

D.C. Archives Registry of Accession Holdings

Record Group 001 Office of the Mayor
Office of Constituent Service
Virgil Thompson, Director

Inclusive dates of the files and documents: 1991 through 1993 (concentrated)

Accession number: 05-001 Volume: 30 (Letter Size Archives Boxes)
12 cubic ft.

Beginning Location: 1-01-19-01-6-1 Ending Location: 1-01-19-01-7-6

The records were retrieved from a basement room at One Judiciary Square on the authorization of Clarence Davis, PRA and transported by William Branch, Archivist and William Walker, Records Manager. The records were processed into the Archives' holding by Robert Nelson, Archivist for D.C.

The records of the Office of Constituent Services were not designated by office, employee or function and merely dumped in packing boxes when the agency was dissolved. The records consist of some organization files, Department (District agency) files, Subject files, Correspondence Control files, Communications files, Special Event flyers, and Miscellaneous files. The documents are arranged by category or topic in folders. The content is detailed on a comprehensive box list. Agency charts, publications, reports, studies and surveys that were contained in the shipment are processed into Archives accession 02-005, designated for archiving these documents.

The records were purged of duplicated copies of documents, empty folders, blank forms, agency letterhead and envelopes, business cards, telephone messages, personal (employee) correspondence, and trash. In addition, near 300 resumes and job application submitted to the Office of Constituent Services for employment consideration or referral were disposed.

Office of Constituent Services Box List (Contents)

Part 1: Organization Files

Box 1: Administration, Policy Program and Position Descriptions

Part 2: Departmental Files

- Box 2: Administrative Service, Department of Aging, Office on Boards and Commissions, Office of
- Box 3: Campaign Finance, Office of Consumer and Regulatory Affairs, Department of Corrections, Department of Criminal Plans and Analysis, Office of
- Box 4: Elections and Ethics, Board of Housing and Community Development, Department of Human Services, Department of
- Box 5: Inspector General, Office of the Intergovernmental Relations, Office of Lottery and Charitable Games, Board of
- Box 6: Metropolitan Police, Department of Minority Business Opportunities, Commission for
- Box 7: Personnel, Office of Public and Assisted Housing, Department of Public Works, Department of
- Box 8: Recreation and Parks, Department of Taxicab Commission Zoning, Board and Commission for
- Box 9: Mayor, Office of the
- Box 10: City Council of the District of Columbia – General information
- Box 11: City Council of the District of Columbia – Selected Reports and Memos
- Box 12: Wards 1-8
- Box 13: Advisory Neighborhood Commission – Background/Historical/ General
- Box 14: Councilmember Files
 - Member Linda Cropp
 - Member Hilda Mason
 - Member William Lightfoot
 - Member John Ray

Part 3: Subject Files

Box 15: ABC Board

- A.D.A.S.A.
- American University Law School Project
- Art – Project SPLASH
- Articles: DC Government
- Articles: DC Mayor
- Asian Community
- Barney Circle
- Blue Plains Agreement 1985
- Boards and Commissions Nominees
- Budget
- Campaign/Election Computers
- Capitol Hill Newsletter
- Children's Studio School
- Citizens Advice Bureau
- Citizens Against Aircraft Noise

Box 16: Community Copnnections

- Congressional Information
- COPE, Inc.
- Council Directory
- Crime
- Crime Stoppers
- Curfew
- D.C. Consumer Utility
- D.C. Hospital Association
- D.C. Neighborhood Partnership
- Day, Brenda
- De-Vaham, Zena P.
- Donors
- Eastern Market
- Education
- Education, Board of

Box 17: Economic Development

- Emergency Medical Services
- Emergency Overnight Housing
- Employment Issues/Programs
- Employment Services
- Employment Services, Department of - Issuances
- Executive Briefing: Summer Initiative
- Executive Issuances to Department Heads
- Family Assistance Economic Empowerment Program
- Federation of Civic Associations
- Fish Market/Warf

- Box 18: Foundations
 - Foundation – Eisenhower
 - Foundation – Rockefeller
 - Georgetown Cogeneration Proceeding
 - Georgetown University Power Plant
 - Grants
 - Hauch Company
 - Health
 - Holy Comforter Community Action Group
- Box 19: Homelessness – General
 - Homelessness: Task Force
- Box 20: Homelessness: Task Force marked “Back-up File”
 - Homelessness: Task Force Briefing Book
- Box 21: House of Ruth
 - Hughes, Eugene
 - Hurt House
 - Intensive Substance Abuse Outline
 - Interview Schedule
 - Iona House
 - King, Keesler L.
 - King, Robert L.
 - Latino Affairs Commission
 - Latino Affairs – Office Desk File
- Box 22: Letters – from Mayor
 - Letters – to Mayor
 - Letters – Executive Branch Members
 - Letters – submitted for the record
 - Letters – Sympathy
 - LINK, Inc.
 - Logan Circle
 - Mason, Guy
 - Mayor’s Advisory Council on Community Services
 - Mayor’s Cabinet Listing
 - Mayor’s Speech Briefing: Summer Targeted Initiatives
 - Mayor’s Youth Crime Initiative
 - McDougal, Ellen
 - Mc Millian Park Reservoir
 - Mental Health
 - Mini Pager
 - Mission Statement
- Box 23: National Rainbow Coalition, Inc.
 - Naylor Road
 - Nehemiah Plan
 - Neighborhood Civic Associations
 - Neighborhood Organization Complaints
 - Notices – Public Hearings

- Box 23: Onanon Productions
(con't) P.A.A. S. – Prisoner Automatic Accounting System
Parole System Audit
Partnership for the Homeless, Inc.
Personnel (Related Issues)
- Box 24: Police and Fire Retirement
Procurement
Project Uplift
Proposal: Al J. Holland
Quick Response Guide
Religious Groups
Report: Cogan Facility Status
Report: Riot 5/5/91
Recall
Records Management
Schlosser Company, Inc.
Sidley & Austin, Inc.
Silver Market Neighborhood Coalition
Smoot
Software
Special Assessed Districts
Staff List
Starke, George (Redskin) Vehicle Dealership
Statehood
- Box 25: Studies – General
Studies – DC Government generated
Summer Youth Program
Supporters Contract Requests
Technology Assistance Project
Terrace Manor Apartments – General
Terrace Manor Apartments – Construction Works File
TOPAC, Inc.
Town Meeting Structure
Transition Briefing Book
Transition – General
- Box 26: Utility Rates
Valley Green
Washington Building Congress
Washington Institute for Employment Training, Inc.
Washington, D.C. Top 200 Employers List
Whitehurst Freeway
Youth Crimes
Youth Services Administration

Part 4: Correspondence Files

Box 27: Correspondence Control Transmittal Forms dated 6/19 – 12/91

Box 28: Letters in folder marked “Virgil Thompson” for review

Part 5: Communications Files

Box 29: Selected Speeches, Testimony, and News Releases

Part 6: Special Events Files

Box 30: Flyers, Programs and other miscellaneous documents