

**MONTGOMERY COUNTY ARCHIVES**  
**Guide to the Records of the**  
**MONTGOMERY COUNTY CIVIC FEDERATION**  
**1925-2023**

**Record Group 18: Civic Organizations**

**September 14, 1999**  
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### **ADMINISTRATIVE HISTORY**

The Montgomery County Civic Federation was established in 1925 as an umbrella organization for the County's numerous civic organizations, and functioned as both a broadly-based citizens' lobby and a link between individual organizations.

During the first decade after its establishment, the Montgomery County Civic Federation focused on ensuring the development of single-family dwelling subdivisions and campaigning for improvements to infrastructure. The Civic Federation supported the creation of the MNCPPC, which became the planning body for land-use in Montgomery County, and such projects as improvements to Georgetown Road, garbage and trash collection, and a Cabin John Creek Valley Park. Although the Federation largely focused on localized community issues, it also sought to reshape County government, and, early in its existence, campaigned for the creation of the Western and Eastern Suburban District.

In the 1930s, influenced by New Deal politics and by an influx of progressive-minded federal employees, the Montgomery County Civic Federation began to work toward home rule. Such diverse groups as the Home Interest Club of Forest Glen, the Montgomery County Farm Bureau, and the League of Women Voters all supported a greater role for County government.

In 1937, the Civic Federation formed a committee to study means of improving County government. In the winter of 1939, the County Commissioners hired the Brookings Institute for Government Research for the study. The Brookings study, entitled *Government of Montgomery County*, was released to the public in March 1941. The study recommended sweeping changes to the County government, including replacing the Board of Commissioners with a County Manager and a nonpartisan County Council, a County employee merit system, and the formation of a Civil Service Commission. The Brookings group also proposed the professionalization of several departments, namely the Police Department and the Office of County Engineer.

Throughout much of its history, the Federation was in conflict with the County government because it championed such politically unpopular causes as a nonpartisan County government, a County Manager system, and the abolition of state-appointed officials to the MNCPPC and the WSSC. During the 1950s, the MCCF supported selection of the school board through nonpartisan elections, and contributed to the revision and improvement in enforcement of zoning codes. In more recent years, the Federation has continued to monitor the County government. Objects of special concern have included state politics, County court procedures, and public transportation and the Ride-On bus system.

### **EXTENT**

9 cubic feet: 7 records boxes, 4 letter-size Hollinger boxes.

### **SCOPE AND CONTENT**

In addition to reflecting the activities of the Montgomery County Civic Federation, these records also provide insight into Montgomery County government in the years prior to 1948, a period for

which little documentation exists elsewhere. The records include correspondence, memoranda, reports, minutes, directories, committee records, clippings, a videotape, and the Federation's record books. Also included are unidentified tape recordings of meetings in 1961 to 1963.

The records been arranged in nine series:

- Series I: Administrative
- Series II: By-Laws and Constitution
- Series III: Committees
- Series IV: Meetings: Minutes/Newsletters
- Series V: Press Releases and Clippings
- Series VI: Publications
- Series VII: Thesis
- Series VIII: Audiotape Recordings
- Series IX: Videotape

### **SERIES DESCRIPTIONS**

#### **Series I: Administrative, 1958-1986** **(3 folders)**

This series contains correspondence reflecting the scope of the Montgomery County Civic Federation's accomplishments, plans, and areas of concern. It also contains samples of letterhead, which list member organizations and Federation officers. The records are arranged in alphabetical order, and then chronologically.

#### **Series II: By-Laws and Constitution, 1950-1976** **(2 folders)**

This series contains the by-laws and constitution of the Montgomery County Civic Federation and its subsequent revisions, as well as undated procedures for the presentation of resolutions.

