

MONTGOMERY COUNTY ARCHIVES

**Guide to the
INTERAGENCY COORDINATING BOARD FOR
COMMUNITY USE OF PUBLIC FACILITIES
1978-1993; 1999**

RECORD GROUP 15: Boards, Committees, and Commissions

**May 7, 2001
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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 Montgomery County Council established the Interagency Coordinating Board (ICB) for Community Use of Educational Facilities and Services in October 1978. The Board was created because of the need to maximize the use of school facilities by public and non-public agencies, to improve coordination among common services utilizing school facilities, to remove costs for non-public school educational expenses for community use of public school facilities from the Montgomery County Public Schools (MCPS) budget, to identify new and expanded use possibilities, and to provide input regarding the community use in planning for the construction and renovation of school facilities.

By 1988, community groups used school buildings for more than 430,000 hours. The ICB had accumulated a surplus of \$2.3 million renting space in schools. School buildings have been used for county-sponsored after-school programs for elementary and junior high school students, continuing education programs for adults, child care facilities, community-sponsored activities, and recreational activities.

Today, there is a separate Executive branch agency known as the Community Use of Public Facilities. In addition to reserving space in schools, one can now reserve meeting rooms in Montgomery County branch libraries and in the Executive and Council office buildings in Rockville, Maryland. The ICB now consists of 12 members.

EXTENT

1.33 cubic feet: 4 letter-size Hollinger boxes.

SCOPE AND CONTENT

Records are arranged in chronological order and consist of ICB bylaws, the School Facilities Utilization Act, memoranda, correspondence, resolutions, minutes and agendas.

CONDITIONS GOVERNING ACCESS

This collection is open for research. Some material is restricted due to content or privacy reasons; folders with restricted content are marked as such in the finding aid and will not be served to researchers. If you have questions about restricted material, please contact the archivist.

LANGUAGE

English.

PROVENANCE

These records were transferred from the Community Use of Public Facilities in 1999 in Accession #99-27.

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 Interagency Coordinating Board for Community Use of Public Facilities**, 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 Interagency Coordinating Board for Community Use of Public Facilities. 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. 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

Box 1

School Facilities Utilization Act 1978
Interagency Coordinating Board (ICB) By-laws 1979
ICB Board Memoranda 1978-1979
School Use for Selected Census Tracts 1980
ICB Memoranda/Correspondence FY 1980
ICB Memoranda/Correspondence FY 1981
Awards for ICB members 1979-1981
Work Program FY 1982
Emergency School Closing Procedures 1979-1991
ICB Memoranda/Correspondence FY 1982
ICB Chairman's File FY 1982-1984
Department of Defense Dependents School 1978-1986
Work Program FY 1983
Work Program FY 1984
Broad Acres Community School 1984
ICB Memoranda/Correspondence FY 1984
Re-use of Closed Schools FY 1984
ICB Retreat 1984

Box 2

ICB Agendas/Correspondence FY 1985
ICB Chairperson's Working File FY 1985 (**RESTRICTED**)
Student Members on County Boards 1985
Impact of Paying Time and One-Half FY 1985
Work Program FY 1985
Community Use of Schools: Guidelines, 1985-1986
Awards Nomination/Outstanding Agency FY 1986
After-School Programs/Latchkey Children 1985-1988
ICB Retreat FY 1985
ICB Brochures 1986
ICB Retreat FY 1986
Youth Services to Wheaton area 1986
Resolutions FY 1986-1987
County Attorney Opinions 1985-1988
Montgomery County Public Schools and ICB 1986-1992
Issues and Objectives FY 1986-1987
Child Care in School Facilities 1987
ICB Memoranda/Correspondence FY 1987

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(Box 2, cont.)

ICB Retreat FY 1987

ICB Minutes FY 1987

Box 3

Public Hearing/Community Use of Schools 1987

Newspaper clippings 1987-1988

ICB Memoranda/Correspondence FY 1988

Public Hearing/Community Use of Schools 1988

ICB Retreat FY 1988

Public Hearing/Community Use of Schools 1989

ICB Memoranda/Correspondence FY 1989

ICB Retreat FY 1991

Community Use of Schools Correspondence FY 1991

Community User's Forum Testimony 1991

Community User's Forum Testimony 1992

Box 4

ICB Forum Testimony 1990

Community Use of Schools Public Hearing 1991

Community Use of Schools Public Hearing 1992

Northwood High School Re-use 1985-1991

ICB Minutes, 1981-1984

ICB Minutes, 1985-1991

ICB Minutes, 1991-1993

Community Use of Public Schools, Hearing Transcript, 1999