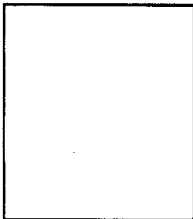


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04205



**Montgomery County  
Historic Preservation  
Commission**



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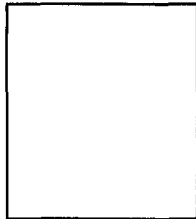
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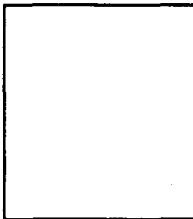
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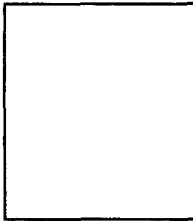
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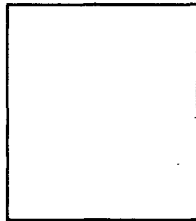
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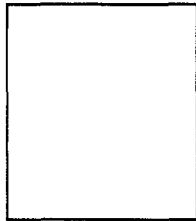
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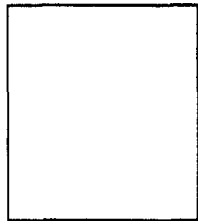
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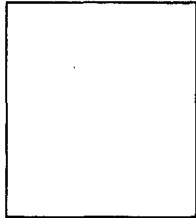
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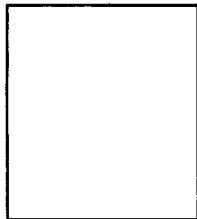
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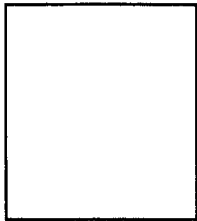
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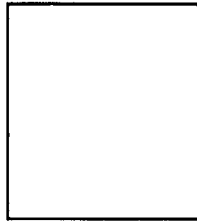
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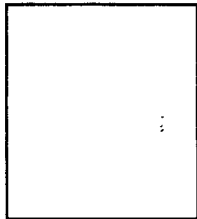
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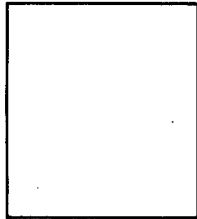
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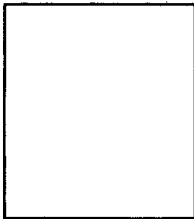
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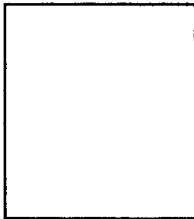
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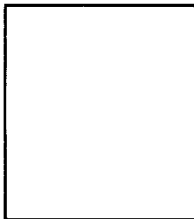
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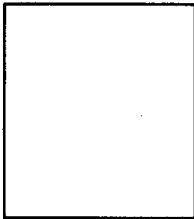
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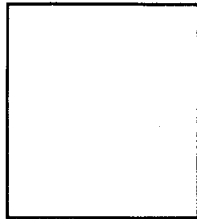
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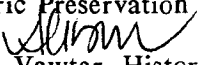
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MEMORANDUM

TO: Historic Preservation Commissioners  
FROM:  Alison Vawter, Historic Preservation Assistant  
SUBJECT: Identification Cards  
DATE: April 19, 1991

In the course of their duties, Commissioners inevitably find an occasion where identification as a member of the Historic Preservation Commission is helpful. I suggest that you take a few minutes sometime in the near future to have your I.D. card made.

Attached is the card itself and an application. To have your photo taken and the card laminated, please call Donna at the Security Desk (217-2424) in the Executive Office Building lobby, 101 Monroe Street, Rockville. She'll make arrangements for you to come in between 7 a.m. and 2 p.m., Monday through Friday. Please take the application form and I.D. card with you. After your card is laminated, I will pick it up and send it to you.

I know it's hard to get away during the day, but when you are looking at a property in preparation for an HPC meeting and you are questioned by a property owner, it will be easier to explain your presence with an I.D. card. I urge you to make the time to get yours.

