

**MONTGOMERY COUNTY ARCHIVES**

**Guide to the Records of**

**DEPARTMENT OF ECONOMIC DEVELOPMENT**  
**1976-1997**

**Record Group 10: Community Development and Housing**

**June 15, 2001**  
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**Updated 2018**

Montgomery County Archives  
Montgomery County Records Center  
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**GUIDE TO THE RECORDS OF THE  
DEPARTMENT OF ECONOMIC DEVELOPMENT  
1976-1997**

**Record Group 10: Community Development and Housing**

**ADMINISTRATIVE HISTORY**

The mission of the Department of Economic Development, formerly the Office of Economic Development, is to promote balanced economic growth within the county. This is done by fostering a positive attitude within county government toward business and developing and implementing programs that encourage economic growth. The Department of Economic Development has established services ranging from marketing to outreach to new and existing businesses to ensure that individual companies, large or small, to prosper in the county.

**EXTENT**

34.5 cubic feet: 24 record boxes, 2 letter-size Hollinger boxes.

**SCOPE AND CONTENT**

This collection comprises material dating from 1976 to 1997 in addition to 0.75 cubic feet of photographs that were removed and relocated into Record Group 19. The collection includes memoranda, notes, meeting agendas and minutes, annual reports, correspondence and photographs which document the economic development of the county and the Department of Economic Development's efforts to stimulate economic growth.

These records are divided into eight series:

Series I: Subject Files

Series II: Business Development Program

Series III: Office of Strategic Planning

Series IV: Private Industry Council

Series V: Reorganization Committee

Series VI: Director's Files

*Subseries 1: Director's Chronological*

*Subseries 2: Director's Incoming*

Series VII: Photographs.

Series VIII: Minority, Female, Disabled, Small Business Programs

*Subseries 1: Conferences, Events, and Programs*

*Subseries 2: Business Opportunities and Contract Related*

*Subseries 3: General Correspondence*

*Subseries 4: Committees and Task Forces*

*Subseries 5: Data and Reports*

*Subseries 6: Internal Policies and Procedures*

*Subseries 7: Budget Documents*

**SERIES DESCRIPTIONS**

**Series I: Subject Files, 1976-1993, n.d.**

**(23 cubic feet)**

Materials in this series relate to a broad range of topics. Most concern expansion of existing businesses and efforts to encourage other businesses to open facilities in the County. There is considerable documentation related to foreign missions by biotechnology companies, as well as several annual budgetary reports and related memoranda. The series also includes correspondence relating to proposed legislation, business opportunities for the handicapped, child care facilities, fairs and expositions, and business development in Bethesda and Gaithersburg.

Folders in this series are arranged alphabetically by subject. Photographs in this series are located within the Audiovisual RG 19.

Records within this series located within Flat File 18 are:

- City of Rockville Recommended Capital Improvements Program, FY 1982-1987
- Child Care Employment Survey, November 1981-April 1986, n.d.

Records within this series located within Flat File 29 are:

- Leasing Conference - 1989 (Folder 1 of 2), April 1989-July 1989, n.d.
- Leasing Conference - 1989 (Folder 2 of 2), May 1985-Jan 1989, n.d.

**Series II: Business Development Program, 1981-1992, n.d.**

**(0.75 cubic feet)**

Materials in this series include reports, memoranda, correspondence, and notes that relate to missions to California and England to invite high technology firms to locate in the County, a survey of citizens perception of living conditions, employment opportunities, education, and trade fairs and conferences. Records in this series also document membership and operations of the Qualification Selection Committee, which reviews contracts for products and services.

This series is arranged in alphabetical order.

**Series III: Office of Strategic Planning, 1986-1997, n.d.**

**(0.50 cubic feet)**

This series contains materials concerning the Economic Advisory Council as well as reports, correspondence, and press releases.

Records in this series are arranged in alphabetical order.

**Series IV: Private Industry Council, 1981-1996, n.d.**

**(3.58 cubic feet)**

This series contains correspondence, budget reports, meeting agendas and minutes, and other documentation relating to the membership and operations of the Private Industry Council. The operations of the Private Industry Council included efforts to increase youth summer

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employment, the development of the Skilled Workers Emeritus Program, job fairs, assistance to the homeless, and child care symposiums.

This series is arranged in alphabetical order by subject.

Records in this series located within Flat File 29 are:

- Economic Advisory Council Retreat, Feb 1981, Apr-May 1992
- Business Resource Committee - Business Participation / Recycling, August 1988-Feb 1992, n.d.
- Total Quality Management (TQM) Seminars, Nov 1991-Jan 1992, n.d.

