

MONTGOMERY COUNTY ARCHIVES

**GUIDE TO THE RECORDS OF
MONTGOMERY COUNTY
PERSONNEL BOARD/
MERIT SYSTEM PROTECTION BOARD**

1950-2004

Record Group 15: Boards, Committees and Commissions

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ADMINISTRATIVE HISTORY

Established in 1949, the Montgomery County Personnel Board was designed to facilitate County management, and a provision in the County Charter making the County Manager the executive secretary of the Board made personnel administration “part of, not separate from, general administration.”

In 1979, the title of Personnel Board was changed to the Merit System Protection Board, charged with overseeing the merit system and protecting County Government Employees and Job Applicant rights guaranteed under the merit system law. Like the Planning Board before it, the Merit System Protection Board is composed of three members who are appointed by the County Council, pursuant to Article 4, Section 403 of the Charter of Montgomery County, Maryland. However, MSP Board members are County residents and are *not* employed by the County in any other capacity. One member is appointed each year to serve a term of three years. No member can hold political office or participate in any campaign for any political or public office during the member's term of office. Members of the Board conduct work sessions and hearings in the evenings as required, and are compensated with a set annual salary as prescribed by law. The Board is supported with a part-time Executive Director and Executive Administrative Aide.

EXTENT

2 cubic feet (3 Hollinger boxes, 1 record box)

SCOPE AND CONTENT NOTE

This collection contains publications and other printed material from the originating Personnel Board; as well as annual reports, investigative reports, general reports, and meeting minutes from the subsequent Merit System Protection Board. They include records of two investigations performed in the early 1980s: one investigating the hiring of the deputy director of the Department of Liquor Control, and the other investigating violations in the Office of Economic Development. This material has been arranged in five series:

- Series I Personnel Board Printed Material
- Series II Merit System Protection Board Annual Reports
- Series III Merit System Protection Board Minutes
- Series IV Investigative Reports
 - Subseries 1: Liquor Control Department Investigation
 - Subseries 2: Office of Economic Development Investigation
- Series V Merit System Protection Board General Reports

SERIES DESCRIPTIONS

Series I: Personnel Board Printed Material, 1950-1978

This series contains printed material issued by the originating "Personnel Board" that existed until 1979. Material includes publications on regulations, retirement systems, medical standards, and annual reports, arranged in chronological order by year.

Series II: Merit System Protection Board Annual Reports, 1980-1995; 2000-2004

This series contains annual reports submitted by the newly titled "Merit System Protection Board" starting in 1981. There are some reports missing from the series.

Series III: Merit System Protection Board Minutes, 1988-1993

This series contains the official meeting minutes from the MSPB, arranged in chronological order.

Series IV: Investigative Reports, 1979-1984

This series documents the process and outcomes of two investigations into personnel that took place in the early 1980s.

Subseries 1: Liquor Control Department Investigation, 1979-1982

This material documents the investigation into the hiring of the director of the Department of Liquor Control, involving County Executive Charles Gilchrist and Director Frank Orifici. Much material within this collection is restricted due to confidentiality.

Subseries 2: Office of Economic Development Investigation, 1983-1984

This material documents the investigation into suspected violations within the Office of Economic Development. Much material within this collection is restricted due to confidentiality.

Series V: Merit System Protection Board Printed Material, 1980-1984

This series contains printed material issued by the MSPB after it ceased to be called the Personnel Board, including publications on regulations, retirement, reports, and a public forum.

CONDITIONS OF ACCESS

This collection is open for research. Some material is restricted because it contains personally identifiable information or discusses topics that are confidential. Folders that contain restricted material are marked as such in the finding aid and will not be served to researchers. Please contact the archivist with questions about restricted material in this collection.

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 Merit System Protection Board**, 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,
Committees, and Commissions. Records Title: Records of the Merit System Protection Board.
Series number and series name. Subseries number and subseries name, if applicable. Box
number and folder title, if appropriate.

LANGUAGE

English

PROVENANCE

Materials originated from a combination of the Office of Legislative Information Services,
Rockville Regional Library and donated by Elliott Chabot (Accession #2000-13, 2003-02, 2003-
06, 2006-01). Newspaper clippings from Series I, Subseries 1 came from Accession #97-40.
Additional printed material was culled from various accessions.

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.

