

**MONTGOMERY COUNTY ARCHIVES**

**Guide to the Records of the**

**MONTGOMERY COUNTY**  
**ALCOHOL AND OTHER DRUG ABUSE ADVISORY COUNCIL**  
**1987-1996**

**Record Group 15: Boards, Committees, and Commissions**

**May 5, 1999**  
**Revised 2018**

Montgomery County Archives  
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### **ADMINISTRATIVE HISTORY**

In October 1989, the Alcoholism Advisory Council and the Drug Abuse Advisory Council set up an Advisory Council Consolidation Task Force to lay the groundwork for the union of the two groups. After the County Council approved the revised bylaws, the two combined to form the Alcohol and Other Drug Abuse Advisory Council in late 1991. The two councils had been meeting jointly since 1989, and the newly-created council continued to advise both the County Executive and County Council as mandated.

Working as individual members and through standing committees, the Advisory Council carries on the mandate of its two predecessors to inform the County Executive and County Council on the status, progress and needs of alcohol and drug abuse treatment programs and activities within the County. Members volunteer their services after vacancies are advertised by the County Executive, who submits his recommendations to the County Council for approval. They hold monthly meetings; represent their Council's concerns to other boards, councils and committees; conduct public programs; and lobby for increased funding for treatment and prevention programs and activities. The Council also maintains close relations and liaisons with County agencies and departments, including the Police Department, the Department of Family Resources, and the Department of Addiction, Victim and Mental Health Services.

### **EXTENT**

0.6 cubic feet: 2 letter-size Hollinger boxes.

### **SCOPE AND CONTENT NOTE**

These materials were generated by the Montgomery County Alcohol and Other Drug Abuse Advisory Council and its two predecessors, the Alcoholism Advisory Council and the Drug Abuse Advisory Council. Records range from 1987 to 1996 and consist chiefly of the minutes and agendas of the three councils.

The records are divided into two series:

Series I: Predecessor Councils

    Subseries 1: Alcoholism Advisory Council

    Subseries 2: Drug Abuse Advisory Council

    Subseries 3: Combined Councils

Series II: Alcohol and Other Drug Abuse Advisory Council

### **SERIES DESCRIPTIONS**

#### **Series I: Predecessor Councils, 1987-1991 (0.15 cu. ft.)**

This series documents the activities of the two predecessor agencies of the Alcohol and Other Drug Abuse Advisory Council and contains records of their joint meetings and their plans for unification. These materials include agendas, minutes, annual reports, clippings, appointments, and membership lists.

The records are divided into three subseries: Alcoholism Advisory Council, Drug Abuse

Advisory Council, and Combined Councils. Folders are arranged in alphabetical order within each subseries.

***Subseries I: Alcoholism Advisory Council, 1987-1991 (4 folders)***

This subseries contains the records of the last years of the Alcoholism Advisory Council and documents the activities of the group. Of significance is the 1989-1990 annual report, which summarizes the chronology and steps undertaken for the merger of the Council with the Drug Abuse Advisory Council.

***Subseries II: Drug Abuse Advisory Council, 1987-1990 (3 folders)***

This subseries contains the minutes, appointments, membership lists, appointments, and an annual report for the years 1988 to 1989, and documents the official activities of the group.

***Subseries III: Combined Councils, 1989-1991 (1 folder)***

In preparation for their merger, the Alcoholism Advisory Council and the Drug Abuse Advisory Council began holding joint meetings in 1989 and continued until their official merger in 1991. This subseries contains the minutes of these joint meetings.

**Series II: Alcohol and Other Drug Abuse Advisory Council, 1987-1996 (0.33 cu. ft.)**

These records include minutes, bylaws, agendas, and the statements and testimony of the members delivered before the County Council relating primarily to funding. The records also contain program and event notices for their own and other treatment and prevention programs, as well as copies of correspondence, memoranda, newspaper clippings and articles handed out at the meetings.

Folders are arranged in alphabetical order.

**USING THESE RECORDS**

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

Record Group 15, **Records of the Alcohol and Drug Abuse Advisory Council**, 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 15: Boards and Commissions. Records Title: The Records of the Alcohol and Drug Abuse Advisory Council. Series number and series name. Box number and folder title, if appropriate.

**LANGUAGE**

English

**PROVENANCE**

These records were transferred from Rockville Regional Library in 1997 and 1999.

**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 AUTHORS**

Linda Kennedy  
Sarah Hedlund

**BOX INVENTORY**

**Series I: Predecessor Councils, 1987-1991**

*Subseries 1: Alcoholism Advisory Council, 1987-1991*

**Box 1**

Annual Report 1988-1989, ca. 1990

Annual Report 1989-1990, ca. 1991

Appointments, 1987-1990

Minutes and Agendas, 1987-1990

*Subseries 2: Drug Abuse Advisory Council, 1987-1990*

*(Box 1, Cont.)*

Annual Report, 1987-1988

Annual Report 1988-1989, 1989

Appointments, 1988-1990

Minutes, 1988-1990

*Subseries 3: Combined Councils, 1989-1991*

*(Box 1, Cont.)*

Drug Abuse and Alcoholism Advisory Councils Joint Meeting Minutes, 1989-1991

**Series II: Alcohol and Other Drug Abuse Advisory Council, 1987-1996**

*(Box 1, Cont.)*

Clippings and Articles, 1992-1994

Legislation, 1987-1994

Minutes, 1992-1993

**Box 2**

Minutes, 1994

Minutes, 1995

Minutes, 1996

Programs, 1989-1994