**Series V: Reorganization Committee, 1995, n.d.**

**(0.33 cubic feet)**

This series documents the discussion and process of the reorganization and consolidation of County departments. As a result of this reorganization, the Office of Economic Development, which was part of the Department of Housing and Community Development, became an independent agency as the Department of Economic Development.

This series is arranged in alphabetical order.

**Series VI: Director's Files, 1995-1996**

**(1.08 cubic feet)**

This series consists of a file of incoming and outgoing letters and memoranda. These records relate to virtually every aspect of administration and operations of the office, such as personnel management, conferences and meetings, technological development, economic surveys, and loans to small businesses.

This series is divided into two subseries: Director's Chronological and Director's Incoming. Items are arranged in chronological order within each subseries.

***Subseries 1: Director's Chronological, 1995-1996***

This subseries consists of letters and memoranda created by the office of the Director of the Department of Economic Development from 1995 to 1996.

***Subseries 2: Director's Incoming, 1995-1996***

This subseries consists of incoming letters and memoranda that passed through the office of the Director of the Department of Economic Development.

**Series VII: Photographs, 1979-1984, n.d.**

**(0.5 cubic feet) (see RG 19)**

This series consists of a collection of photographs taken mainly at events attended or organized by staff of the Department of Economic Development, such as award presentations, business

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visits, groundbreaking and openings, and the revitalization of Silver Spring, and also includes photographs of County officials. In addition, there is one aerial photograph labeled "University of Maryland Research Farm 1979," but the rest of the aerial photographs are unidentified.

The photographs in this series are arranged alphabetically according to the index provided with the original albums. A copy of this index is in each folder in this series, with the exception of the two folders of aerial photographs.

**Series VIII: Minority, Female, Disabled, Small Business Programs (1980-1996)**  
**(5 cubic feet)**

This series documents outreach activities and efforts to minority, female, and disabled-owned small businesses. It contains conference and event planning documents, records on county initiatives aimed at small businesses, correspondence, statistical reports and data, and policies and regulations relevant to small businesses. The documents come primarily from the files of DeVance Walker who served in various positions within the Office of Economic Development, including Chief of the Division of Small and Minority Business Empowerment.

This series is divided into eight subseries. Documents are arranged chronologically by year and then alphabetically.

***Subseries 1: Conferences, Events, and Programs, 1982-1996***

This subseries consists of planning documents, agenda, correspondence, and background materials related to conferences, special events, training programs and seminars, and other initiatives sponsored, co-sponsored, or supported by the Office of Economic Development from 1982 to 1996.

***Subseries 2: Business Opportunities and Contract Related, 1979-1996***

This subseries contains correspondence, records, and research materials related to specific contracts, proposals, and/or business opportunities in the county during the period 1979 to 1996.

***Subseries 3: General Correspondence, 1987-1996***

This subseries contains both internal, mostly in the form of memoranda, and external correspondence regarding management and operation of minority, female, and disabled-owned small business programs from 1987 to 1996. Some correspondence is company or organization-specific; other correspondence addresses broader policy issues.

***Subseries 4: Committees and Task Forces, 1986-1995***

This subseries contains meeting minutes, agenda, and other records related to internal (county-specific) and external committees or task forces DeVance Walker (or other Office of Economic Development employees) participated in from 1986 to 1995.

***Subseries 5: Data and Reports, 1981-1995***

This series contains miscellaneous demographic and economic indicator statistical reports as well as accomplishment and activity reports for the Office of Economic Development for the period 1981 to 1995.

***Subseries 6: Internal Policies and Procedures, 1983-1991***

This series contains various internal policy and procedure memoranda and documents pertaining to the Office of Economic Development operations and employees for 1983-1991.

***Subseries 7: Budget Documents, 1987-1992***

This subseries contains miscellaneous internal budget planning documents related to minority, female, and disabled-owned small business programs. The documents cover 1988, 1989, 1991, and 1992.

**CONDITIONS GOVERNING ACCESS**

This collection is open for research.

**LANGUAGE**

English.

**PROVENANCE**

These records were transferred from the Montgomery County Records Center in 1999 and 2000.