FINDING AID AUTHORS

Linda Kennedy
Sarah Hedlund

BOX INVENTORY

Series I: Personnel Board Printed Material, 1950-1978

Box 1

You and Your Job, 1950
Regulations of the County Personnel Board Governing General Employees, 1951
Regulations of the County Personnel Board Governing General Employees, 1954
Regulations of the County Personnel Board Covering Merit System Positions and Governing Merit System Employees, 1958
Employees' Retirement System of Montgomery County, 1960
Medical Standards and Medical Examination Procedures of Montgomery County, MD: Covering Merit System Positions and Merit System Employees, 1968
Classification and Compensation Plans, 1970
Employees' Retirement System of Montgomery County, 1971
Personnel Regulations, 1971
Employees' Retirement System of Montgomery County, 1972
Personnel Regulations, 1972
Personnel Regulations, Revisions, 1972
Employees' Retirement System of Montgomery County, 1974
Annual Report, 1978

Series II: Merit System Protection Board Annual Reports, 1980-1995; 2000-2004

Box 2

1980 Annual Report, 1981
1981 Annual Report, 1982
1983 Annual Report, 1984
1984 Annual Report, 1985
1985 Annual Report, 1986
1986 Annual Report, 1987
1987 Annual Report, 1988
1988 Annual Report, 1989
1989 Annual Report, 1990
1990 Annual Report, January - June, 1990
FY 1992 Annual Report, 1993
FY 1993 Annual Report, 1994
FY 1994 Annual Report, 1995
FY 1995 Annual Report, 1996
FY 2000 Annual Report, 2000
FY 2002 Annual Report, 2002
FY 2004 Annual Report, 2004

Series III: Merit System Protection Board Minutes (1988-1993)

Box 3

Minutes, January 1988-April 1989

Minutes, May 1989-August 1993

Series IV: Investigative Reports (1979-1984)

Subseries 1: Liquor Control Department Investigation (1979-1982)

Box 3, cont.

Findings, Conclusions, and Recommendations on the Allegations of Merit System Violations Raised by Leonard Colodny, Vol. 1, Merit System Protection Board, 1981

Report of Findings and Exhibits, Investigation into Allegations of Merit System Violations Raised by Leonard Colodny, Vol. 2, Merit System Protection Board, [ca. 1981]

Findings, Conclusions and Recommendations on the Hiring of the Deputy Director, Montgomery County Department of Liquor Control, Vol. 1, Merit System Protection Board, 1981
(**Restricted**)

Report of Findings, Investigation into the Hiring of the Deputy Director, Montgomery County Department of Liquor Control, Vol. 2, Merit System Protection Board, 1981 (**Restricted**)

Exhibits: Investigation into the Hiring of the Deputy Director, Montgomery County Department of Liquor Control, Vol. 3, 1979-1981 (**Restricted**)

Report on appointment of Frank C. Orifici, Deputy Director Department of Liquor Control, (**Restricted**), 1981

Testimony before the Board, and related correspondence, 1981 (**Restricted**)

Liquor Control investigation: reports and clippings, 1980-1981

Final Report on the Findings, Conclusions and Recommendations on the Hiring of a Deputy Director for the Department of Liquor Control, 1982 (**Restricted**)

Press Coverage of Investigation (19 folders), January 1980-December 1981

Subseries 2: Office of Economic Development Investigation (1983-1984)

Box 3, cont.

Probe into alleged violations in Office of Economic Development, 1983-1984

Press releases and clippings re: investigation of Office of Economic Development, 1983-1984

Final analysis of report on violations in Office of Economic Development, Sept. 1984

Unabridged, Final report re: violations in Office of Economic Development, (**Restricted**)
Sept. 1984 (2 copies)

Final report re: violations in Office of Economic Development by Roger W. Titus, Esq. and William P. Garrett, Personnel Director, Sept. 1984

Reports and responses re: violations in Office of Economic Development, Feb. and Mar..., 1984

Box 4

Reports and responses re: violations in Office of Economic Development, Apr.-Sept. 1984

Report of Findings Investigation Relative to the Office of Economic Development
(Howard F. Rosenstein), 1984 (1 of 3)

Report of Findings Investigation Relative to the Office of Economic Development
(Howard F. Rosenstein), 1984 (2 of 3)

Series IV: Investigative Reports; Subseries 2: Office of Economic Development Investigation, cont.

Box 4, cont.

Report of Findings Investigation Relative to the Office of Economic Development
(Howard F. Rosenstein), 1984 (3 of 3)

Series V: Merit System Protection Board Printed Material, 1981-1984

Box 4, cont.

Personnel regulations for Merit System Employees, 1980

Report of the Merit System Review Commission, 1981

Audit of discontinued service retirements under the Employees' Retirement System of
Montgomery County, Part I and II, 1983-1984

Annual Public Forum, 1984