#### **Series III: Committees, 1941-1985** **(1.75 cubic feet)**

This series includes the minutes of various committees of the Montgomery County Civic Federation as well as correspondence, notes, and flyers which relate to them, and mailing lists and lists of members. One folder is restricted because it contains charges of ethics violations leveled against a County employee. The records are arranged in alphabetical order by committee, and then chronologically.

Records in this series found within Audiovisual Record Group 19 are:

- Banquet, 1950-1960, 1958

#### **Series IV: Meetings: Minutes/Newsletters, 1943-1992; 1997-current** **(0.6 cubic feet)**

The series contains minutes and newsletters documenting the Montgomery County Civic Federation's monthly meetings, and includes attendance lists from 1970 to 1976. The series is arranged chronologically, with the attendance lists at the end.

**Series V: Press Releases and Clippings, 1938-1957, 1972-1985**  
**(0.65 cubic feet)**

This series consists of press releases for the years 1972 to 1981 highlighting the Montgomery County Civic Federation's activities. The series also includes newspaper clippings for the years 1938 to 1957 and 1975 to 1985, which were collected and donated by former members. The series is arranged in alphabetical order by type, and then chronologically.

Records in this series found within Flat File 20 are:

- METRO: City of Tomorrow, *Washington Star*, October 6 - November 24, 1957 (Reprint; 1 newspaper supplement)

**Series VI: Publications, 1925-1994**  
**(4.75 cubic feet)**

This series primarily consists of record books, which contain correspondence, clippings, and delegate selection records, along with the Federation's directories from 1929 to 1994 and other publications. A few of the directories are missing. Record Books Nos. 8 and 13 through 15 are also missing for the years 1932 to 1933 and 1937 to 1940. The records are arranged in alphabetical order by publication title, and then chronologically.

**Series VII: Thesis, 1934**  
**(1 folder)**

This series contains a thesis on "Adult Education in the Social Planning of a Civic Organization" by Alice Watts Hostetler submitted to the University of Maryland.

**Series VIII: Audiotape Recordings, 1961-1963**  
**(1 folder)**

This series contains audiotape recordings of the meetings of the Montgomery County Civic Federation. The tapes have been removed to Record Group 19: Audiovisual.

**Series IX: Videotape, 1998**  
**(1 folder)**

This videotape records a presentation to the County Council on April 14, 1998, on the issue of special exceptions. The tape has been removed to Record Group 19: Audiovisual.

**Series X: Charles Wolff Files, undated**  
**(3.0 cubic feet)**

Charles Wolff served as the institutional historian for the Civic Federation and donated his files, many of which were inherited from previous historians, to the Archive. His files cover a wide range of topics and dates, all relating to the day-to-day business of the Federation.

***Subseries 1: Bylaws and Bylaw History, 1925-2008***  
***(0.2 cubic feet)***

This series consists of copies of the bylaws from various points in the Federation's history, as well as some administrative details.

***Subseries 2: Quick Take Land Acquisition, 1972-1977***  
***(2 folders)***

This series documents MCCF's reaction to the proposition that the Washington Suburban Sanitary Commission be granted eminent domain powers to seize land for purposes of sewage treatment.

***Subseries 3: Sampling of Government Publications, County Charter, 1970-2003***  
***(1 folder)***

This series contains a wide range of local government publications concerning the Montgomery County charter in particular and local government in general. Also included are several of the county executive's recommended budgets for particular financial years and pamphlets on county zoning ordinances.

***Subseries 4: Local Politics and Activism***

**CONDITIONS GOVERNING ACCESS**

This collection is open for research. Some material is restricted for content or privacy reasons. Restricted material will not be served to researchers. Contact the Archivist with questions about restricted material.

**LANGUAGE**

English.

**PROVENANCE**

These records were solicited from former Federation presidents and other prominent members. Some were donated in 1998 by Robert S. Price, head of the Membership Committee for many years. Past president William J. Skinner donated the videotape to Rockville Library in 1998, and it was subsequently transferred to the Archives.