**USING THESE RECORDS**

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

Record Group 10, **Records of the Department of Economic Development**, 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 10: Housing and Community Development. Records Title: The Records of the Department of Economic Development. 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. Oversized documents and photographs were removed from the original location in their assigned series and placed in separate containers. Separation sheets were 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

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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  
Claire McDonald

**BOX INVENTORY**

**Series I: Subject Files**

**Box 1**

ABC Conference- German Delegation Visit (2 folders), 1989  
Administration, February 1986-January 1988  
Annual Report FY 1987, October 1987-January 1989  
American Economic Development Council (2 folders), January 1986-April 1991  
Americans with Disabilities (4 folders), 1986-1992, n.d.  
OED Annual Reports for FY 1980- FY 1987 (2 folders), 1980-1987  
“A Visionary Approach to Economic Development for the Potter Administration”, 1992  
Association of Biotechnology Companies (ABC), December 1986-June 1990  
ABC Conference (Toronto) (2 folders), 1990  
Association of Biotech Companies, October 1989-May 1990  
Baltimore/Washington Corridor Chamber (2 folders), October 1985-July 1990, n.d.  
Belgium Delegation Visit, June 1986-November 1987, n.d.  
Bethesda, February 1986-May 1988  
Bethesda Parking Study Lower, May 1986-April 1988, n.d.  
“Big 7” Maryland, n.d.  
Biotech Conference Booklets (2 folders), 1984-1986, n.d.

**Box 2**

Biotech Conference (2 folders), 1988  
1990 Biotech Conference (2 folders), September 1989-April 1990, n.d.  
1990 International Biotech Conference (4 folders), August 1989-May 1990, n.d.  
Biotech Conference Proceedings (2 folders), August 1990  
International Biotech Business Exchange, October 1989-March 1990  
Biotech Firms, May 1991  
Biotech USA ‘90 (3 folders), February 1989-December 1990, n.d.  
Biotech ‘85–Washington, D.C., July-November 1985  
Biotech ‘87 LA, April-November 1987  
Biotech ‘88 San Francisco, October-November 1988  
Biotechnology News, February 1984-January 1987  
Black’s Guide, January 1986-July 1990  
Blue Cross/ Blue Shield of the National Capital Area, March 1990-August 1992

*(Series I: Subject Files, Cont.)*

*(Box 2, Cont.)*

Board of License Commissioners, March 1992

Board of Trade, March 1986

Board of Trade, July 1993

Board of Trade, August 1993

Board of Trade- Area Business Development Officials Committee, January 1986-June 1988

Board of Trade- Area Business Development Officials Committee, November 1989-September 1993

**Box 3**

Board of Trade - General (2 folders), 1983-1990

Booz Allen, April-May 1991

Boyd High Tech Report, December 1988, April 1989

Brazilian Delegation Visit, September 1987

Budget FY 1978, April-November 1977, n.d.

Budget FY 1979, June 1977-September 1978, n.d.

Budget FY 1980 (2 folders), February 1979-June 1980

Budget FY 1981, December 1979-November 1981, n.d.

Budget FY 1982, September 1980-July 1981

Budget FY 1984, April 1983-July 1984, n.d.

Budget FY 1985 (2 folders), July 1983-July 1984, n.d.

Budget FY 1986, November 1984-February 1986, n.d.

Budget FY 1987, September 1985-April 1986

Budget FY 1988, December 1986-August 1988

Budget File FY89, September 1987-January 1989

Burdeshaw Associates, Ltd., April 1991

Business to Business Expo, May 1988

Business to Business Expo, 1989

Business Retention Program, January, March 1986

California Prospect Mission-Los Angeles Mission II, February-July 1983

California Prospect Mission-Maryland-Los Angeles Mission I, February-April 1983

California Mission November 1988, December 1985-November 1988

Chamber of Commerce, August 1986-May 1989

Child Care Business Opportunities Conference, November 1985-July 1987, n.d.

**Box 4**

Child Care Employment Survey (2 folders), November 1981-April 1986, n.d.

Child Care Task Force (2 folders), February 1982-November 1988

City of Rockville, Recommended Capital Improvements, FY 1982-1987

Commercial News USA May 1992

Community Guide, September-November 1989



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*(Series I: Subject Files, Cont.)*

*(Box 4, Cont.)*

Community Partnership Day, June-October 1990  
Community Reinvestment Act, July 1992  
Community Service Day, September-October 1991  
Community Use of Schools, February 1990  
Conference Center, 1991  
Conference and Visitors Bureau, March 1986-April 1992  
Congressional Delegates, April-June 1991  
Construction Excise Tax, April 1991  
Contract Compliance Conference, April-May 1990, n.d.  
CorNet, April 1991  
Council of Governments, October 1985-December 1987  
Council Members Correspondence, April-June 1991  
County Attorney Office, April-May 1991  
County Council, January 1986-April 1989  
County Executive Control Correspondence, January-December 1986  
County Executive Control Correspondence, January-September 1987  
County Executive Control Correspondence, January 1989-August 1990  
County Executive Control Correspondence, October 1991  
County Executive Correspondence, January 1988-November 1988  
County Executive/Chamber Executive Monthly Breakfast Meeting, January 1986-January 1987  
County Executive Program Priorities FYs 86-87, n.d.  
County Surplus Sites, August 1985-March 1986  
Data Coordinating Committee, October 1986  
DEED, April 1991-August 1993  
DEED Tour '88, May-June 1988  
Delegation- General, August 1988  
Demar, Incorporated, April-May 1988  
Department of Housing and Community Development, June 1992  
Developer Breakfast, March-April 1986  
Developer Seminar (Bethesda Hyatt Regency), December 1985  
Dusseldorf (Biotech '87), January-March 1987  
Direct Mail, August 1986-June 1987, n.d.  
Direct Mail Campaign, February-March 1989  
East-West Transitway, June 1986  
Economic Development Corporation, 1979

