

MONTGOMERY COUNTY ARCHIVES

Guide to the Printed Material of

**RECORD GROUP 10: COMMUNITY
DEVELOPMENT AND HOUSING
1964-2007**

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**GUIDE TO THE PRINTED MATERIAL OF
RECORD GROUP 10: COMMUNITY
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ADMINISTRATIVE HISTORY

Community development and housing services in Montgomery County have been provided by a variety of offices and departments since the 1960s. In 1961 the County Council created the Office of Economic Development which subsequently merged with the Office of Information and Research to form the Department of Information and Economic Development in 1962. The primary function of the Department was to attract new industries to the County and to assist the County's existing industries in prospering and expanding. The Office of Community Development was formed in 1965 and, in 1966, became the administrative agency responsible for conducting urban renewal and allied programs, providing public housing, and directing community action.

In 1972 a County-wide reorganization resulted in the formation of the Department of Community and Economic Development which absorbed the Office of Program Coordination, the Department of Economic Development, the building construction activities of the Public Works and General Services Department, and the housing relocation functions of the Health Department. Another reorganization in 1980 combined housing and community development functions in the Department of Housing and Community Development. A primary goal of the Department was to produce a greater variety of affordable dwelling units in the County through assisted and rental housing, new construction, and housing rehabilitation. Economic development became a separate function under the Office of Economic Development.

In the mid-1990s, the County government was again restructured in an attempt to further streamline operations. The Department of Housing and Community Affairs was created to combine the functions of the Department of Housing and Community Development, the Office of Consumer Affairs, and the Office of Planning Implementation. The Department of Economic Development operated with expanded functions including the establishment of a new marketing division and additional support services for the local agricultural industry.

EXTENT

7 cubic feet (4 record boxes, 7 Hollinger letter-size boxes, oversized material in Flat Files)

SCOPE AND CONTENT NOTE

This collection includes reports, surveys, guides, directories, serials, and other printed material from the various offices and departments that have been responsible for community development, economic development, and housing since the 1960s. Early data collected by the

Department of Information and Economic Development to provide information on economic characteristics of the County can be found here, as well as documentation of community renewal programs undertaken in the 1960s and 1970s. The collection also contains public review documents transferred from Rockville Library that relate to the cable television franchise in the County, and reports and studies from the Office of Consumer Affairs.

Serials are arranged at the end of the collection alphabetically by title, and then chronologically.

These materials are arranged in four series:

Series I: Economic Development

Subseries 1: Office of Economic Development

Subseries 2: Department of Economic Development

Subseries 3: Economic Development Advisory Board and Council

Series II: Department of Community and Economic Development

Series III: Housing and Community Development

Subseries 1: Office of Community Development

Subseries 2: Rehabilitation and Redevelopment Commission

Subseries 3: Department of Housing and Community Development

Subseries 4: Office of Planning and Capital Development

Subseries 5: Office of Landlord-Tenant Affairs

Subseries 6: Division of Commercial Revitalization

Subseries 7: Division of Community Planning and Development

Subseries 8: Division of Community Development

Series IV: Consumer Affairs

Subseries 1: Annual Reports

Subseries 2: Reports and Guides

Subseries 3: Cable TV

Series V: Department of Housing and Community Affairs

SERIES DESCRIPTIONS

Series I: Economic Development, 1964-2000, n.d.

(0.95 cubic feet)

Materials in this series relate to the economic development of the County, and were produced variously by the Department of Economic Development, the Department of Information and Economic Development, and the Office of Economic Development as County government was reorganized and the function was alternately merged and separated from that of community development.

This series is divided into three subseries: Office of Economic Development, Department of Economic Development, and Economic Development Advisory Board and Council. Items are arranged in chronological order within each subseries, and then alphabetically within each year.

***Subseries 1: Office of Economic Development, 1964-1994, 1996, 1998, 2000, n.d.
(0.8 cubic feet)***

Information in this subseries includes surveys, inventories, and directories of businesses, economic data, studies and development plans, several statistical profiles of the County, Community Economic Inventories, a 1980 office building inventory, annual reports, and small business guides.

Subseries 2: Department of Economic Development, 1984-1986; 1996-1999; 2004-2007

This subseries consists of promotional brochures and posters for programs and events in Montgomery County, including the 1998 and 1999 History Day celebrations.

