

**Montgomery County Archives**

**Guide to the Records of the  
Commission on Child Care**

**1987 - 2012**

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

**February 11, 2016  
Updated 2018**

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**

In 1987, Montgomery County created the Child Care Division under the Department of Family Resources (DFR). The February 1987 DFR report on Child Care led to introduction of legislation establishing the Commission on Child Care, which was passed in October, 1987 (Section 27-35 of the Montgomery County Code).

The mission of the Commission is to advise the County Executive and County Council on issues associated with child care policies, programs, and services for affordable, high-quality, and accessible care.

The Commission currently consists of 18 voting members and five to seven non-voting members appointed by the County Executive and confirmed by the County Council. Administrative support is provided by the Division of Children, Youth and Family Services of the Department of Health and Human Services.

Members of the Commission serve in a three-year term without compensation. Commission members may be reappointed to a second term, and if their first term was partial (less than two years) a third term. Commission members were selected from three categories: parents, preferably parents of children receiving child care; representatives from business and the general public; and child care providers.

### **EXTENT**

4 cubic feet: 4 record boxes.

### **SCOPE AND CONTENT**

The bulk of the collection comprise the records of the Commission that were saved by the administrative agency (Division of Children, Youth and Family Services), dated 2002 to 2007. These files make up the majority of Series VI: Commission Files and include memoranda, correspondence, meeting agendas and minutes, promotional material, and other documents relating to the operation and activities of the Commission. The remaining series include material from specific committees, meeting minutes from earlier years, correspondence, attendance records, membership records, publications produced by the Commission, and reading files that contain information relevant to the ongoing work and/or interests of the Commission. There may be some duplication and/or overlap in material between Commission Files, Reading Files, and Committees. The records are almost entirely paper, with several digital files. This material has been arranged in eight series as follows:

Series I: Minutes

Series II: Subject Files

Series III: Correspondence  
Series IV: Committees  
Series V: Attendance  
Series VI: Commission Files  
Series VII: Reading Files  
Series VIII: Printed Material

### **SERIES DESCRIPTIONS**

#### **Series I: Minutes, 1995-1996**

**(1 folder)**

This series comprises one folder of approved Commission minutes that were made available to the public in the Rockville Regional Library's Municipal Collection. Minutes from later years are included in the Commission Files, Series VI.

#### **Series II: Subject Files, 1987-2004; 2007-2008**

**(2 folders)**

This series contains files kept to document specific subjects, including the history of the Commission and yearly testimony to the council on budget needs for their inclusion in the CIP.

#### **Series III: Correspondence, 1988-2008**

**(0.5 cubic feet)**

This material consists of correspondence between the Commission and the County Executive, the County Council, other County departments, and the public. Files are arranged chronologically, with one folder per year of operation.

#### **Series IV: Committees, 1995-2004 [some material RESTRICTED]**

**(0.7 cubic feet)**

This series consists of records from various committees serving under the umbrella of the Commission, including the Public Policy Committee, which served as the Commission's liaison with higher government offices and with the general public; the Programmatic Issues Committee, which was tasked with designing, implementing, and coordinating child care programs across Montgomery County; and the Executive Committee, which provided oversight for both the Public Policy Committee and the Programmatic Issues Committee. Also present are the records of the Membership Committee, which was tasked with interviewing and nominating

new members to the Commission; however, this material is restricted because the activities of this committee are considered to be personnel actions and subject to confidentiality rules.

**Series V: Attendance, 2007-2012**

**(1 folder)**

This series consists of a single folder containing meeting sign-in sheets as well as some email correspondence related to attendance at Commission meetings.

**Series VI: Commission Files, 1989-2008**

**(2.0 cubic feet)**

This series contains the records of Commission meetings, including the agendas and minutes, information sent to members in advance of meetings, correspondence, memoranda, and reports from committees overseen by the larger Commission. Material is arranged chronologically; in most folders, reverse chronological order was retained as the files were kept by the originating office.

**Series VII: Reading Files, 1994-2008**

**(0.4 cubic feet)**

These records represent the reading files of the working committee on subjects from legislation to special events. These files were originally kept in 3-ring binders and are arranged in reverse chronological order. Some duplication may exist between these documents and material contained in earlier series.

**Series VIII: Printed Material, 1989-2008**

**(0.1 cubic feet)**

This series includes annual reports, brochures/publicity material, and special reports as prepared by the Commission.

**CONDITIONS GOVERNING ACCESS**

This collection is open for research. Some material is restricted for reasons of content and/or privacy. Restricted material will not be served to researchers. Please contact the archivist with any questions.