**Box 5**

Economic Development - General, November 1985-September 1988  
Economic Focus, 1978-1989  
Embassy of the People's Republic of China, June 1992

*(Series I: Subject Files, Cont.)*

*(Box 5, Cont.)*

Embassy of Sweden, July-September 1991  
Environmental Protection (EPA), June 1991  
Ethnic Heritage Festival, 1989  
European Mission IV, February 1982-October 1984, n.d.  
European Mission VI, January-June 1984, n.d.  
European Mission '85 (2 folders), June 1984-August 1985, n.d.  
European Mission 1987 (2 folders), May 1985-December 1987  
European Mission 1988, June 1988-January 1989  
Executive Regulation Process, January-February 1988  
ExecuTour '87, May-September 1987  
Export Assistance Program, February 1992  
Export Development Program, January 1986-April 1989  
Export Matching Grant Program (2 folders), November 1987-January 1990, n.d.  
Export Marketing, October 1987-July 1990  
Extrication Symposium, July-October 1989  
FACET, September-November 1989  
Fairfax, January 1985-November 1987  
Fair Housing and Housing Needs, September, November 1987  
Federal Office Space Policy, January-October 1987  
Financing Programs for Developers, June-July 1988  
First National Bank - Economic Development Update, January-April 1988  
First National Bank - First List, 1988  
Flotilla, June- July 1989  
Freedom of Information Act - Requests, May 1988  
French-American Chamber of Commerce, January-April 1990  
French Delegation '89, March, May 1989  
French Delegation Visit, February 1988-September 1990, n.d.  
Gaithersburg Latitude Observatory, March-April 1989  
Gaithersburg Vicinity Master Plan, March-April 1985, October 1987

**Box 6**

Garage 49 Study- Bethesda CBD, July 1982-December 1983  
Garage Study- Bethesda CBD (2 folders), January-October 1984  
Garage 49 Study- Bethesda CBD, February 1985-February 1986  
Garage Study- Bethesda CBD (2 folders), January-October 1986  
Gene Lynch Correspondence, March 1991  
General (2 folders), January 1986-September 1989  
General, October 1988-May 1990  
General Files, July 1989-May 1990, n.d.  
General Files, September-October 1989

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*(Series I: Subject Files, Cont.)*

*(Box 6, Cont.)*

General Dynamics (Response), June-July 1991  
Georgetown University's Medical Center, March 1992  
German Delegation Visit - Dr. Rau, February 1985-May 1989, n.d.  
Germantown (2 folders), June 1981-July 1988, n.d.  
Greater Washington Region High Tech Award, October 1988  
Growth Management, December 1985-January 1987  
Handicapped Training Contracting, June-July 1986  
Harvey Construction Opening - October 13, 1988, August-October 1988  
High Tech Council Awards, August 1989-April 1992  
High Tech Terms Training, July-September 1990

**Box 7**

Hispanic Contracts '90, November 1989-October 1990  
Hispanic Requests for Proposals, March 1989-August 1990  
Housing, February-December 1988  
Hsinchu Science-based Industrial Park Administration, April 1991  
Hussman Correspondence, March-June 1991  
IDB- General, October-November 1992  
IDRC Membership Directory, 1990-1991  
Immigration and Naturalization, 1987  
Impact Fees, February 1986  
Incubator Proposal, June 1992  
Industrial Development Research Council (5 folders), April 1986-December 1990, n.d.  
Industrial Revenue Board General (2 folders), March 1976-October 1992, n.d.  
Information Requests Completed, January 1986-March 1989, n.d.  
Information to Fax - Shady Grove Life Sciences Center, Biotech, etc., 1989-1990  
Inquiries File, January 1991  
Interagency Planning Committee, March 1984-August 1986  
International Companies in Maryland, October, December 1988  
International Trade Seminars, May 1987-March 1988  
International Visitors Center, January 1990  
Irish Delegation Visit, February-March 1988  
Israel, September 1988-October 1989  
I-270 Partnership (Group), January 1986-November 1989, n.d.  
I-270 Partnership Correspondence (other than inquiries), December 1986, August - November 1988

**Box 8**

Japanese Delegation Visit, April 1984- December 1987, n.d.  
Japanese Delegation Visit- Keidanran (2 folders), October 1984-May 1988, n.d.