2688E

M E M O R A N D U M

TO: Historic Preservation Commissioners  
FROM: Alison B. Vawter, Office Services Manager *Alison*  
DATE: June 26, 1990  
SUBJECT: Identification Cards for Historic Preservation Commissioners

The subject of identification for Commissioners has come up several times in the past year or so, most recently when our new Commissioners Randall, King, and Booth came on board.

After some research into what types of identification other Boards, Committees and Commissions carry, I determined that photo identification cards might be the best thing to have with you when making a site visit or performing other Commission business.

Toward that end, an I.D. card and an application form are attached to this memo. To have your photo taken and the card laminated, please call Donna at the Security Desk in the EOB lobby, at 217-2424. Donna will make arrangements for you to have your photo taken between 7 a.m. and 2 p.m., Monday through Friday. Take the application form and I.D. card with you. After the photo is developed and the card laminated, I will pick up your card and send it to you. I realize that it may be difficult to find the time during the work day to make an appointment, but Security staff cannot perform these tasks any other time (I checked). However, if you have a passport photo or prefer to have a similar size photo taken closer to your workplace, I will provide it and a card to Security for lamination.

If you have any questions, please contact me at 217-3623.

1912E

COMPLETE THE TOP PORTION OF FORM & BRING WITH YOU. CALL AT LEAST 48 HOURS IN ADVANCE TO MAKE AN APPOINTMENT TO HAVE I.D. MADE. CALL ~~XXXXXXXXXX~~ # 217-2424 BETWEEN THE HOURS OF 0800 - 1400 HOURS, MONDAY - FRIDAY. NO I.D.'S MADE ON THE DROP-IN BASIS. YOU MUST HAVE AN APPOINTMENT AND COMPLETED FORM WITH AN AUTHORIZED SIGNATURE AND CHARGE-BACK INFO.

PLEASE CLEARLY PRINT ALL INFO:

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DEPARTMENT: \_\_\_\_\_ DIVISION: \_\_\_\_\_  
JOB TITLE: \_\_\_\_\_ I.D. / RADIO #: \_\_\_\_\_ /  
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PSEUDO CODE: \_\_\_\_\_ OBJ. CODE: \_\_\_\_\_ AGENCY # \_\_\_\_\_  
PROJECT CODE: \_\_\_\_\_  
(if applicable)

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AUTHORIZED BY / TITLE

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I.D. TAKEN ON: \_\_\_\_\_ BY: \_\_\_\_\_  
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EMPLOYEE SIGNATURE: \_\_\_\_\_

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PSEUDO CODE: \_\_\_\_\_ OBJ. CODE: \_\_\_\_\_ AGENCY # \_\_\_\_\_

PROJECT CODE: \_\_\_\_\_

(if applicable)

-----

AUTHORIZED BY / TITLE

\*\*\*\*\*

I.D. TAKEN ON: \_\_\_\_\_

DATE

BY: \_\_\_\_\_

SECURITY

EMPLOYEE SIGNATURE: \_\_\_\_\_

WORK LOCATION: \_\_\_\_\_

WORK PHONE #: \_\_\_\_\_

COMPLETE THE TOP PORTION OF FORM & BRING WITH YOU. CALL AT LEAST 48 HOURS IN ADVANCE TO MAKE AN APPOINTMENT TO HAVE I.D. MADE. CALL ~~217-2424~~ # 217-2424 BETWEEN THE HOURS OF 0800 - 1400 HOURS, MONDAY - FRIDAY. NO I.D.'S MADE ON THE DROP-IN BASIS. YOU MUST HAVE AN APPOINTMENT AND COMPLETED FORM WITH AN AUTHORIZED SIGNATURE AND CHARGE-BACK INFO.

PLEASE CLEARLY PRINT ALL INFO:

EMPLOYEE NAME: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ DIVISION: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_ I.D. / RADIO #: \_\_\_\_\_ / \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_ (NOT REQUIRED, LIST ONLY IF YOU WISH TO HAVE IT ON I.D. CARD.)