Records in this subseries found within Flat File 15 are:

- Montgomery County History Day, Sunday July 5, 1998 (2 Publicity Posters)
- Advertising Material from History Day, 1999 (2 Posters, 1 Brochure)

Records in this subseries found within Flat File 33 are:

- Maryland's 350th Anniversary: poster and placard, 1984
- Montgomery County Ethnic Heritage Festival: poster and flyers, 1984
- Montgomery County Ethnic Heritage Festival: poster, 1986

***Subseries 3: Economic Development Advisory Board and Council, 1978-1992
(0.15 cubic feet)***

Established by County Executive James Gleason in November 1976 to assist in assessing the status of economic development in Montgomery County, the Economic Development Advisory Board closely examined the County's economy, governmental operations, and potential for continued economic development. In 1978, the Board produced a report entitled *Montgomery County's Economy: Current Problems and Economic Development Potential*. Most of its recommendations were accepted by the County Executive and Council in a joint resolution which mandated a second-stage study. The Board created five committees to carry out this work: Budget Restraint, Government Reorganization, Strategic Plan, Implementation, and Communication and Prospect Development. Recommendations included reduction in the size of government and taxes, and increased spending on infrastructure, particularly transportation and sewer services. The second report in 1979 recommended support and expansion of existing businesses, encouragement of small and minority businesses, revitalization of urban commercial centers with both public and private investment, affordable housing, and less onerous government interference.

Its successor, the Economic Advisory Council, was established by executive order in February 1981 to advise the Executive on economic development matters and fiscal, management, and budgetary issues. The Council operates through three standing committees. The Strategic Planning Committee evaluates economic trends and develops

economic, employment, and population forecasts to assist in improving services and fiscal and capital budget planning. The Business Resource Committee deals primarily with matters affecting the employment base, the retention and growth of existing businesses, and attraction of potential new employers. The Special Projects Committee organizes ad hoc teams of specialists to assist County government with particular management and organizational issues. The Council is also supported by task-oriented and ad hoc subcommittees appointed on an as-needed basis.

This subseries contains reports and conference proceedings.

**Series II: Department of Community and Economic Development, [1972]-1978
(0.05 cubic feet)**

This Department was assembled in 1972 by combining the Office of Program Coordination, the Office of Economic Development, the building construction activities of the Public Works and General Services Department, and the housing relocation functions of the Health Department. Another reorganization in 1980 separated the functions of housing and community development from those relating to economic development.

Material in this series includes housing, economic, and transportation surveys and assessments, as well as the 1975 preliminary master plan for Washington Grove. Items are arranged chronologically, and then alphabetically within each year.

**Series III: Housing and Community Development, 1967-1996
(1.9 cubic feet)**

This series contains materials produced by the Department of Housing and Community Development and some of its constituent offices. It also contains the records of its predecessor agency, the Office of Community Development, and the Rehabilitation and Redevelopment Commission, which were concerned with community support and revitalization issues in the late 1960s.

Materials within each subseries are arranged in chronological order, and then alphabetically with each year.

***Subseries 1: Office of Community Development, 1968-1979
(0.6 cubic feet)***

This Office was formed in 1965 and, in 1966, became the administrative agency responsible for conducting urban renewal and allied programs, providing public housing, and directing community action. In 1972, these and other housing programs were joined with those relating to economic development when the Department of Community and Economic Development was organized during a government restructuring. In 1980, the housing and community development functions were separated from economic development activities when a new department was created.

Materials in this subseries include land use and housing surveys, as well as plans and surveys for such communities as Cabin John, Poolesville, and Olney. This subseries also contains the 1971 Action Plan for Community Development, administrative guidelines for the moderately-priced housing law, a 1976 manual of programs and services for the elderly, and needs assessments for housing and the Hispanic community.

***Subseries 2: Rehabilitation and Redevelopment Commission, 1967-1969
(0.25 cubic feet)***

In order to assess its need for a Community Renewal Program as provided by the Housing Act of 1959, Montgomery County authorized studies to explore the need for renewal action and its ability to implement a renewal program. With funds obtained in part through a federal grant from the Redevelopment Assistance Administration of the Department of Housing and Urban Development, the County commissioned City Planning Associates of Falls Church, VA, to identify, measure, and evaluate the need for renewal action to eliminate blight and prevent future deterioration, and to develop a staged program of action to meet those needs commensurate with the resources available to the community.