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*(Series I: Subject Files, Cont.)*

*(Box 8, Cont.)*

Japan Mission V (2 folders), March 1982-December 1983, n.d.  
Japan Mission VI, August-November 1983  
Japan Mission, 1983-June 1986, n.d.  
Japan Trade Center (JETRO), February 1986  
Japanese Visit, September-December 1990, n.d.  
Job Training Partnership Act (JTPA), May 1986-December 1989  
Keidanran Investment Expansion Mission to USA, 1983-October 1987, n.d.  
King & Spalding, May-June 1991  
Knorr Brake, February 1991  
Layhill Community Night, September-November 1989  
LCCC Disposal, March-July 1992  
Leasing Conference-1988 (2 folders), May 1985-January 1989, n.d.  
Leasing Conference-1989 (2 folders), April-July 1989, n.d.  
Leasing Conference-1990, January-April 1990, n.d.  
Legislation-1986 (2 folders), December 1985-August 1986  
Legislation-1987, January 1987, September 1988  
Magazine Submissions, May-December 1988, February 1992

**Box 9**

Management Reporting System, 1987  
Management Reporting System, 1988  
Management Reporting System, 1989  
Management Reporting System, 1990  
Management Reporting System, 1991-1993  
Marketing the Markets Session in Annapolis, April 1988  
Marketour '88, July, October 1988  
Maryland Association of Counties, May 1991  
Maryland Award for Economic Excellence, April 1986-April 1990  
Maryland Business Visitation Program, March-April 1989  
Maryland Canadian Mission, April 1984, n.d.  
Maryland Cooperative Marketing Grant Fund, August 1985-September 1991  
Maryland Corporate Air Center, September-October 1987  
Maryland Department of Economic and Employment Development, March-November 1991  
Maryland Department of Economic and Employment Development - General (2 folders),  
March 1986-June 1990, n.d.  
Maryland Higher Education Commission, June 1992  
Maryland Industrial Development Association (2 folders), September 1983-October 1990, n.d.  
Maryland Industrial Development Finance Authority, 1987, 1989  
Maryland Industrial Partnerships, 1989  
Maryland International Trade Association, 1988

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*(Series I: Subject Files, Cont.)*

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Maryland Main Street Development Association, 1988  
Maryland Manufacturer's Resource Guide, 1988-1989  
Maryland Minority Contractors, 1985-1988  
Maryland Poll, 1988  
Maryland Small Business Development Center, Feb-Mar 1991  
Maryland, You Are Beautiful, 1987  
Maryland, You Are Beautiful, 1987 (folder 2)  
Maryland, You Are Beautiful, 1988-1989  
Maxwell Communication Corporation, Jun 1989  
Meeting File, 1986  
Medica '88, 1988  
Medica, 1988-1989

**Box 10**

Mid-Atlantic Certified Development Company, 1981-1985  
Mid-Atlantic Certified Development Company, 1992  
Minority Affairs, 1986  
Minority Business - General, 1983-1989  
Minority Business Procurement Program, 1991-1992  
Mitchell and Best Company, 1991  
Montgomery Business Resource Group, 1986-1988  
Montgomery Business Resource Group Legal Documents, 1981, 1987  
Montgomery College, 1986-1991  
Montgomery County Airpark, 1981-1982  
Montgomery County Airpark, 1986-1989  
Montgomery County Airpark Taskforce, 1982-1986  
Montgomery County/Canada Business Exchange, 1990  
Montgomery County Chamber of Commerce, 1986-1990  
Montgomery County Chamber of Commerce, 1991-1992  
Montgomery County Chamber of Commerce Communications Committee, 1989  
Montgomery County Chamber of Commerce Economic Development Committee, 1985-1986  
Montgomery County Chamber of Commerce Public Relations Committee, 1988  
MCGEO - Local Union, 1987  
Montgomery County Planning Board, 1986  
Montgomery County Public Schools, Apr 1991  
Montgomery County Strategic Plan, 1991  
Montgomery County Technical Enterprise Center, n.d.  
Mulligan/Griffin, Apr 1992  
National Association of Counties (NACO), 1986-1987  
NACO Awards/Submissions, 1989

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*(Series I: Subject Files, Cont.)*