**LANGUAGE**

English

### **PROVENANCE**

Some minutes and printed materials were transferred to the Archives from the Rockville Public Library in 1999. Those records originated with the Montgomery County Council. The bulk of the collection was transferred from the Department of Health and Human Services, Division of Children, Youth and Family Services as Accession #2016-03.

### **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 Commission on Child Care**, 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: Records of the Commission on Children Care. Series number and series name. Box number and folder title, if appropriate.

### **PROCESSING PROCEDURES**

General processing procedures consisted of discarding duplicate materials and routine transmittals and placing materials into archival folders. Deteriorating metal fasteners were removed and discarded, sometimes replaced with archival-safe fasteners if necessary.

### **PROCESSING STAFF/FINDING AID AUTHORS**

Kay Echelbarger

Rob Jenson

Roxanne Beels

Sarah Hedlund

**BOX INVENTORY**

**Series I: Minutes, 1995-1996**

**Box 1**

Meeting Minutes, 1995 - 1996

**Series II: Subject Files, 1987-2004; 2007-2008**

*(Box 1, cont.)*

Commission History, 1987 - 2002

CIP Testimony, 1990 – 2004; 2007-2008

**Series III: Correspondence, 1988 – 2008**

*(Box 1, cont.)*

Correspondence, 1988-2008 (20 folders)

**Series IV: Committees, 1995 - 2004**

*(Box 1, cont.)*

Executive Committee, April 1995 - May 1998

Membership Committee, 2000-2004 (5 folders) **[Restricted]**

**Box 2**

Programmatic Issues Committee, 1994-2001 (7 folders)

Public Policy Committee, August 1995 – October 1998 (2 folders)

**Series V: Attendance, 2007-2012**

*(Box 2, cont.)*

Attendance, 2007-April 2012

**Series VI: Commission Files, 1989-2008**

*(Box 2, cont.)*

Commission Summaries, June 1989 - May 1993

Commission Files, April 1994 - April 1995

Commission Files, May 1995 - April 1996

Commission Files, May 1996 - April 1997

Commission Files, May 1997 - April 1998

Commission Files, May 1998 - April 1999

**Box 3**

Commission Files, May 1999 - April 2000

*Series VI: Commission Files, cont.*

*(Box 3, cont.)*

Commission Files, December 2000 - April 2000  
Commission Files, April 2001 - January 2001  
Commission Files, December 2001 - May 2001  
Commission Files, April 2002 - January 2002  
Commission Files, July 2002 - May 2002  
Commission Files, September 2002 - August 2002  
Commission Files, December 2002 - October 2002  
Commission Files, April 2003 - January 2003  
Commission Files, August. 2003 - May 2003  
Commission Files, November 2003 - September 2003  
Commission Files, February 2004 - January 2004  
Commission Files, April 2004 - March 2004  
Commission Files, July 2004 - May 2004  
Commission Files, October 2004 - August. 2004  
Commission Files, January 2005 - November 2004  
Commission Files, April 2005 - February 2005  
Commission Files, May 2005 - June 2005  
Commission Files, July 2005 - December 2005

**Box 4**

Commission Files, January 2006 - February 2006  
Commission Files, March 2006 - April 2006  
Commission Files, May 2006 - July 2006  
Commission Files, August. 2006 - October 2006  
Commission Files, November 2006 - December 2006  
Commission Files, January 2007 - March 2007  
Commission Files, April 2007  
Commission Files, May 2007 - August. 2007  
Commission Files, September 2007 - October 2007  
Commission Files, November 2007 - December 2007  
Commission Files, January 2008 - February 2008  
Commission Files, March 2008 - April 2008

**Series VII: Reading Files, 1994-2008**

*(Box 4, cont.)*

Reading File - Legislation, 1994 - 2004

*Series VII: Reading Files, cont.*

*(Box 4, cont.)*

Reading File - Miscellaneous, 1994 - 2004  
Reading File - Meeting Summaries, 1997 - June 1993  
Reading File - Meeting Summaries, April 2001 - 1998  
Reading File - Correspondence, 2000 - 1998  
Reading File - Correspondence, 2002 - 2001  
Reading File - Miscellaneous, 2007 - 2008

**Series VIII: Printed Material, 1989 – 2008**

*(Box 4, cont.)*

Annual Reports, 1989 - 1991  
Quality Child Care: An Investment for the Future, 1991  
Annual Reports, 1992 - 1995  
Child Care and Self-sufficiency: An Examination of Montgomery County's Child Care  
Investments and Needs, 1994  
Special Events Flyers, 1994 - 2004  
Health Care Services for Child Care Programs: A Critical Need, 1995  
Annual Reports, 1996 - 2008  
Miscellaneous Brochures, n.d.