City Planning Associates produced a series of nine reports in fulfillment of this mandate. These reports identified the extent, nature, and trend of blight and deterioration; the economic basis of the community and its development prospects as they relate to renewal; local conditions which govern renewal programming; tools and solutions; and a continuing action program. The end product of this effort was a comprehensive and long-range plan and schedule of renewal activities in the community. The proposed program was designed to serve as a basic guide for renewal activity in the community. The consultants presented their final report in October 1969, and the County's response to its recommendations can be found in the Community Renewal Program reports in Subseries 1, Office of Community Development.

This subseries contains several of the reports produced in 1968 and 1969 during this task.

***Subseries 4: Office of Planning and Capital Development, 1973-1979
(0.15 cubic feet)***

This subseries contains plans for and analysis of the medical center and the reuse of surplus schools. Materials also include site selection reports for Germantown commuter rail station parking and the central processing and rail transfer facilities for the solid waste management program.

***Subseries 5: Office of Landlord-Tenant Affairs, 1980-2006
(0.1 cubic feet)***

This subseries contains rental vacancy reports, apartment directories, and a 1980 review of rent stabilization efforts in the County.

***Subseries 6: Division of Commercial Revitalization, 1984-1986
(0.1 cubic feet)***

The Division oversaw the preparation of reports on the revitalization of such communities as Wheaton, Bethesda, and Silver Spring. This subseries contains copies of some of these reports.

***Subseries 7: Division of Community Planning and Development, 1986-1994
(0.25 cubic feet)***

This subseries contains proposed and final statements relating to the federally-funded Community Development Block Grant Program for the years 1988 to 1994. Materials also include a report on a comprehensive housing affordability strategy for FY 1994, which summarizes housing needs within the County and plans for meeting those needs.

***Subseries 8: Division of Community Development, 1996
(0.05 cubic feet)***

This subseries contains a draft consolidated housing plan for the County for FYs 1996 to 2000, which proposed to combine the planning, application, and reporting requirements for four federally-funded housing programs.

**Series IV: Consumer Affairs, 1973-1998
(2.5 cubic feet)**

The services provided by the Consumer Affairs Office include resolving consumer complaints, obtaining restitution for consumers, preventing deceptive and unfair trade practices, taking legal action against businesses that violate consumer protection laws, providing information to consumers and businesses, and developing additional consumer protection regulations to address new market-place problems. The office is also responsible for oversight of the County cable TV franchise.

Records in this series include annual reports, reports of advisory committees, and printed material generated from the Office. Records also include memoranda, reports, executive orders, and agreements deposited in Rockville Library for public review relating to the cable television franchise in Montgomery County. Unless otherwise noted, folders in each subseries are arranged in chronological order, and then alphabetically within each year.

***Subseries 1: Annual Reports, 1973-1994
(0.2 cubic feet)***

This subseries is comprised of several annual reports from the Office of Consumer Affairs for the years between 1973 and 1994, and illustrates the growth of the agency, its increasing influence, and its efforts on behalf of County consumers. A few of the reports are missing, and a 1983 annual report from the Advisory Committee on Consumer Affairs can be found in the beginning of the subseries.

Subseries 2: Reports and Guides, 1980-1991
(0.15 cubic feet)

This subseries contains guides issued to assist local consumers in obtaining creditable and legitimate services in such areas as home improvement and health care, including nursing home and alternative support services.

Records in this subseries located within Flat File 16 are:

- Medicare Supplement Insurance Guide and 1987 Survey Charts, 1986

Subseries 3: Cable TV, 1974-1996
(2.15 cubic feet)

Records in this subseries include memoranda, reports, executive orders, and agreements deposited in Rockville Library for public review relating to the cable television franchise in Montgomery County. The materials consist primarily of rate change filings and Consumer Affairs staff recommendations, and also include the 1986 franchise agreement and its amendments; documentation relating to the public, educational, and government (PEG) channels; discussion of the transfer of the cable TV franchise to SBC Media Ventures; and several reports and studies. Also included are annual reports from Cable TV Montgomery for the years between 1988 and 1996 (excluding 1992), which are arranged at the beginning of the subseries.