*(Box 10, Cont.)*

NACO Programs Submitted for Awards, 1981-1989  
National Association of Corporate Real Estate Executives (NACORE), 1988  
NACORE, 1989-1990  
NACORE Conference, 1988  
NACORE San Francisco, 1988-1989  
National Association of Industrial and Office Parks (NAIOP), 1987  
NAIOP Tour, 1987  
NAIOP Tour, 1988 (2 folders)

**Box 11**

National Institutes of Health, 1989, 1991  
National Institutes of Health Centennial Events, 1986-1987  
National Institutes of Health Open House, 1987  
National Information Technology Center, Jul 1992  
New York Mission (3 folders), May 1986-July 1987, n.d.  
New York/New Jersey Mission, February 1987- December 1988  
Nominations for Awards, 1986, 1988  
North Carolina Biotechnology Center, 1991-1992  
Office Space Survey, January 1986-June 1990  
One-time Marketing Events 1988 - Greater Washington Open Golf Tournament, April-May 1988  
One-time Marketing Events 1988 - JPC Luncheon, October-November 1987  
One-time Marketing Events 1988 - National Technology Transfer Conference, Oct.-Nov. 1988  
One-time Marketing Events 1988 - University of Maryland Fundraising Breakfast, July-August 1988  
One-time Marketing Events 1988 - Washington Business Journal Breakfast, October 1988  
Openings, 1989  
Organizations, n.d.  
Otsuka Pharmaceutical America Inc., Oct 1991  
Paretzky, June 1990  
Personnel Management Work Program FY84, September 1983-August 1986  
Planning Policies Group, 1985  
Planning Policies Group, January-April 1986  
Planning Policies Group (2 folders), May 1986-October 1988  
[Neal] Potter's Correspondence, Apr-Jun 1991  
Preakness Celebration, 1987-1988  
Press Briefing, MC 2020, Oct 1987  
Press Releases, March 1986-March 1989, n.d.  
Press Tour: Research and Development Village, July- December 1986, n.d.  
Prince George's County Economic Development Corporation, October 1987-March 1988  
Project Independence - Investment in Job Opportunities, February 1988-July 1990

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*(Series I: Subject Files, Cont.)*

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Proposal/Historic House in Montgomery County, September-October 1989

Public Information–Montgomery News, July 1981-September 1986

Pumphrey/Mateney Housing Restoration Proposal, January-May 1986

**Box 12**

Radio WMET, Nov 1987

Regardies Magazine, 1988-1990

Regional Airports, 1988-1989

Resumes, 1987-1990

RFP Inquiries, 1987

Rickman Ground-break, May 1990

Route 29, Dec 1991

Senior Citizens Writing Contest, 1989

Silver Spring, 1978-1979

Silver Spring, 1985-1987 (2 folders)

Silver Spring, 1985

Silver Spring, 1986

Silver Spring, 1987 (2 folders)

Silver Spring, 1988

Silver Spring, 1989

Silver Spring, 1991

Silver Spring Chamber of Commerce, 1978-1988

Silver Spring Commercial Revitalization, 1982-1985

Silver Spring Marketing, 1986-1987

Silver Spring Project, 1991

Silver Spring Renaissance, 1986

Slide Show, 1987-1988

Small Business Assistance, 1986-1989

Small Business Guide, May 1992

Small Business Workshop, 1989

Small Cities Community Development

Small and MFD Business Technical Assistance Conference, Jun 1992

**Box 13**

Society of Nuclear Medicine, 1992

Southern Industrial Development Council (SIDC), 1989-1990

SIDC, 1990

SIDC Award, 1988-1990

Soviet Jewish Refugees, 1990

Soviet Physician's Tour of Montgomery County, Oct 1990

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*(Series I: Subject Files, Cont.)*

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Sovran Taxable Adjustable Rate Securities, 1990  
Spanish Speaking Community, Dec 1991  
Speeches, 1986  
Speeches, 1987-1989  
Speeches, 1990-1991  
State Affairs Office Correspondence, May 1991  
State Board of Higher Education, 1985-1986  
State Senators Letters, 1991  
Stone, Thomas B., Attorney at Law, 1991  
Suburban Maryland Business Magazine, 1988  
SW-SBDC (Suburban Washington Small Business Development Center), 1992  
Taxes, 1985-1988  
Technical Advisory Board, 1984-1987  
Technical Transfer Program, 1992  
Teleconference, Baltimore, March 1990  
Transportation, 1984-1989 (2 folders)  
Transportation Briefing, 1987  
Transportation Briefing, 1989  
Travel Council, FY 89/90, 1988-1990  
Travel Council Contract and Other Organizing Papers, 1984-1990  
Travel Council, Inc., Matching Grant, FY 87, 1986-1987  
Travel Council - Upcounty Center Space, 1987-1989  
Travel - Hotel Development and Correspondence, Aug 1987  
Travel/Tourism - General, 1985-1990 (2 folders)

