

**MONTGOMERY COUNTY ARCHIVES**

**Guide to the Records of the**

**DEPARTMENT OF SOCIAL SERVICES  
1935-1995**

**Record Group 9: Health and Human Services**

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Montgomery County Archives  
Montgomery County Records Center  
8540 Anniversary Circle, Gaithersburg, Maryland 20877  
(301) 926-5002

[archive@montgomeryhistory.org](mailto:archive@montgomeryhistory.org)

[www.montgomeryhistory.org](http://www.montgomeryhistory.org)

### **ADMINISTRATIVE HISTORY**

The Montgomery County Welfare Board was formed in 1934 in response to the Great Depression in order to serve the growing needs of the population. Through the Welfare Board the County developed adoption and foster care services, and assured the placement and supervision of children committed by juvenile court.

In 1967 the Welfare Board was renamed the Montgomery County Department of Public Welfare. In 1968 it became the Department of Social Services (DSS), a name which aptly reflected the Department's concentration on service programs.

In 1969 an adult service program was established, and single parent services were initiated in 1970 as an expansion and further specialization of adoption services. A few years later, DSS would expand to provide emergency shelters for those without housing. Throughout the 1980s shrinking funds demanded the creation of management programs and labor-saving measures.

In the early 1990s the DSS continued to operate as a social service department supervised by the State of Maryland's Department of Human Resources, while simultaneously functioning as an agency of the Montgomery County Government. The Department operated four divisions under the Office of the Director: Income Maintenance, Adult Services, Child Welfare Services, and Emergency Services. On July 1, 1995 the DSS became part of the newly created Montgomery County Department of Health and Human Services (DHHS) which combined the Departments of Social Services; Addiction, Victim, and Mental Health; Family Resources; and Health into one department focused on integrated service delivery systems.

### **EXTENT**

2 cubic feet: 2 records boxes.

### **SCOPE AND CONTENT**

The bulk of these records represent an effort by the Historical Subcommittee of the Department's Employee Action Committee to collect material documenting the history of the DSS from the creation of the Welfare Board in 1934 to the incorporation of the DSS into the DHHS in 1995 and 1996. The records document day-to-day operations of the Department, provide a visual record of special events in the Department's history, and include interviews with key personnel. Material includes papers, photographs, negatives, clippings, printed material, video cassette tapes, and audio cassette tapes.

The records are arranged as four series:

Series I: Subject Files

Series II: Printed Material

*Subseries 1: Reports*

*Subseries 2: Manuals and Serials*

Series III: Audiovisual Material

Series IV: Photographic Material

**SERIES DESCRIPTIONS**

**Series I: Subject Files, 1937-1995**

**(1 cubic foot)**

This series documents the general administration and activities of the Welfare Board and the DSS. It includes typewritten notes by Welfare Board personnel during the 1930s and 1940s that document public relations efforts, special events, day-to-day administration of the Board and its relationship with State agencies, personnel matters, policy development, and details of individual cases dealt with by the Board. The series also contains general correspondence and memoranda, materials used in training, and background information on welfare services. Of particular interest is a historical time line of the Department, *Cherish the Accomplishments*, written by Steve Zepnik, Chairperson of the Historical Subcommittee. Several of the early folders containing Welfare Board notes are restricted as they contain sensitive personnel and case information.

The series is arranged alphabetically by subject. Records within folders are arranged in chronological order, either reverse or forward depending on the original arrangement.

**Series II: Printed Material, 1935-1995**

**(1 cubic foot)**

This series contains annual reports of the Welfare Board and the DSS, program summary documents, State manuals, serial publications of the Department, and other ad hoc reports.

The series is arranged into two subseries:

***Subseries 1: Reports, 1935-1995***

***(0.5 cubic feet)***

This subseries consists primarily of annual reports, but also includes some other special ad hoc reports; it is arranged chronologically, then alphabetically within each year.

***Subseries 2: Manuals and Serials, [1948]-1995***

***(0.5 cubic feet)***

This subseries contains issues of three serials produced by the DSS during the 1990s, and several manuals and program descriptions originating from State agencies. These State publications contain specific instructions for the DSS, the agency through which State policies described in the publications were implemented locally. Records in this subseries are arranged alphabetically by title and then chronologically.