LANGUAGE

English

PROVENANCE

The collection was culled from various accessions of printed material, including but not limited to: Accessions #86-03, 92-25, 96-35, 97-28, 99-22, 99-23, and 2017-04.

USING THESE RECORDS

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

Record Group 10, 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 10: Community Development and Housing. Record 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. 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 photocopying of newspapers was performed whenever feasible.

FINDING AID AUTHOR

Sarah Hedlund

MCA Staff

BOX INVENTORY

Series I: Economic Development, 1964-2007

Subseries 1: Office of Economic Development, 1964-1994, 1996, 1998, 2000; n.d.

Box 1

Community Economic Inventory, 1964
Ashton Shopping Center, Feasibility Analysis, 1965
Business and Industrial Firms, Montgomery County, Maryland, 1966
Directory: Business and Industrial Firms, Montgomery County, Maryland, 1968
Economic Data, 1968
Cooperative Area Manpower Planning System (CAMPS) FY 1970, 1969
Economic Data, 1969
Principal Industrial Sites, Montgomery County, Maryland, c. 1968/1969
Montgomery Medical Center, Development Plan, 1970
Relative Importance to Montgomery County of Selected Economic Activities, A Benefit/Cost Study, 1970
Brief Statistical Profile of Montgomery County, Maryland, [c. 1971]
Community Economic Inventory, 1973
Statistical Profile of Montgomery County, [1973]
Principal Industrial Sites, [1974]
Statistical Profile of Montgomery County, Maryland, 1974
Statistical Profile of Montgomery County, Maryland, 1975
Montgomery County Community Economic Inventory, 1976
Office Building Inventory, 1980
Brief Socio-Economic Facts About Montgomery County, Maryland, 1982
Office of Economic Development Annual Report Fiscal Year 1982, 1982
Small Business Guide (Spanish language version), 1982
Job Training Partnership Title II: A Job Training Plan, Program Year 1984 Modification, 1983
Quick Guide to Commercial-Industrial Zoning and Development in Montgomery County, Maryland, 1983
Annual Report FY 1984
Brief Socio-Economic Facts About Montgomery County, Maryland, 1984
Brief Socio-Economic Facts About Montgomery County, Maryland, 1985
Directory of Primary Businesses in Montgomery County, Maryland, 1985
Highlights of the Findings of the Montgomery County Local Occupational Outlook 1985, [1985]
Directory of Primary Businesses in Montgomery County, Maryland, 1986
Montgomery County Agriculture 1986, Includes Annual Reports of the Agricultural Advisory Committee and the Agricultural Preservation Advisory Board, and the Proceedings from the 1986 Agricultural Leaders Forum, 1986
Office of Economic Development Annual Report, FY 1986, [1986]
Small Business Guide, 1986
Brief Socio-Economic Facts About Montgomery County, Maryland, 1987
Businesses and Industries in Montgomery County, Maryland, 1987

***Series I: Economic Development; Subseries 1: Office of Economic Development, Cont.
(Box 1, Cont.)***

Guia Para Pequenos Negocios, Small Business Guide (Spanish), 1987
Montgomery 2020: Making Our Future Your Business: Annual Report, 1987
Small Business Guide, 1987
1988 Annual Report, 1988
Brief Socio-Economic Facts About Montgomery County Maryland, 1988
Challenge: Managing Growth, A Report on Economic Development in the Greater Washington Region, 1988
Entrepreneurship in Montgomery County, Final (Counsel for Community Development, Inc.), 1988
Suburban Maryland Fair Housing Newsletter, 1988
Office of Economic Development 1988 Annual Report, [1988]
Brief Socio-Economic Facts About Montgomery County, Maryland, 1989
Farmland Preservation Programs in Montgomery County, [1989]
Minority-, Female-, and Disabled-Owned (MFO) Business Procurement Fair Resources Guide, 1989
Office of Economic Development Annual Report, 1989
Profile of Foreign Companies in Montgomery County, Maryland, 1989
Report on Exporting Activities of the high Technology Industry (Montgomery County High Technology Council, Inc., 1989
Small Business Guide, 1989
Brief Socioeconomic Facts About Montgomery County, Maryland, 1989
1989 Annual Report, [1990]
Biological and Medical Science Related Industries in Montgomery County, Maryland, 1990
Formation Technology Industries in Montgomery County, Maryland, 1990
Major Employers in Montgomery County, 1990
Minority Business Directory, 1990
Montgomery County Agricultural Land Preservation, 1989 Annual Report, 1990
Montgomery County Employment Survey, 1990
Agricultural Preservation Easement Purchase Program, FY 1991 Annual, 1991
Farmland Preservation Programs in Montgomery County, [1991]
Strategic Plan for Economic Development for the 1990s, 1991
Strategic Plan for Economic Development for the 1990s, 1993
Strategic Plan for Economic Development for the 1990s - Update, 1993
Biological and Medical Science Related Industries in Montgomery County Maryland, 1992
Major Employers in Montgomery County, Maryland, 1992
Montgomery Business Watch, 1992-1994, 1992
National Associations in Montgomery County, Maryland, 1992
National Associations in Montgomery County, 1992
Report of a Study of the Needs of the Biotechnology Industry in Montgomery County, 1992