**Box 14**

Travel/Tourism- Montgomery County, MD, Travel Council, Inc., 1986-1990 (2 folders)  
University of Maryland Groundbreaking, Sep 1990 (2 folders)  
Urban Land Institute, 1978-1989  
United States Commerce Department's Commerce News Publication, Jul 1992  
Various Newsletters, 1988  
Videotape- Maguire/Reeder, Apr 1988  
Video Teleconference, Mar 1991  
Voice Mail, 1987  
Voice of America, Jul 1988  
Volunteer Open House, Dec 1991  
Volunteer Opportunities, Organizations, 1991  
Washington Area Airports - General, 1989-1990  
Washington/Baltimore Regional Association, 1986-1988  
Washington Dulles Task Force, 1983-1988



*(Series I: Subject Files, Cont.)*

*(Box 14, Cont.)*

Washington Metropolitan Area Jobs Council, 1985-1986  
Washington Post One Hundred, 1988  
Water and Sewer Service, 1985-1986  
Weidig Parcel Lease Amendment, 1991

**Box 15**

Work Program, FY 1980  
Work Program, FY 1981 (2 folders)  
Work Program, FY 1982 (2 folders)  
Work Program, FY 1983  
Work Program, FY 1984  
Work Program, FY 1986  
Work Program, FY 1987  
Work Program, FY 1988  
Worker Adjustment and Retraining Notification Act (WARN), 1989

**Series II: Business Development Program**

*(Box 15, Cont.)*

Bio-tech Symposium, August- September 1988  
Business Appreciation Week, February 1985-June 1986, n.d.  
Business Appreciation Week (2 folders), March 1986-May 1987, n.d.  
California Mission 1986 (2 folders), November 1983, December 1985, May-July 1986  
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Child Care: Employer Assistance for Private Sector and Federal Employees, February 1986  
Citizen's Survey, September 1987

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1988 Fax Transmittal Sheets (2 folders), 1988  
London '87, April-August 1987, n.d.  
Maryland Trader, September, December 1988  
MFD & Small Business Conference 1992, March 1991-June 1992, n.d.  
Miscellaneous News Articles, February-March 1981  
News Releases, January 1988-September 1989  
Qualifications Selection Committee (RFP's), April-July 1990

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Business Advisory Group (BAG), January 1992-February 1993, n.d.  
CRA- County Government Process (2 folders), July 1993-November 1995, n.d.  
Economic Advisory Council (EAC) Quarterly, August 1991  
Economic Advisory Council (EAC) Quarterly Meetings (2 folders), April 1991-Dec. 1992, n.d.  
Economic Advisory Council (EAC) Retreat - November 1992, January-December 1992, n.d.  
Future of County Cable, January-March 1997, n.d.  
Johns Hopkins, October 1986-March 1989, n.d.  
Quality Awards, August 1993, n.d.  
Quality Awards Workshop (3 folders), August 1992-July 1993, n.d.  
WMATA Symposium, March 1996-June 1997, n.d.

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ADA- County Abilities, July 1992  
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Apprenticeship, August 1992  
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Business Resource Committee- Business Participation/Recycling, August 1988-Feb. 1992, n.d.  
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Commission on Child Care (2 folders), April 1989-November 1990, n.d.  
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Conference and Visitors Bureau Dining Guide Event, May-June 1990  
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County Executive/Chamber Executives Breakfast Meetings, April 1987-July 1991, n.d.  
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Economic Advisory Council Quarterly, June 1993  
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Job Fair - Jon Gerson's Remarks, August-September 1992, n.d.  
Job Fair/Mature '91, September-November 1991  
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Personnel, November 1992-August 1994

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Project Independence, September 1992-December 1993

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Seventh Annual Small Business Forum, July 1989, March-April 1990, n.d.

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Skilled Workers Emeritus Program (SWEP), June-December 1992

Special Projects - Assistance/Homeless, March-November 1989, n.d.

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- Book I: Awards and Honors, 1981- 1982, n.d.
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- Book II: Conferences, 1979-1983, n.d.
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- Book II: Facilities, n.d.
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- Book II: Groundbreaking, n.d.
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- Book III: Miscellaneous, n.d.
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- Book III: Trips, November 1980, n.d.
- Maryland, You Are Beautiful Award Ceremony, 1987
- Maryland, You Are Beautiful Presentation Ceremony, n.d.
- Maryland, You Are Beautiful Awards Ceremony, n.d.