**USING THESE RECORDS**

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

Record Group 18, **Records of the Montgomery County Civic Federation**, 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 18: Civic

Organizations. Records Title: The Records of the Montgomery County Civic Federation. 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, photographs, and audio and video tape recordings 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**

**Box 1**

Correspondence, 1958-1986 (2 folders)  
Letterhead, n.d.

**Series II: Bylaws and Constitution**

*(Box 1, Cont.)*

By-Laws and Constitution, 1950-1976  
Procedures, n.d.

**Series III: Committees**

*(Box 1, Cont.)*

Advisory and Executive, 1956-1981  
Banquet, 1950-1980  
Executive, 1984-1985  
Executive and Advisory, 1945-1960  
General, 1944-1950  
General, 1954-1963, 1976-1980  
Internal County Improvement, 1946-1954, n.d.  
Legislation and Legal Action, 1945-1980, n.d. (3 folders)  
Membership, c. 1977-1985, n.d.  
Membership: 1984 Membership Data, 1982-1985, n.d.  
Nominating, 1945-1955, n.d.  
Planning and Zoning, 1957-1982 (3 folders)  
Program Achievement, 1952  
Public Finance, 1956-1966  
Public Finance, 1975-1977  
Public Finance, 1978-1981  
Public Finance and Budget, 1948-1954  
Public Safety, 1954-1979  
Public Utilities, 1955-1964  
Public Utilities, 1969-1980  
Roads, Streets, Bridges, 1951-1955  
Roads, Streets, Bridges, 1958-1980 (2 folders)

**Box 2**

Sanitation and Public Health, 1951  
Sanitation and Public Health, 1957-1967  
Sanitation and Public Health, 1974-1981 (2 folders)  
Schools, 1941-1956, n.d.  
Schools, 1955-1980 (2 folders)  
*(Series III: Committees, Cont.)*

***(Box 2, cont.)***

Social Welfare, 1944-1951

Special: Civil Defense, 1957-1958

Special: COG Citizen Participation Program, 1980 (**RESTRICTED**)

Special: Effect of Apartment House Development in Montgomery County, 1944-1950, n.d.

Special: Inter-Federation Council, 1959-1976

Special: Libraries, 1953

Special: To Make a Factual Study of a Fiscally Independent School Board for Montgomery County, 1957, n.d.

Special: Parks and Playgrounds, 1957-1959, n.d.

Special: To Study and Submit Reports on Questions Pertaining to Apartment Zoning, 1949-1950, n.d.

Special: To Study Bi-County Agencies, 1954-1958, n.d.

Welfare, 1960-1980

**Series IV: Minutes/Newsletters**

***(Box 2, Cont.)***

1943-1967 (5 folders)

**Box 3**

1968-1991 (6 folders)

1992 (1 folder)

Attendance Lists, 1970-1976

**[Box 3 continued in Series V]**

**Box 10**

Civic Federation News, 1997-1999

Civic Federation News, 2000-2002

**Box 11**

Civic Federation News, 2003-2005

Civic Federation News, 2006-2008

Civic Federation News, 2009-2011

Civic Federation News, 2012-2014

Civic Federation News, 2015

[Civic Federation News 2016 and later available digitally on request or through the [MCCF website](#)]

**Series V: Press Releases and Clippings**

***(Box 3, Cont.)***

Clippings, 1938-1941, n.d.

Clippings, 1945-1957, n.d.