Series I: Economic Development; Subseries 1: Office of Economic Development, Cont.

Box 2

Retail Use Alternatives for the Vitro Site and Probable Competitive Impacts - Aspen Hill, 1992
Silver Spring Central Business District Space and Development Profile, 1992
Minority-, Female-, and Disabled-Owned (MFO) Business Procurement Fair, 1993
Montgomery Business View, 1993-1995
Profile of Biological and Medical Science Related Industries in Montgomery County, Maryland, 1993
Bringing High-Technology Education to Your Business and Biotechnology Fact Sheets, 1994
Report on Employment and Training Programs, Fiscal Year 1994 (Montgomery County Private Industry Council, Inc.)
Developing a Patuxent Reservoir Protection Strategy, Interim Report of the Patuxent Reservoir Protection Group, 1995
Montgomery County Economic Agenda for the Future, 1996
Workforce Development Resources for Business, Montgomery County Maryland, 1998
Profile of Exporting Companies in Montgomery County, 2000
Why an EDC (Economic Development Committee)?, n.d.
You've heard of Montgomery County. Here's why..., n.d.

Subseries 2: Department of Economic Development, 1996-2007

(Box 2, Cont.)

Montgomery County: The Place to Be, 1996
History Day: A Free County-Wide Event, 1998 (*see Flat File 15*)
History Day Posters and Brochure, 1999 (*see Flat File 15*)
International Trade Directory: Montgomery County, Maryland, 1997
Maryland's 350th Anniversary: poster and placard, 1984 (*see Flat File 33*)
Montgomery County Ethnic Heritage Festival: poster and flyers, 1984 (*see Flat File 33*)
Montgomery County Ethnic Heritage Festival: poster, 1986 (*see Flat File 33*)
Profiles of International Companies, 1998
The Hispanic Business Institute: A public/private partnership to enhance economic opportunities for Hispanic Businesses, 1999
Profile of Exporting Companies in Montgomery County, 2000; 2001
Profile of Companies in Montgomery County, 2001
Profile of Information Technology Companies in Montgomery County, 2001
Profile of Major Employers in Montgomery County, 2001
Profile of Bioscience Companies in Montgomery County, 2002
Resources and Programs for Small Businesses, 2004
Resources and Programs for Small Businesses, 2007

Subseries 3: Economic Development Advisory Board and Council, 1978-1992; 1999, 2001

(Box 2, Cont.)

Economic Development Progress (Timken Report Update), 1978
Montgomery County's Economy: Current Problems and Economic Development, 1978
Initiatives for Economic Progress, 1979