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- Teleconferencing video system, Baltimore, 1990

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Meeting with Minority, Female, and Disabled-Owned Business Representatives, 1988  
Minority, Female and Disabled-Owned Business Conference, 1988  
Minority, Female, Disabled-Owned Business Conference, Evaluation Forms, 1988  
Regional Minority Business Conference, 1988  
Resource Guide, Minority, Female, & Disabled-Owned Business, 1988  
Small Business Forum, 1988  
Black Managers' Forum/First Annual, 1989  
How to Conduct Market Research with a Bare Bones Budget Seminar, 1989  
Joint Venture for Minority, Female, and Disabled Owned-Businesses Seminar, 1989  
Learn the Financial Weapons of Business Success Seminar, 1989  
Maryland Stadium Authority Workshop, 1989  
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State of Black-Owned Businesses, 1989  
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Black History Month, 1990  
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MFD Business Up-County Procurement Symposium & Fair, 1990

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Minority, Female, and Disabled-Owned Business, Pilot Membership Program, 1990  
Minority, Female, and Disabled-Owned Business Procurement Fair, 1990  
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Banking Seminar, 1990-1991  
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Financing and CA\$h Network, 1990-1994  
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Home Based Business Day, 1991  
How to Check the Financial Health of Your Business Seminar, 1991  
Minority, Female, and Disabled-Owned Business Procurement Fair, 1991  
Small & Minority, Female, & Disabled-Owned Business Technical Assistance Conference, 1991  
Bonding Readiness Program, Correspondence, Legal (**RESTRICTED**), 1991-1993  
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NAPAW 7<sup>th</sup> Annual Training Conference, 1993  
National Convention of Deaf Entrepreneurs and Focus Group, 1993-1994  
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Entrepreneurship and Disabilities Focus Group, 1994  
Evaluations: 1994 Procurement Fair, 1994  
International Trade Workshop, 1994  
Minority, Female, & Disabled-Owned Businesses Procurement Fair, 1994  
Asian American Business Summits, 1995  
How to Write Proposals and Respond to Solicitations for Contracts, 1995  
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Small & Minority, Female, & Disabled-Owned Business Technical Assistance Conference, 1995  
Speeches from County Executive Duncan on Small Business & Economic Development, 1995



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MFD Directory, Vendors for Print Contract, n.d.  
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Cable Television, Telecommunications, 1980-1988  
Small Business Incubator, 1985-1996  
Bidders List Application, 1987  
Minority, Female, and Disadvantaged Conference, Vendors and Contracts, 1987  
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Hispanic Economic Development, 1990  
Maryland Small Business Development Center, 1990  
Proposals, 1990-1992  
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Conference Center Proposal, 1995  
Raising Hispanic Academic Achievement, Inc., 1996  
Quick Reference Procurement Guide for Business Entrepreneurs, 1996

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OED Feedback on Minority-Small Business Program, 1985-1991  
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Commission Briefing, 1989  
Wheaton Small Business Development Center, 1989-1995 (**RESTRICTED**)  
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OED Feedback Re: Small & Minority Business Program, 1992-1993  
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Economic Advisory Council, Small Business Advisory Group, 1988  
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Interagency Fair Housing Coordinating Group, 1988  
Sensitivity Awareness Symposium Task Force, 1988  
Fair Housing Committee, Reports, 1988-1990  
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Fair Housing Committee, Legal Memorandum, 1989 (**RESTRICTED**)  
Minority Business Procurement Task Force, Presentation Interview Schedule, 1989  
Strategic Plan for Economic Development for the 1990s, 1991  
Wheaton-Kensington Chamber of Commerce, 1991  
Private-Public Sector Input Committee, 1991, 1993  
Washington Area Regional Committee on Minority Business Enterprise Certification, 1991-1995  
Strategic Planning, Action Business Committee, 1993-1995  
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Work Plan, 1988  
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Wheaton Parking Systems Analysis, 1989  
Kensington Business District: Strategies for Revitalization, 1990  
Report on Black-Owned Businesses in Maryland, 1990  
Outreach Survey/Minority, Female, & Disabled Business Owners, 1990  
Wheaton, Reports on, 1990  
Outreach Program Annual Report, 1991  
Report on the Workforce Development Conference Focus Groups? Private Industry Council, 1993  
OED Accomplishments, 1994  
Rebuilding America for a New Era: Pres. Clinton's Agenda for Small Business, 1995  
Presentation to the County Executive Minority Advisory Group/Small Business Outreach Program, 1996

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Washington Suburban Sanitary Commission (WSSC) Minority Procurement Policy, 1986-1992  
Priority Development Process, 1988  
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Court Rulings & Legal Reference Regarding Minority Business Enterprises (including Concrete General v WSSC), 1989-1991  
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NAACP Statement on Increasing "Piggyback Tax", 1992

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