Clippings, 1975-1985 (11 folders)



**Series VI: Publications**

**(Box 3, Cont.)**

Press Releases, 1972-1981

Affiliated Association Newsletters, 1971-1984

*The Digest* (Vol. 1, Nos. 1-4), 1938

Directories, 1930-1963 (4 folders)

**Box 4**

Directories, 1970-1989 (2 folders)

**Box 5**

Directories, 1990-1994

Record Book, No. 1, 1925-1926

Record Book, No. 2, 1926-1927

**Box 6**

Record Book, No. 3, 1927-1928

Record Book, No. 4, 1928-1929

Record Book, No. 5, 1929-1930

Record Book, No. 6, 1930-1931

**Box 7**

Record Book, No. 7, 1931-1932

Record Book, No. 9, 1933-1934

Record Book, No. 10, 1934-1935

Record Book, No. 11, 1935-1936

Record Books (Addendum Folder), 1938

**Box 8**

Record Book, No. 12, 1936-1937

Record Book, No. 16, 1940-1941

Record Book, No. 17, 1941-1942

Record Books (Addendum Folder), 1941-1942

Record Book, 1943-1946

Record Books (Addendum Folder), 1943-1946

Record Book, 1946-1948

Record Books (Addendum Folder), 1947

**Box 9**

Record Book, 1948-1949

Record Book, 1949-1951

Record Book, 1951-1952

**(Series VI: Publications, Cont.)**

***(Box 9, cont.)***

Record Book, 1952-1953

Record Book, 1953-1954

Record Book, 1954-1955

Record Book, 1955-1956

**Box 10**

Record Book, 1956-1957

**Series VII: Thesis**

***(Box 10, Cont.)***

Adult Education in the Social Planning of a Civic Organization, 1934

**Series VIII: Audiotape Recordings**

**Located in Record Group 10: Audiovisual**

Minutes, 1961-1963 (1 folder)

**Series IX: Videotape**

**Located in Record Group 10: Audiovisual**

Special Exceptions: April 14, 1998 Presentation to County Council, 1998 (1 folder)

**Series X: Charles Wolff Files**

***Subseries 1: Bylaws and Bylaw History***

**Box 11**

Montgomery County Archives

MCCF Incorp. 1928: Bylaws 1974->1994

1995 Bylaws

Bylaws>1996|MCCF Objectives Brochures

Bylaws 2006-2008

Parliamentary Procedures

From Charles Wolff – MCCF 9/3/09

Internal memos concerning the bylaws, 1989

***Subseries 2: Quick Take Land Acquisition***

***(Box 11, cont.)***

MCCF Quick Take – 1974, 75

Quick Take 1976-'77

***Subseries 3: Sampling of Government Publications, County Charter***

***(Box 11, cont.)***

Proposed Charter for Prince George's County, Maryland, 1970

***(Subseries 3: Sampling of Government Publications, County Charter, Cont.)***

***(Box 11, cont.)***

“A Grateful Remembrance,” the Story of Montgomery County, Maryland  
Montgomery County, Maryland – Its History and Government  
Charter of Montgomery County, Maryland  
Guide to Montgomery County, Maryland, 1972  
A Community in Action – The 1976 Annual Report of Montgomery County Government  
Major Functions of Departments and Offices in FY 77  
1978 Newspapers of Maryland  
Montgomery County’s Economy: Current Problems and Economic Development Potential, 1978  
Charter of Montgomery County, Maryland, 1978  
Your Voice in Annapolis, Maryland General Assembly, 1975  
Montgomery County Bikeways, 1977  
Metropolitan Washington Regional Directory, 1981  
Government Processes in Zoning Subdivision Special Exemption and Citizen Participation, 1978  
Chartered Counties of Maryland, 1975  
Description of Taxes and State Aid in Montgomery County, Maryland, 1982  
Montgomery County Zoning Ordinance Requirements, 1982  
Memo: The FYs 92-97 Capital Improvements Program, 1991  
County Executive’s Recommended FY 91 Budget, 1990  
Overview of the Annual Growth Policy, Montgomery County, Maryland  
County Executive’s FY 93 Recommended Operating Budget, 1992  
County Executive’s Recommended FY 96 Budget and Public Services Program, 1995  
Charter of Montgomery County, Maryland, 1997  
County Executive’s Recommended FY04 Operating Budget and Public Services Program, 2003

***Subseries 4:***  
***(Box 11, cont.)***