of the County in 1967-68 in preparation for a long-range community development program. This data may also be found in this series.

The records are arranged in alphabetical order.

### **CONDITIONS GOVERNING ACCESS**

This collection is open for research.

### **LANGUAGE**

English.

**PROVENANCE**

Undetermined; likely transferred from the records center.

**USING THESE RECORDS**

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

Record Group 8, **Records of the Division of Housing and Animal Control**, 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 8: Department of Environmental Protection. Records Title: Records of the Division of Housing and Animal Control. 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. 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**

**Box 1**

Activities Synopsis, 1967-1972  
Administrative, Budget, 1969-1970  
Administrative, Reports, 1968-1973  
Administrative, Reports: Monthly Statistics, 1973  
Administrative, Reports: Monthly Statistics, 1974  
Administrative, Reports: Monthly Statistics, 1975  
Animals, Dog Bites, 1971  
Animals, Dog Licensing Correspondence, 1968-1974  
Animals, Dog Licensing Task Force, 1967-1970  
Animals, Inspections, 1973-1974  
Animals, Legislation and Regulations, 1971  
Housing, Apartment Inspections, 1973-1975  
Housing, County Attorney, Memoranda, 1971-1972  
Housing, Garbage and Weeds, 1971-1975  
Housing, Housing Social Services, 1969-1971  
Housing, Inspections, 1968-1971  
Housing, Inspections, 1971-1973  
Housing, Inspections, Seneca Creek, 1971  
Housing, Neighborhood Improvement Program, 1974  
Housing, Reinspection and Condemnation, Form Letters, 1971  
Housing Survey, 1967  
Housing Survey I. Eastern Montgomery, 1967-1968  
Housing Survey I. Eastern Montgomery: Colesville, 1967-1968 (2 folders)  
Housing Survey II. Olney, 1967-1968 (2 folders)  
Housing Survey III. Clarksburg, 1967-1968  
Housing Survey III. Damascus: Damascus, 1967-1968 (2 folders)  
Housing Survey III. Damascus: Laytonsville, 1967-1968  
Housing Survey III. Damascus: Other Towns, 1967-1968  
Housing Survey IV. Western Montgomery, 1967-1968  
Housing Survey IV. Western Montgomery: Barnesville, 1967-1968  
Housing Survey IV. Western Montgomery: Darnestown, 1967-1968  
Housing Survey IV. Western Montgomery: Poolesville, 1967-1968  
Housing Survey IV. Western Montgomery: Other Towns, 1967-1968  
Housing Survey V. Southern Montgomery, 1967-1968  
Housing Survey V. Takoma-East Silver Spring, 1967-1968 (8 folders)  
Housing Survey V. Takoma-East Silver Spring Maintenance Phase, 1967-1968  
Housing Survey VI. Inner Belt, 1967-1968  
Housing Survey VI. Inner Belt: Bethesda, 1967-1968 (2 folders)  
Housing Survey VII. Kensington-Wheaton, 1967-1968  
Housing Survey VII. Kensington-Wheaton: Wheaton, 1967-1968 (6 folders)

*(Box 1, cont.)*

Housing Survey VIII. Germantown-Gaithersburg, 1967-1968

Housing Survey VIII. Germantown-Gaithersburg: Gaithersburg, 1967-1968

**Box 2**

Housing Survey IX. Rockville, 1967-1968

Housing Survey, Town Unknown, 1967-1968

Housing Survey: Community Renewal Program, Areas I-II, 1968

Housing Survey: Community Renewal Program, Areas III-V, 1968

Housing Survey: Community Renewal Program, Areas VI-VIII, 1968

Housing Survey: Dwelling Serial List, Barnesville, 1967

Housing Survey: Dwelling Serial List, Bethesda, 1967

Housing Survey: Dwelling Serial List, Clarksburg, 1967

Housing Survey: Dwelling Serial List, Darnestown, 1967

Housing Survey: Dwelling Serial List, Hammond & Ken Gar, 1965

Housing Survey: Dwelling Serial List, Ken Gar, 1964

Housing Survey: Dwelling Serial List, Lyttonsville, 1967

Housing Survey: Dwelling Serial List, Poolesville, 1969

Housing Survey: Dwelling Serial List, Other Towns, 1969

Housing Survey, Welfare Housing, 1967-1968 (2 folders)

School Refuse Handling Inspections: Sampling, 1975

Solid Waste Closed Log, 1972-1975

Solid Waste Letter Log, 1972-1975