White Paper on New Directions for Employment and Economic Development for the Eighties, 1982
Consensus Conference of Montgomery County Corporate Executives, 1984
Metro Impact Studies, Supplement to Executive Conference Proceedings, 1986
Partnerships Making a Difference, [ca. 1986]
Consensus Conference of Montgomery County, Corporate Executives, 1988 Proceedings, 1988
Entry and Re-Entry Employment Task Force of the Economic Advisory Council, Final Report, 1988
Report of the Subcommittee on High Technology Entrepreneurship in Montgomery County, 1989
Report of the Subcommittee on the 1989 Small Business Forum in Montgomery County, 1989
Consensus Conference of Montgomery County: Affordable Housing - Turning Ideas into Action, 1990
Final Report of the Subcommittee on Health Insurance for Small Employers, 1990
Report of the Subcommittee on the 1990 Small Business Forum in Montgomery County, 1990
Conclusions of the Roundtable Discussion on Federal Procurement, 1991
Consensus Conference of Montgomery County: 1991 Proceedings, 1991
Report of the Health Insurance Pool Advisory Board, 1991
Report of the Subcommittee on the 1991 Small Business Forum in Montgomery County, 1991
Financing Options for Transportation Infrastructure: Infrastructure Financing Subcommittee Report, 1992
The Economic Development Report Card for Montgomery County 1998, 1999
The Navigator: Quick Reference Procurement Guide for Business Entrepreneurs, [2001]

Series II: Department of Community and Economic Development, 1972-1978
(Box 2, Cont.)

Housing Needs of Montgomery County's Projected 90,000 Workers Based on a Survey of the 70S Industrial Corridor, [1972]
Report to the Community on Agriculture- "The Montgomery Farmer: Grass Roots," August 1974 (*see Flat File 18*)
Report on Montgomery County Agriculture, 1974
Home Seekers Guide, 1974
Town of Washington Grove, Preliminary Master Plan, 1975
Community Economic Inventory, Montgomery County, Maryland, 1976
Poolesville Community Facilities: Feasibility Study, 1977
Assessment of Highway System Requirements to Meet Future Traffic Demands in the Shady Grove Road Corridor, 1978

Series III: Housing and Community Development, 1968-2006
Subseries 1: Office of Community Development, 1968-1979
(Box 2, Cont.)

Land Data Bank, 1968
Analysis of New and Used Housing Sales Transactions for Montgomery County: 701 Housing

Study Interim Report No. 2, 1970
Community Renewal Program Completion Report Part 1: Action Program for Community Development, 1971
Community Renewal Program Completion Report Part 2: Action Program for Open Communities, 1971
Apartment Project Survey, 1973
Cabin John Community Plan, 1973
Housing Choices: A Housing Policy and Program for Montgomery County, Maryland, 1973
Town of Poolesville, Comprehensive Plan, 1974

Box 3

Western Upper Montgomery County Housing Study, 1974
Administrative Guidelines Moderately Priced Housing Law, 1975
Montgomery County Information Manual, Programs and Services for the Elderly, 1976
Greater Olney Housing Study, 1977
Housing Demand and Needs Analysis 1976-1985, 1977
Report on the Evaluation of Current Sales Price and Rental Limits for Moderately Priced Dwelling Units and Recommendations for Revised Sales Price Limits, 1977
Strengthening the Housing Code Enforcement Program in Montgomery County, Maryland, 1977
Study of Mobile Homes on Individual Sites, 1977
Needs Assessment of the Hispanic Population, 1979
Needs Assessment of the Hispanic Population: Executive Summary, 1979
New Horizons Fair Housing Strategy Development, 1979

Subseries 2: Rehabilitation and Redevelopment Commission, 1967-1969

Box 4

Approach to a Humane Environment, 1967
Montgomery County Community Renewal Program, the Economic Basis for Renewal (Section I), Part I (City Planning Associates, Inc.), 1967
Economic Basis for Renewal: Economic Growth and Land Requirements, 1968
Physical Inventory and Structural Conditions: Community Renewal Report No. 4, 1968
Population and Social Characteristics, 1968
Relocation and Housing Needs, Supply and Demand: Community Renewal Report No. 7, 1968
Community Renewal Program Final Report, 1969

Box 5

Community Renewal Program Maryland R-39 (CR) Community Development Potential Report 8, 1969 (in Flat File 7)
Program Formulation and Administrative Organization: Community Renewal Program Report No. 9, 1969

Subseries 3: Department of Housing and Community Development, 1980-1989; 1991-2001

Box 5

Federally Assisted Housing in Montgomery County, Maryland, 1980

Housing Policy for Montgomery County in the 1980s, 1980
Housing Policy for Montgomery County, Maryland: Executive's Recommended Draft, 1980
Study for the Restoration of Darnall Farm, 1980
Effects of 1979 Condominium Conversion in Montgomery County, 1981
Housing Policy for Montgomery County, Md. in the 1980s, 1981
Unimproved Roads Analysis, 1981
Department of Housing and Community Development 1981-1982 Annual Report, [1982]
Examination of Factors and Justification for Limiting New Assisted-Family Housing, [1983]
Executive's Annual Housing Report, 1983

