

A Guide to the Documents from the County Manager's Library, 1889-1994

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1889-1994

A Collection in Arlington Public Library, Center for Local History RG 32
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Descriptive Summary

Collection number

RG 32

Language

English

Extent

100 boxes.

Repository

Arlington Public Library, Center for Local History

Administrative Information

Access Restrictions

The collection is open for research.

Use Restrictions

There are no restrictions.

Acquisition Information

Nearly all the materials in Record Group 32 came from an in-county transfer in 1981 from the County Manager's Office to Arlington Public Library. Some scattered documents from 1982 to 1990, and 2004 were received later and added to the collection.

Preferred Citation

Documents from the County Manager's Library, Collection # RG 32, Arlington Public Library, Center for Local History

Adjunct Descriptive Data

Related Material

Researchers interested in issues revolving around the development of National Airport should consult [Record Group 13, Samuel Milner National Airport Research Papers](#), [Record Group 37, Metropolitan Washington Airports](#), and [RG 189, Anderson National Airport Collection](#). Researchers interested in Arlington planning and construction should consult [RG 43, Interstate 66](#), [RG 199, Papers of Carrie Johnson](#), and [RG 130, Arlington County Planning Commission Records](#). Those reviewing public health in Arlington should look at [RG 21, Records of the Arlington County Department of Health](#) and [RG 169, Records of the School Nurse Program](#). For more information on Arlington Fire Department, see [RG 170, Personal Papers of James Fought](#). More formal county government publications are found in [RG 58, Arlington County Government Publications](#).

Digital scans of many of the photographs in RG 32 can be found [here](#).

Historical Information

The County Manager's Library was formally established from these informal holdings through a student's thesis for a Library Science Master's Degree: *A Proposed Plan for the Organization and Administration of a Reference Library for the County-Manager Government of Arlington County* by Marcel Raymond Gerin, The Catholic University of America, December 1959.

Mr. Gerin set up the library for the County and processed all the materials in a cataloging system (See *Subgroup 19*). After the library was disbanded in 1981, the materials were sent to the Arlington County Public Library and the Center for Local History. The materials saved for this record group were mostly County-generated. Other items expected to be available elsewhere were excluded.

Scope and Content

Record Group 32 contains materials gathered by various Arlington County managers and housed in their quasi-professional library existing from 1932, the year when the county manager form of government was adopted, until 1981. The collection consists largely of county-generated reports and other documents which the managers may have referred to over the years as they administered county business.

This collection is not a comprehensive grouping of materials from any particular time period. Rather it is simply whatever the managers might have gathered during their time in office and placed on their shelves. The materials date from 1889 to 1994, with the bulk dating from 1930 to 1981. The collection measures about 60 linear feet.

In this collection, there are almost complete County Board meeting minutes and agendas from 1932-1952 (excluding 1950) and the spring of 1957, and county budgets and audits for those years. There is also extensive documentation on the county's infrastructure, including road construction, traffic studies, sewage and water systems, and planning and development. *Subgroup 7, County Manager Personal Files*, has handwritten notes by various County Managers on a variety of subjects, arranged chronologically. That subgroup also contains County Attorney opinions from the 1930s and 1940s. *Subgroup 20, Advisory Groups*, has material from various groups throughout Arlington who provided advice and information on a wide variety of topics related to county government.

Index Terms

Subjects:

Arlington Co., Va. County Manager
Arlington County (Va.) -- Politics and government.
Arlington County (Va.). Planning Division
Fire departments -- Administration
Arlington County (Va.). Police Department
Civil defense

Arlington County (Va.). Department of Public Works
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Arlington County (Va.)

Arrangement

Record Group 32 is arranged by subject or county agency into subgroups under which listings are largely chronological. Most photographs were removed from their original locations in the collection and moved to a special box, Box 93. A list of these photographs is in the appendix, with a list of each photograph's original location. The appendix also lists the collection's bound materials, which are mainly annual reports and budgets. The only photographs that remain in their original folders are those found in the Police Traffic Safety Reports in *Subgroup 5, Series 3*. These photographs remain to show their placement within these larger reports.

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File 3: Arlington County's Program for Crippled Children, H. P. Ramsay, Medical Annals of District of Columbia, 1954

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File 4: A Survey of Dog Bites in Arlington, S. P. Mayers, Jr & R. G. Beachley, VA Medical Monthly, July 1955

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File 5: Visiting Nurse Association Fact Sheet (with leaflet), 1960

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File 6: Arlington Hospital brochures (2), 1960

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File 7: Department of Health booklet, 1966

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File 9: Community Resources in Arlington for the Aging, Commission on Aging, 1970

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File 11: First 12 Years, Senior Citizens' Day Center, 1976

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File 12: Arlington Hospital information kit, 1979 (2 photos, see APPENDIX)

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File 13: Youth Services Handbook, Bureau of Labor & Training Services, 1983

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File 14: Buckingham Nursery and Kindergarten, Inc. Manual, n.d.

