

**MONTGOMERY COUNTY ARCHIVES**

**Guide to the Records of the**

**MONTGOMERY COUNTY  
COMMUNITY ACTION COMMITTEE  
1968-1996**

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

**May 3, 1999  
Revised March 13, 2017  
Updated 2018**

Montgomery County Archives  
Montgomery County Records Center  
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### **ADMINISTRATIVE HISTORY**

In 1964, the U. S. Congress enacted the Economic Opportunities Act which required that local community action programs be developed and implemented in order to qualify for federal grants. On October 19, 1965, the Montgomery County Council created the Community Action Committee (CAC) with the authority and responsibility for developing and coordinating community action programs. Its members were comprised of representatives from public agencies, civic and other County organizations, and residents from areas with high levels of poverty.

The CAC continues to represent the interests of low-income residents by initiating, monitoring and evaluating programs that meet their needs, and by focusing local resources on assisting these citizens to attain the skills, knowledge and motivation necessary for self-sufficiency. Primarily a referral and information agency, the CAC also provides transportation and health services, legal aid, training and educational programs, and other community improvement activities.

### **EXTENT**

1.1 cubic feet: 3 letter-size Hollinger boxes, 1 half-size letter-size Hollinger box.

### **SCOPE AND CONTENT NOTE**

The records of the Montgomery County Community Action Committee document the activities of its board of directors from 1968 to 1996. Records consist primarily of minutes, agendas, reports, memoranda, and correspondence. There is a gap in the meeting minutes from 1980 to 1990.

The records are arranged in three series:

Series I: Administrative

Series II: Minutes

Series III: Subcommittees

### **SERIES DESCRIPTIONS**

#### **Series I: Administrative, 1968-1980**

##### **(0.1 cubic feet)**

These records document the early organization, plans, proposals, projects, reports, and surveys of the Committee. They also include copies of *Counteraction*, the newspaper of the Community Action Agency Board; progress reports; brochures; and grant-related materials.

Records in this series found within Flat File 15 are:

- 1 newspaper, *Counteraction*, CAA Board Member Newspaper Volume 1, Number 6, June 1978
- 1 newspaper, *Counteraction*, CAA Board Member Newspaper Volume 3, Number 3, March 1979

**Series II: Minutes, 1973-1996**

**(0.8 cubic feet)**

This series contains minutes, agendas and handouts for Board meetings. Many minutes are missing, and there is a large gap from July 1980 to February 1990. Other materials include correspondence, memoranda, press releases, statements, notes, newspapers and newsletters, membership lists, bylaws, notices, and clippings.

**Series III: Subcommittees, 1972-1976**

**(0.1 cubic feet)**

This series contains minutes, notes, sample forms, reports, correspondence, lists, agendas, brochures and memoranda relating to various subcommittees of the Community Action Committee.

**Series IV: Printed Material, 1979-1991**

**(0.1 cubic feet)**

This series contains Annual Reports and other special reports generated by the Committee/Board, in coordination with ad hoc committees. Also included are brochures advertising agency services and two copies of "Community Newsletter" from 1980.

**CONDITIONS GOVERNING ACCESS**

This collection is open for research.

**LANGUAGE**

English.

**PROVENANCE**

The bulk of the material is from Accession #96-5, originally 1 cubic foot. Some of the minutes were transferred from Rockville Library in 1998 and 1999.

**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 Montgomery County Community Action Committee**, 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: Commissions and Boards. Records Title: Records of the Montgomery County Community Action Committee. 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

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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 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**

**Series I: Administrative, 1968-1980**

**Box 1**

[General], 1968-1978

[General], 1979-1980

Grantee Under Grant No. 30450: Accountants' Report, Financial Statements and Supplementary Information, June 30, 1980

**Series II: Minutes, 1973-1996 (non-inclusive)**

**(Box 1, cont.)**

October-November 1973

January-July 1974

September 1974

October 1974

May-July 1975

May-June 1976

September 1976

October-December 1976

**Box 2**

January 1977

February-June 1977

July 1977

September 1977

November 1977

December 1977

February-September 1978

November 1978

December 1978

January 1979

March 1979

April 1979

May 1979

June-December 1979

**Box 3**

November 1979

January 1980

February 1980

March 1980

April-June 1980

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*(Series II: Minutes, 1973-1996 (non-inclusive), Cont.)*

*(Box 3, cont.)*

July 1980

February-November 1990

March-December 1991

1992

1993

1994

1995

1996

**Series III: Subcommittees, 1971-1976**

*(see Box 4)*

Employment Subcommittee: Report of the Rockville OIC and the Opportunity Fund, 1971-1973

*(Box 3, Cont.)*

Food Stamp Advisory Committee, 1972

Health Committee, May-June 1975

Welfare Subcommittee, 1975-1976

**Series IV: Printed Material, 1979-1991**

*(Box 3, Cont.)*

Community Newsletter, March; May-June, 1980

**Box 4**

Community Action Brochures, 1979 and undated

Community Action Committee FY81 Annual Report, 1981

Community Action Committee FY83 Annual Report, 1984

Community Action Board FY84 Annual Report, 1985

Community Action Board on Minimum Standard of Need, 1985

Community Action Board Education Task Force Report, 1985

Community Action Board FY85 Annual Report, 1986

Community Action Board FY86 Annual Report, 1987

Community Action Board Report on the Minimum Standard of Need, 1991