

MONTGOMERY COUNTY ARCHIVES

**Guide to the Records of
THE COMMISSION FOR WOMEN
1974-2001, 2007**

Record Group 15: Boards, Committees, and Commissions

**January 5, 2001
Revised November 12, 2015
Updated 2018**

Montgomery County Archives
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ADMINISTRATIVE HISTORY

The Commission for Women was established in 1972 to offer assistance to County women through an information and referral service and to promote equal opportunities for women in the community by identifying inequities in laws and policies and recommending and promoting possible solutions. The Commission is both a department of County government and an advisory board comprised of fifteen volunteer citizens nominated by the County Executive and confirmed by the County Council to serve three-year terms. The Commission advises the County Executive, County Council, the public, and agencies of the County, State, and federal governments on issues of concern to the women of Montgomery County. The Commission's Legislative Action Committee sponsors legislative briefings and advises and counsels County, State, and federal officials on legislative matters relating to the concerns and legal rights of women. The Counseling and Career Center offers individual personal and career counseling and the information referral service continues to make available to County women numerous opportunities for employment, education, personal growth and development, and legal counsel.

EXTENT

0.66 cubic feet: 2 letter-size Hollinger boxes.

SCOPE AND CONTENT

These records comprises material dating from 1974 to 2007. The bulk of the material dates from the mid-1980s to the late 1990s. Included are annual reports of the Commission; minutes, appointments, and newsletters; studies addressing the status of women in Montgomery County; reports relating to policies and procedures which affect women in the community; and event brochures and fliers.

Records are arranged in six series:

- Series I: Administration
- Series II: Minutes
- Series III: Annual Reports
- Series IV: Counseling and Career Center
- Series V: Newsletters
- Series VI: Printed Material.

SERIES DESCRIPTION

Series I: Administration, 1987-1994 **(2 folders)**

This series contains appointments confirmed by the County Council for the years 1987 to 1990, and a memorandum and notices from the Maryland Commission for Women.

The folders are arranged in alphabetical order.

Series II: Minutes, 1987 to 1995
(2 folders)

Minutes in this series date from 1987, 1988, and 1993 through May 1995. Some of the minutes from these years appear to be missing, and there is a gap from July 1988 to December 1993.

Folders are arranged in chronological order.

Series III: Annual Reports, 1975-1998
(0.23 cubic feet)

This series consists of the Commission's annual reports for several of the years between 1975 and 1998.

The reports are arranged in chronological order.

Series IV: Counseling and Career Center, 1998-2004
(7 folders)

This series contains fliers, notices, and calendars of events announcing the programs, services, and workshops sponsored by the Center.

This series is arranged in chronological order, and then alphabetically within each year.

Series V: Newsletters, 1991-1998
(2 folders)

This series contains copies of some of the newsletters from the years 1991 to 1998. The newsletters are in chronological order.

Series VI: Printed Material, 1974-2007
(0.10 cubic feet)

Records in this series include studies and reports on the status of women in Montgomery County and issues with which they are concerned.

These reports are arranged in chronological order, and then alphabetically within each year.

CONDITIONS GOVERNING ACCESS

This collection is open for research.

LANGUAGE

English.

PROVENANCE

Materials in this collection were transferred from the Commission for Women and from Rockville Library.

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 for Women**, 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 for Women. 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. 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.

PROCESSING STAFF/FINDING AID AUTHOR

MCA staff.

BOX INVENTORY

Series I: Administration

Box 1

Appointments, 1987-1990
Maryland Commission for Women, 1994

Series II: Minutes

(Box 1, Cont.)

1987-1988
1993-1995

Series III: Annual Reports

(Box 1, Cont.)

1975
1976
1977
1978
1979
January 1979-June 1980, 1980
July 1980-June 1981, 1981
July 1982-June 1983, 1984
July 1984-June 1985, 1985
July 1985-June 1986, 1986
July 1986-June 1987, 1988
July 1987-June 1988, 1989
July 1988-June 1989, 1990
1991-1994
1996-1997, 1998

Series IV: Counseling and Career Center

Box 2

Counseling and Career Center Fliers, 1998
Counseling and Career Center Services, Programs, and Calendar of Events, September-October 1998, 1998
Counseling and Career Center Fliers for 1999, 1998-1999
Counseling and Career Center Services, Programs, and Calendar of Events 1999, 1998-1999
Counseling and Career Center Fliers, 2000
Counseling and Career Center Fliers, 2001
Counseling and Career Center Flier, 2004

Series V: Newsletters

(Box 2, Cont.)

1991-1992

1994-1998

Series VI: Printed Material

(Box 2, Cont.)

Employment Patterns: The Case for Affirmative Action (Joint Report with Human Relations Commission), 1974

Montgomery County Sexual Offenses, Report, 1975

Survey of County Women, 1978

Family Law Project Report, 1981

Sexual Harassment Survey Report, 1982

Montgomery County Task Force on Spousal Abuse, 1981-1982, 1983

(A) Woman's Place: Fall 1985 Calendar of Events, 1985

Report of the Employed Parent Families Project, Volume 1: Family Oriented Personnel Policies of Montgomery County Agencies, 1986

Report of the Employed Parent Families Project, Volume 2: Responsiveness of Montgomery County Public Agencies to Needs of Employed Parent Families, 1986

Report of the Coalition for Family Equity in the Courts, 1989

Easing the Financial and Emotional Costs of Divorce, [1994]

Report of the Status of Women of Montgomery County, 1997, 2007

Sexual Harassment in the Workplace: It's Against the Law, [1998]