Box 6

Moderate Income Housing Discussion and Tour, 1983
Moderately Priced Dwelling Unit Program: Recommendations and Summary of
Recommendations, 1983
Community Development Block Grant Program Year 10 (FY85), Final Statement of Community
Development Objectives and Projected Use of Funds, 1984
Property Value Trends in the Four Corners Area of Montgomery County, [1984]
Rental Supplements Program, 1984
Community Development Block Grant Program Final Statement, 1986
Department of Housing and Community Development Departmental Report, 1986
Executive's Second Housing Report, 1986
Department of Housing and Community Development Program Guide, [1987]
Executive's Third Housing Report, 1988
Banor Housing, Inc. Financial Statement, For the Year Ended June 30, 1989
Banor Housing, Inc. Financial Statements For the Years Ended June 30, 1990 and 1989, 1990
Comprehensive Housing Affordability Strategy, 1991
Final Report of the Working Group to Identify Barriers to Alternative Housing Options, 1992
Banor Housing, Inc. Financial Report (Keller Bruner and Co.), 1993
Comprehensive Housing Affordability Strategy, 1993
Banor Housing, Inc., Financial Report, June 30, 1994 and 1993, 1994
Consolidated Plan for Montgomery County, Maryland FY 1996-2000 (Draft), [1996]
Department of Housing and Community Affairs, 1999
Montgomery County: The Place to Call Home: A Housing Policy for Montgomery County, MD,
2001
Program Guide, n.d.

Subseries 4: Office of Planning and Capital Development, 1973-1979

Box 7

County Service Park, Grouping Public Facilities, 1973
Investigation of Potential Sanitary Landfill Sites, Phase III Solid Waste Disposal System for
Montgomery County, 1973 (*see Flat File 6*)
Report on Sanitary Landfill Site, Investigation and Preliminary Design Criteria Development,
1973
Selection of a Site for the Central Processing and Rail Transfer Facilities for Montgomery

County, Maryland, 1974
Montgomery County Medical Center: Analysis of Alternatives, 1975
Medical Center Development Plan, 1976
Germantown Commuter Rail Station Parking Expansion: Site Selection Report, 1979
Surplus School Reuse, 1979

Subseries 5: Office of Landlord-Tenant Affairs, 1980-2006

(Box 7, cont.)

Review of Rent Stabilization, 1980
Apartment Directory, [1982]
Vacancy Rate Survey, 1983
Landlord-Tenant Relations, 1983
Rental Vacancy Report, 1984
Apartment Directory, 1985
Rental Vacancy Report, 1985
Interagency Fair Housing Coordinating Group Annual Reports, 1988-2000
 Annual Report, 1988
 Second Annual Report, 1988
 1989 Annual Report, 1989
 Fair Housing Report, 1999-2000
Apartment Directory, 1988
Rental Vacancy Report, 1988
Rental Vacancy Report, 1991
Apartment Directory, 1992
Landlord-Tenant Handbook, 1998
Rental Apartment Vacancy Report for 1998, Jan. 1999
Rental Apartment Vacancy Report for 1999, Aug. 1999
Rental Apartment Vacancy Report, 2000
Rental Apartment Vacancy Report, 2001
Landlord-Tenant Handbook, 2001
Rental Apartment Vacancy Report, 2002
Rental Apartment Vacancy Report, 2003
Landlord-Tenant Handbook, 2004
Landlord-Tenant Handbook, 2006

Subseries 6: Division of Commercial Revitalization, 1984-1986

(Box 7, Cont.)

Retailing Dynamics, Wheaton Central Business District, Montgomery County, Maryland, 1984
Technical Appendix Bethesda Central Business District Issues and Opportunities, 1985
Bethesda Central Business District Issues and Opportunities, 1986
Inventory and Analysis of Retail/Service Businesses in the Silver Spring Central Business District, 1986

Subseries 7: Division of Community Planning and Development, 1986-1996

(Box 7, Cont.)

