

MONTGOMERY COUNTY ARCHIVES

Guide to the Printed Material of

**RECORD GROUP 13:
INFORMATION AND TECHNOLOGY
1960-2000**

June 13, 2000

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Montgomery County Archives
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ADMINISTRATIVE HISTORY

The Office of Information and Research was formed in 1955 to advise the County Manager and other County Officials on matters of public concern, and to encourage public support and understanding of the County Government by operating the County's public information program. In 1962 the Office of Information and Research merged with the Office of Economic Development, and a new Office of Information was formed as a branch of the County Manager's Office. This office supplied news releases and photographs to local news media, and administered a public relations program.

In May 1983, County Executive Charles Gilchrist signed a contract marking the beginning of cable television service in the county. After a three-year search the fifteen-year franchise was awarded to Tribune-United Cable of Montgomery County. In 1986 the Information Office launched an electronic bulletin board service on cable channel 30 which carried notices of public hearings, recreational activities, proposed legislation, library events, health advice, and other information of general interest to the public. Later that year the service was expanded to include coverage of County Council meetings, public hearings, and programs designed to explain County services to residents. In the late 1980s the Information Office was renamed the Office of Public Information, which now disseminates information about the activities of the County Government through the internet as well as via more traditional media.

EXTENT

0.66 cubic feet: 2 letter-sized Hollinger boxes.

SCOPE AND CONTENT

This collection comprises printed material issued by or commissioned for County offices which are charged with promoting new technologies and encouraging wider dissemination of information and education within the County. The collection contains reports, studies, guides, directories, and serials generated by the Office of Public Information and its predecessor agencies.

General printed material is arranged chronologically and alphabetically within each year. Serials are arranged at the end of the collection alphabetically by title, then chronologically.

Records in this series located within Flat File 16 are:

- Medicare Supplement Insurance Guide and 1986 Survey Charts, 1986 (newspaper)

Records in this series located in Flat File 29 are the following *Serials*:

- County Connection, Vol. 1 no. 1-Vol. 3 no. 6, July 1990-June 1993
- County Connection, Vol. 4 no. 2-Vol. 5 no. 6, September 1993-Fall 1995
- Montgomery Monthly, Vol. 1 no. 1-4, 6, 9, September 1984-May, 1985
- Montgomery Monthly, Vol. 2 no. 2, 4-6, 8-12, October 1985-August 1986
- Montgomery Monthly, Vol. 3 no. 1, 3-5, 7-12, September 1986-July 1987
- Montgomery Monthly, Vol. 4 no. 1-7, 8-11, September 1987-August 1988

- Montgomery Monthly, Vol. 5 no. 1-9, 11-12, September 1988-July 1989
- Montgomery Monthly, Vol. 6 no. 1-10, September 1989-June 1990

CONDITIONS GOVERNING ACCESS

This collection is open for research.

LANGUAGE

English.

PROVENANCE

The collection was culled from various accessions of printed material.

USING THESE RECORDS

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

Record Group 13, **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 13: Information and Technology. Records Title: Printed Material. 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. 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

Box 1

Your Talk with the County Manager, [c. 1960]
Modern Montgomery County Communications, 1961
Report on Communications Study for Montgomery County, Maryland, 1961
Guide to Montgomery County, 1966
Montgomery County, Its History and Government, 1966
Guide to Montgomery County, 1967
Citizens Guide to Public Services, 1969
Directory: Boards, Committees and Commissions, 1970
Citizens Guide to Public Services, 1971
Final Report: An Upgraded/Integrated Telecommunications System for Montgomery County,
Maryland, 1974
Overtimes, 1977
Your County Government, 1977
Overtimes, 1978
Management Information Services FY 1980 Work Plan and Long Range Plan FY 1981-1985,
1979
Overtimes, 1979
Overtimes, 1981
Directory of Community Resources, 1982
Overtimes, 1982
Quick Guide to Community Resources, 1982
Tele-Mont Communications Proposal: Executive Summary, [1982]
Directory of Community Resources, 1985

Box 2

Directory of Licenses, Permits, and Inspections, 1985
Overtimes, 1985
Overtimes, 1986
Quick Guide to Community Resources, 1986
Directory of Community Resources, 1987
Montgomery County Government Publications List, 1987
Overtimes, 1987
Directory of Community Resources '90, 1989
Montgomery County Government Publications List, 1990
Strategic Plan for Information Systems & Telecommunications FY1991-1993, 1990
County Connection, 1991
Annual Report, 1992
County Connection, 1992
Telephone System Administrator Newsletters and Agenda, 1992-1993
Your County Government, 1992

(Box 2, cont.)

Phone Directory, County Departments and Employees, 1994

Overtimes, 1995

Overtimes, 1996

Phone Directory, County Departments and Employees, 1996

Overtimes, 1998

Phone Directory, County Departments and Employees, 1998

Overtimes, 1999

Overtimes, 2000

Help for the Unemployed, undated

A Systems Analysis of Montgomery County Operations Including a Mathematical Optimization
Model (National Automation Research), undated

Flat File 16

Medicare Supplement Insurance Guide and 1986 Survey Charts, 1986

Flat File 29

Serials

County Connection, Vol. 1 no. 1-Vol. 3 no. 6, July 1990-June 1993

County Connection, Vol. 4 no. 2-Vol. 5 no. 6, September 1993-Fall 1995

Montgomery Monthly, Vol. 1 no. 1-4, 6, 9, September 1984-May, 1985

Montgomery Monthly, Vol. 2 no. 2, 4-6, 8-12, October 1985-August 1986

Montgomery Monthly, Vol. 3 no. 1, 3-5, 7-12, September 1986-July 1987

Montgomery Monthly, Vol. 4 no. 1-7, 8-11, September 1987-August 1988

Montgomery Monthly, Vol. 5 no. 1-9, 11-12, September 1988-July 1989

Montgomery Monthly, Vol. 6 no. 1-10, September 1989-June 1990