D.C. Archives Registry of Accession Holdings

Record Group 010  Executive Office of the Mayor
Office of the Secretary of the District of Columbia


Accession number: 05-004  Volume: 16 (Letter Size Archives Boxes)
6 cubic ft.

Beginning Location: 1-01-16-02-2-1  Ending Location: 1-01-16-02-2-6

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 consist of documents belonging to the Office of the Secretary of the District of Columbia. The files and documents designated Part 1, of the accession were compiled by Mary Wilmont, Office Manager for the Secretary during the Marion Barry, Jr. Administration. The files and documents designated Part 2, of the accession were maintained during the Sharon Pratt Kelly Administration. The documents are arranged by category or topic in folders. The content is detailed on a comprehensive box list.

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.
Office of the Secretary

Part 1: Special Events/Interest Files from the Marion Barry, Jr. Administration

Box 1: Cherry Blossom – 1985
- Articles of Incorporation – Cherry Blossom Committee
- Cherry Blossom Committee Meetings
- General Information
- Mayor’s Reception
- Poster Contest
- Princess Contest

Congressional Black Caucus – 1985
- Midnight Luncheon & Fashion Show
- Payments/Receipts
- Reception
- Special Events Guest Lists

Box 2: Congressional Black Caucus – 1986
- General Information
- Midnight Luncheon & Fashion Show
- Payments/Receipts
- Reception
- Special Events Guest Lists

Crab Feast – 1985 (Mayor’s)
EOM Mailing Lists

Box 3: International Conference on Corruption and Economic Crime Against Government
- General Information
- Lists
- Promote D.C. Committee
- Proclamations – Request Letters

Box 4: Receptions - Various
- Gwendolyn Bohlke Reception, June 30, 1983
- Ivanhoe Donaldson Reception, October 20, 1983
- Dr. William H. Rumsey Reception, November 11, 1983
- Mayor’s American Education Week Reception, November 16, 1983
- Mayor’s UDC President/Board Reception, November 17, 1983
- Reports (Special) from the Assistant Chief, MPD
- Soccer (in D.C.)
- Toast of the Town – 1981 through 1986
Part 2: Subject Files from the Sharon Pratt Kelly Administration

Box 5: American University Law School
   Airport Authority – TEFRA Hearing
   BMC Group, Inc.
   Bailey, Claude
   Blue Book File
   Board of Appeals and Reviews
   Board of Real Property Assessments And Appeals

Box 6: Brown, Clyde
   Building Height Act Amendment
   Cellular Phones
   Cherry Blossom Festival
   College of Democracy
   Comprehensive Plan Amendment Act – 1994
   Contracting Authority
   Controller’s Office
   Crime Focus Meeting for Ward 6
   D.C. Private Industry Council
   D.C. Sports and Entertainment Commission

Box 7: EOM Automation
   EOM Budget Issues – FY 1992
   EOM/Chief of Staff
   EOM Miscellaneous
   EOM Personnel
   EOM Receptionist
   EOM Space
   EOM Staff Meetings
   EOM Vacation Schedules
   EOM Vehicles/Vehicle Assignments
   Expenditure Control Reference File with Mayor’s Order
   Facilities for the Homeless
   Fire Department
   Furniture
   Giant Food
   Greater Washington Cares
   Hammon Case
   Hatch Act
   Housing Initiative: Preventing Homelessness Partnership
   Institute for Behavioral Science
   International Monetary Fund
Box 8: JP Morgan Company
   Jumper/Blair Project
   Latino Affairs
   Lazard Freres/ Merrill Lynch
   Legislative Organizations and Operations Program
   Levine School of Music
   Local Self-Reliance
   Logan Circle Community Association
   Metro Health Associates
   Miscellaneous

Box 9: National Conference of Black Mayors
   National Children's Island
   National Graduate University
   National Historic Landmarks Program
   Noise Control
   North Capitol Street (800)
   OFEGRO
   Office of Intergovernmental Affairs
   Printing Requests
   Public Safety Oversight Hearing
   Public Service Commission
   Public Service Recognition Week

Box 10: Questionnaires
   RFK Stadium
   RFPs for D.C.
   Recreation
   Rehobath Village

Box 11: Religious Affairs
   Religious Zoning
   Retreats
   Rivilin Commission
   Scheduling Office
   Smithsonian Institute
   Speaker Bureau
   Staffing
   State of D.C.
   Summons

Box 12: Talent Contest for DC Employees Proposal
   Telecommunications
   Travel
   Turner, Frank
Box 12: Urban Shelters
(con’t) Urban Service Systems
    Urban Textiles, Inc.
    U.S. Commission on Civil Rights
    VOCA Corporation

Box 13: Correspondence/Information/News Related to Economic Development
    Correspondence/Information/News Related to Finance
    Correspondence/Information/News Related to Health & Human Services
    Correspondence/Information/News Related to Public Safety
    Correspondence/Information/News Related to Public Works
    Correspondence/Information/News Related to Special Services
    Correspondence/Information/News Miscellaneous
    Coordination & Development Weekly Reports/Mailing 10/93 – 4/94


Box 15: Publications, Reports and Studies
    Wash., DC Detention Center-Environmental Impact- NCPC-1991
    Young & Old Serving Together-Generations United-1990
    Mayor’s Task Force on Homelessness-Sharon Pratt Kelly-1992
    Recycling Economic Development-Institute for Local Self-Reliance-1994
    Minimizing Waste/Maximizing Recycling- Institute for Local Self-Reliance-1994
    Creating Local Recycling Markets-Institute for Local Self-Reliance-1994
    Expanding Scrap-Based Manufacturing- Institute for Local Self-Reliance-1994
    Telecommunications Strategic Plan-Ric Murphy, Dir. DAS-1991
    Building Regulations-441-4th St. N.W.-Ric Murphy, Dir. DAS-1992
    Improving Procurement Practices in DC Gov.- Ric Murphy, Dir. DAS-1993
    Committee on Volunteerism & Youth-Committee Staff-1999

Box 16: Moving Forward: Addressing Homelessness in 1990: A 46 City Survey
    Partnership for the Homeless, Inc.-1990
    Mentally Ill and Homeless: A 22 City Survey-US Conf. of Mayors-1991
    Mayor’s Health Summit ’91-Vincent Gray-DHS, Dir.-1991
    Needs Assessment of the Hispanic Community-United Way-1988
    Senior Yellow Pages; Services for Seniors-Office on Aging-1992
    Low-Income Adults of Working Age-Gr. Wash. Research Center-1988
    Characteristics Employers Prefer in Unskilled Job Applicants [same]
    Employment & Training Activities Serving Low-Income Residents DC [same]
    Youth Assistance-Final Report-Amos C. Thornton, Dept. Recreation, Dir.-1990