Community Development Block Grant Program Final Statement, 1986
Community Development Block Grant Program Final Statement, 1987
Community Development Block Grant Program Final Statement, 1988
Community Development Block Grant Program Proposed Statement, 1988
Community Development Block Grant Program Proposed Statement, 1989
Community Development Block Grant Program Final Statement, 1989
Community Development Block Grant Program Proposed Statement, 1990
Community Development Block Grant Program Final Statement, 1990
Community Development Block Grant Program Final Statement, 1991
Community Development Block Grant Program Proposed Statement, 1991
Community Development Block Grant Program Final Statement, 1992
Community Development Block Grant Program Proposed Statement, 1992
Community Development Block Grant Program Final Statement, 1993
Community Development Block Grant Program Proposed Statement, 1993
Comprehensive Housing Affordability Strategy, 1993

Subseries 7: Division of Community Planning and Development (cont.)

Box 8

Community Development, Block Grant, Home and Emergency Shelter Programs Proposed Statement, 1994
Community Development Block Grant or Emergency Shelter Funds FY 1998 Application Package, 1996
Consolidated Plan for Montgomery County, Maryland, FY 1996-2000 Draft, 1995

Series IV: Consumer Affairs, 1973-1998

Subseries 1: Annual Reports, 1973-1994

(Box 8, cont.)

Advisory Committee on Consumer Affairs Annual Report for 1983, 1983
Annual Report FY 1973-1976, 1973-1976 (4 folders)
Annual Report FY 1978, 1978
Annual Report FY 1980, 1980
Annual Report FY 1981 and 1982, 1982
Annual Report FY 1983, 1983
Annual Report FY 1984 and 1985, 1985
Annual Report FY 1986, 1986
Annual Report FY 1988-1994, 1988-1994 (7 folders)

Subseries 2: Reports and Guides, 1980-1991

(Box 8, Cont.)

Guide to Nursing Homes in Montgomery County, 1980
Guide to Nursing Homes in Montgomery County, 1983
Guide to Home Improvements, 1984

Physician/Supplier Assignment Rate Listing, 1985
Crack the Codes: A Guide to Understanding the Dating Codes on the Food You Buy, 1985
Guide to Nursing Homes in Montgomery County, 1986
Medicare Supplement Insurance Guide and 1987 Survey Charts, 1986 (Located in Flat File 16)
Annual Report Fiscal Year 1987
Medicare Supplement Insurance Guide and 1987 Survey Charts, 1987
Guide to Nursing Home and Alternative Support Services, 1989
Maryland Merchants Guide to Consumer Protection, 1990
Bumper to Bumper, A Consumer's Guide to Car Buying, 1991
Guide to Home Improvements, 1991

Subseries 3: Cable TV, 1973-1998

(Box 8, Cont.)

CATV Supplemental Appropriation, 1973
Final Report on Cable Television for Montgomery County (Malarkey, Taylor, and Associates, Inc.), 1974
Annual Reports, 1987-1996
 Annual Report, Cable TV Montgomery 1987, 1988
 Annual Report, Cable TV Montgomery 1988, 1989
 Annual Report, Cable TV Montgomery 1989, 1990
 Annual Report, Cable TV Montgomery, 1990, 1991
 Cable TV Montgomery 1991 Annual Report, 1992
 Cable TV Montgomery 1993 Annual Report, 1994
 Cable TV Montgomery 1994 Annual Report, 1995
 Cable TV Montgomery 1995 Annual Report, 1996
Cable Television Interim Reports, I, II, 1974
Cable Television Ownership Considerations, 1974
Comprehensive Summary Report, Cable Communications System, 1974
Final Report on Cable Television for Montgomery County, Maryland, 1974
Interim Report to the Montgomery County Cable Television Office, 1974
Montgomery County Municipal Task Force on Cable Television, 1974
Report on Cable Television for Montgomery County, Maryland, 1974
To Cable or Not To Cable: A Fact Book on CATV, 1974
Report on Cable Television for Montgomery County, Maryland, [1975]
Report of the County Executive on Cable Television for Montgomery County, Maryland, 1976
Task Force and Special Subcommittee Reports on Cable Television in Montgomery County, Maryland, 1976
Analysis of Cable Television Policy Issues and Requirements, 1981
Request for Proposals: Cable Communications System Franchise, 1981
Cable Communications Proposal for Montgomery County: Executive Summary, [1982]
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