**Series III: Audiovisual Material, 1987- 1991**

**(1 folder)**

This series contains separation sheets for nine video-taped recordings and two P6-120 video cassette recordings of key DSS staff including Executive Director Harriet Herman, and Gladys Benson, a senior case supervisor for the Board from 1934 to 1971, which have been removed for storage to Record Group 16: Oral Histories. No transcripts currently exist for the recordings. Recordings for which no oral history release forms were received are restricted. The recordings

are arranged in Record Group 16 by last name of interviewee. The series also contains a separation sheet for an audio tape of a recording of National Public Radio's *Morning Edition* featuring coverage of the County's Family Independence Project (FIP), a pilot program designed to reduce welfare dependency by providing health care subsidies. This recording has been transferred for storage to Record Group 19: Audiovisual.

**Series IV: Photographs, [1935]-1995**  
**(1 folder)**

This series contains separation sheets for photographic material documenting the history of the Department which has been removed for storage to RG 19: Photographs. It includes photographs of Welfare Board members from the 1930s, and photographs and negatives of other key personnel and events since that date, such as the retirement of William E. Royer, the Board's first director. One photograph is restricted as it contains confidential adoption information. Photographs and negatives are arranged separately respectively, in chronological order.

Records in this series located within Audiovisual RG 19 and Flat File 17 are:

Negatives, [1973], 1991 (Located RG 19)

Photographs (6 folders), [c. 1935]-1995, n.d. (Flat File 17 and RG 19) **(RESTRICTED)**

**CONDITIONS GOVERNING ACCESS**

This collection is open for research. Some material is restricted due to content or privacy reasons; folders with restricted content are marked as such in the finding aid and will not be served to researchers. If you have questions about restricted material, please contact the archivist.

**LANGUAGE**

English.

**PROVENANCE**

The bulk of the records were transferred from the former DSS in 1997. Series II, Subseries 1 was supplemented with reports culled from various accessions of printed material. The meeting minutes in Series I were accessioned from the Rockville Regional Library in 1998.

**USING THESE RECORDS**

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

Record Group 9, **Records of the Department of Social Services**, 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 9: Health and Human Services. Records Title: Records of the Department of Social Services. 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**

**Series I: Subject Files, 1937-1995**

**Box 1**

Awards and Accomplishments, 1994-1995, n.d.  
Cherish the Accomplishments: A Montgomery County Department of Social Services Historical Time Line, 1990  
Clippings, 1937-1941, 1956  
Clippings, 1987, 1989-1990  
Community Contacts, October 1938-March 1939 (**RESTRICTED**)  
Community Contacts, April 1938-September 1938 (**RESTRICTED**)  
Community Contacts, April 1939-1940 (**RESTRICTED**)  
Conferences with State Staff, 1941 (**RESTRICTED**)  
Conferences with State Staff, 1942 (**RESTRICTED**)  
Conferences with State Field Supervisors, 1943 (**RESTRICTED**)  
Independent Boarding Homes, 1939-1940 (**RESTRICTED**)  
Material Relevant to Montgomery County Welfare Board Policies, 1939-1940 (**RESTRICTED**)  
Meeting Minutes, 1989-1995 (3 folders)  
Memoranda and General Information, 1961-1979  
Memoranda and General Information, 1981-1995, n.d.  
Presentation to James Gleason, 1974  
Program Descriptions and Chronologies, 1974, 1990, n.d.  
Responsibilities of an Executive Secretary in a Small County Welfare Board, [c. 1940]  
Retirement of Carol Johnson, August 1993  
State Programs and Salary Standards, 1941-1945, 1966, 1986  
Supervisory Memoranda, 1980  
Training Materials, 1964-1966, n.d.  
Training Materials, Foster Care, [ca. 1960]

**Series II: Printed Material, 1935-1995**

***Subseries 1: Reports***

***Box 1, cont.***

Welfare Board Annual Report 1934-1935, 1935  
State of Maryland Laws Relating to Public Assistance, 1936  
Welfare Board Annual Report 1935-1936, 1936  
Welfare Board Annual Report 1936-1937, 1937  
Montgomery County's Welfare Program, 1938  
Welfare Board Annual Report 1938-1939, and Social Service League Annual Report, 1939  
Welfare Board Annual Report 1939-1940, 1940  
Welfare Board Annual Report 1940-1941, 1941  
Welfare Board Annual Report 1941-1942, 1942  
Welfare Board Annual Report 1942-1943, 1943  
Welfare Board Annual Report 1943-1944, 1944