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File 15: Arlington Preschool Association (booklet, leaflet, no dates)

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File 5: Traffic Safety Report, Book 1, 1948 [includes photographs]

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File 6: Traffic Safety Report, Book 2, 1948 (1)

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File 2: Arlington Recreation Council Report, 1947

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File 4: Department of Recreation Annual Report, 1948-1949

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File 5: Parks for Northern Virginia, 1950

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File 10: Report on Arlington Visitors Program, 1979

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File 11: Report to the Recreation Advisory Committee (no date)

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File 12: Hiking Opportunities in Arlington VA, Thomas W. Richards, n.d.

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Series 2: Regulations

File 1: Rules for Festivals, Fairs, etc. in Parks, and Bicycle Rules, 1955

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File 10: Miscellaneous data, 1947-50 (scattered)

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File 12: Debt Structure, County of Arlington, Report, 1948
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File 25: Supplement to Debt Survey, Jul 1951: Bond Issue, Storm Sewer, Street, Highway, November 1951

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File 31: Revenue from Sources other than Taxation, Arlington County, 1953

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File 37: Arlington County Finances, Transcript, L.L. Ecker-Racz to Committee of 100, 1955

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File 43: Committee on County Expenditures, Report, 1959

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File 44: Financial Support Received by Arlington from the Commonwealth of Virginia - Report, 1962

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File 46: Budget memoranda, 1948-1974 (scattered)

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Series 6: Incorporation of Arlington

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File 2: If Arlington Incorporates, Arlington Chamber of Commerce, 1945

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**File 5: Commission on Incorporation, minutes, background, 1945-1959
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File 6: Commission on Incorporation, compilation of data, 1950-1974 (scattered)

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File 7: Personal Property Tax, collected data, 1951-1961

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**File 8: Effects of Incorporation of Arlington County, Bureau of Public
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**File 12: Tax Comparison Study, correspondence, background, 1954-1962
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File 44: Draft Charter for City of Arlington, Commission on Incorporation, 1959

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File 46: City/County analysis, miscellaneous background, 1934-1977 (scattered)

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File 49: Study of Local Government, House Doc #17, VA Advisory Legislative Council, 1977

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File 51: City Charter Briefing Book. Arlington County Civic Federation. 1978

The City Charter Planning Book, Arlington County Civic Federation, 1978
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**File 18: Civil Defense, County Managers' Meeting, 1950 (with photo of
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File 8: Table of Organization of Government of Arlington County, 1953 (with directory of county officials, 1973)

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File 9: County Government in Virginia, Frank K. Gibson & Edward S. Overman, UVA, 1961

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File 10: Contemporary County Government Organization in Arlington County VA, Seminar, Kenneth H. Neubauer, University of Maryland (UMD), 1964

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File 8: Revised Classification & Pay Plans, Report, J. L. Jacobs & Co, 1961

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File 10: Position Classification & Pay Survey Report, James O. Yarger & Associates, 1962

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File 11: Telephone directories, General Government & Public Schools, 1974-1985 (scattered)

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File 4: Street Lighting Survey, General Electric, (contains non-Arlington photos), 1943
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File 5: Highway Improvement Program for Washington Metro Area, Vol 4, Regional Hwy Planning Committee, 1952 (OVERSIZE)
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File 6: Highway Transportation in Washington Metro Area of Virginia, Wilbur Smith & Associates, 1953
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File 12: Highway Influence, Northern Virginia Region, Regional Planning & Economic Development Commission, 1962

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R32-0116: Supermarket, laundry, J. A. Laporte Construction Company, Key Bridge

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R32-0117: Industrial area, Route 50 middle left, Post Office building to right

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R32-0118: Rucker Lumber Company, Dyer Brothers, O'Brien & Rohall Mercury in background

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R32-0121: Hospital from street, two light poles

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Storm Drain, Proposed, & Landscape Plan, George Mason Drive, 1949 . Eight photos of open storm drain prior to construction

R32-0126: Open drain, old tire and other trash in ditch

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R32-0127: Culverts, wooden guard rail

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R32-0128: Open drain, two boys playing in ditch, man in overcoat, top left

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R32-0129: Culvert opening, two boys playing in ditch

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R32-0130: Open drain, two boys running along street to left

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R32-0131: Culvert & open drain, guard rail at bottom edge

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R32-0132: Culvert & open drain, showing more of street and houses

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