

MONTGOMERY COUNTY ARCHIVES

GUIDE TO THE RECORDS OF THE

DEPARTMENT OF FAMILY RESOURCES

1981-1983

Record Group 9: Health and Human Services

July, 1997
Revised October 20, 2015
Updated 2018

Montgomery County Archives
Montgomery County Records Center
8540 Anniversary Circle, Gaithersburg, Maryland 20877
(301) 926-5002
archive@montgomeryhistory.org
www.montgomeryhistory.org

ADMINISTRATIVE HISTORY

The Department of Family Resources provides services to mentally and physically disabled residents of the County. The Department's Children, Youth and Family Resources Division provides child care, referrals, information, and financial assistance to working parents. The Program Development and Planning Division promotes community planning, volunteerism and conservation. The Department of Family Resources also contains the Elderly Affairs Agency, which provides information and assistance in finding housing, long term care, guardianship and transportation to elderly residents of the County.

EXTENT

0.3 cubic feet: 1 letter-size Hollinger box.

SCOPE AND CONTENT

Materials in the collection focus on the work of the Disability Resource Division. The remainder of the materials document some aspects of the Department's work for children and youth, through private community groups. The records date from 1981-1983 and include reports, charts, and correspondence. The records are arranged in two series:

Series I: Children, Youth and Family Division

Series II: Disability Resources Division

SERIES DESCRIPTIONS

Series I: Children, Youth and Family Division, 1981-1983

(0.2 cubic feet)

This series contains records which document the Division's contracts with private groups such as the YMCA and Pals Program to provide services for children and their families. The records are primarily reports, charts, correspondence and press releases.

The folders are arranged alphabetically by the organization providing services.

Series II: Disability Resources Divisions, 1981-1983

(0.1 cubic feet)

These records document the Division's contracts with private groups to provide services for the physically and mentally disabled. The records consist of reports and correspondence and are arranged alphabetically by the organization providing the services.

CONDITIONS GOVERNING ACCESS

This collection is open for research.

LANGUAGE

English.

PROVENANCE

The collection was transferred from the Records Center in Accession #91-10, originally 2 cubic

feet.

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 Family Resources**, 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 Family Resources. 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

Series I: Children, Youth and Family Resources

Box 1

Karma Academies, 1982

Kensington/Wheaton Youth Services, 1982-1983

La Comunidad, 1982-1983 (2 folders)

Pals Program, 1983

YMCA

 Bethesda Youth Services, 1983

 Rockville Youth Services, 1983

 Silver Spring, 1983

Series II: Disability Resources Division

(Box 1, cont.)

Interpreter Services for Deaf and Hearing Impaired, 1981

Jubilee Association, 1981-1982

Maryland Society for Autistic Adults and Children, 1982

Mental Health Association Hotline, 1982-1983