*(Subseries 1: Reports, Cont.)*

*(Box 2, cont.)*

Welfare Board Annual Report 1944-1945, 1945  
Welfare Board Annual Report 1945-1946, 1946  
Welfare Board Annual Report 1946-1947, 1947  
Welfare Board Annual Report 1947-1948, 1948  
Welfare Board Annual Report 1948-1949, 1949  
Maryland's Most Valuable Resource: A Report to the Citizens of Maryland and the Local Youth  
    Commissions from the Maryland Commission for Youth, 1950  
Welfare Board Annual Report 1949-1950, [1950]  
Welfare Board Annual Report 1953-1954, 1954  
Welfare Board Annual Report 1954-1955, 1955  
Governor's Conference on Juvenile Delinquency, 1955  
Second Governor's Conference on Juvenile Delinquency, 1956  
Needs of Youth as Youth Sees Them: A Survey Among Senior High School Students of  
    Montgomery County, Maryland 1953-1959, [1959]  
Public Welfare: First Quarter Century, 1934-1959, [1959]  
Public Welfare Organization and Administration in Maryland, 1964  
Advisory Council on Child Welfare Annual Report, 1965  
Helping People to Help Themselves, 1968  
Annual Report 1967-1968, 1969  
Summary of Programs and Services, Revised 1969  
Annual Report 1968-1969, 1970  
Annual Report 1969-1970, 1970  
Helping People to Help Themselves, 1970  
Annual Report 1970-1971, 1971  
Maryland State Department of Social Services Personnel Manual, [1971]  
Annual Report 1971-1972, 1972  
Annual Report 1972-1973, 1974  
Child Welfare Services Division Annual Report, 1976  
Summary of Programs, 1977  
Annual Report Fiscal Year 1977, 1978  
Annual Report Fiscal Year 1978, [1978]  
Annual Report Fiscal Year 1980, 1980  
Summary of Programs, 1980  
Fiscal Year 1981 Annual Report, 1981  
Quality Assistance Committee Report, 1988  
Summary of Programs, 1989  
Cornerstone of Social Services Delivery System, 1991  
FY 92 Annual Report, 1992  
Annual Report FY 93, 1993  
Annual Report FY 94, 1995  
Annual Report FY 95, 1995

*(Subseries 1: Reports, Cont.)*

*(Box 2, cont.)*

Health and Human Services Restructuring Design, 1995

**Flat File 16**

Montgomery County Department of Social Services: 40 Years of Service: 1939-1979

*Subseries 2: Manuals and Serials, [1948]-1995*

*(Box 2, cont.)*

*FYI Weekly Administrative Bulletin*, March 1990, January-December 1994

*Good News Newsletter*, November-December 1994

Manual of the Department of Public Welfare, [1948-1967]

Maryland Social Services Administration Programs 1 (3 folders), [1970-1980]

Maryland Social Services Administration Programs 2 (2 folders), [1969-1980]

*Spotlight*, February 1992-June 1994

*Spotlight*, October 1994-June 1995

**Series III: Audiovisual Material, 1987- 1991**

Audiovisual Material (see RG 16 and RG 19 for actual material)

Benson, Gladys, Interview, n.d. (2 cassettes)

Bishop, Ann, Interview, April 22, 1990 **(RESTRICTED)**

Bishop, Ann, Interview, April 23, 1990 **(RESTRICTED)**

Caulk, Robert, Interview, August 29, 1991 **(RESTRICTED)**

Herman, Harriet, Interview, June 12, 1990

Herman, Harriet, Edit, n.d

Oswald, Mary Lou, Interview, April 25, 1990

Scott, Pat, Oral History, March 1990

Smith, Catherine, Interview, June 21, 1990

Smith, Jim, Interview, March 8, 1990 (on Ann Bishop April 22, 1990 tape)

National Public Radio's *Morning Edition*, November 4, 1987

**Series IV: Photographs, [1935]-1995**

Photographs, [c. 1935]-1995, n.d. **(RESTRICTED)**

Negatives, [1973], 1991