CHARGE-BACK TO: ( \$3.00 PER I.D. CARD)

PSEUDO CODE: \_\_\_\_\_ OBJ. CODE: \_\_\_\_\_ AGENCY # \_\_\_\_\_

PROJECT CODE: \_\_\_\_\_

(if applicable)

-----  
AUTHORIZED BY / TITLE

\*\*\*\*\*

I.D. TAKEN ON: \_\_\_\_\_

BY: \_\_\_\_\_

DATE

SECURITY

EMPLOYEE SIGNATURE: \_\_\_\_\_

WORK LOCATION: \_\_\_\_\_

WORK PHONE #: \_\_\_\_\_

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AUTHORIZED BY / TITLE

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PROJECT CODE: \_\_\_\_\_  
(if applicable)

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AUTHORIZED BY / TITLE

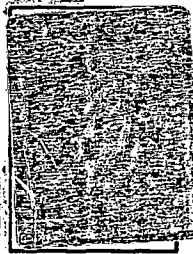
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I.D. TAKEN ON: \_\_\_\_\_ BY: \_\_\_\_\_  
DATE SECURITY

EMPLOYEE SIGNATURE: \_\_\_\_\_

WORK LOCATION: \_\_\_\_\_

WORK PHONE #: \_\_\_\_\_



**Montgomery County  
Maryland**



The employee of Montgomery County, Maryland, whose name, photograph and signature appear hereon is authorized to exercise and perform the duties of this office in accordance with the laws of Montgomery County and of the State of Maryland.

NAME

SIGNATURE

**Montgomery County, Maryland**

**EMPLOYEE RESPONSIBILITY**

Upon termination of employment this identification card must be returned to Employee Services Division, Personnel Office.

If this identification card is lost or stolen, immediately notify Employee Services Division, Personnel Office.

**PRINTING AND PHOTOCOPY REQUISITION**  
**PRINTING AND MAIL SERVICES**  
 PLEASE FILL OUT COMPLETELY. INCOMPLETE ORDERS WILL BE RETURNED

PD. 13921

AGENCY DHCS/HPC AGENCY CODE 6055-2 DATE 6/7/90  
 PSEUDO CODE 366553 PROJECT/LOCATION CODE \_\_\_\_\_ OBJECT CODE 15  
 DATE JOB NEEDED ASAP PHONE EXTENSION 3023 JOB IDENTIFICATION Print ID Cards  
 PERSON TO CONTACT FOR QUESTIONS/NOTIFY WHEN WORK IS COMPLETED: (PLEASE PRINT) Alison Vawter

2 1/4 x 3 1/2

**WORK TO BE DONE**

PLEASE CHECK EACH OPERATION NECESSARY TO COMPLETE JOB

Blue Ink

- PRINTING/PHOTOCOPYING     COLLATING     CUTTING     PADDING     DRILLING     FOLDING     PERFORATING  
 STAPLING     SIDEWIRE     SADDLESTITCH     PERFECT BINDING     TYPE SETTING     HEADLINES  
 NO. OF PAGES 25    NO. OF COPIES EACH PAGE 1    SIZE, COLOR/TYPE OF PAPER white background, Te  
 PRINT ONE SIDE     PRINT BOTH SIDES     HEAD TO HEAD     TUMBLE

ADDITIONAL INSTRUCTIONS: See attached sample - "paper" which is "white index" which shows desired changes. Seal and photograph box & sig/name  
Alison B. Vawter lines should be included. BAA  
 AUTHORIZED SIGNATURE thanks! TITLE \_\_\_\_\_

PRINTING AND MAIL SERVICES USE ONLY					
COMPOSITION	QUANTITY	COST		QUANTITY	COST
PAGES TYPESET	<u>Y2</u>		PERFORATING NO. OF SHEETS		
HEADLINES			STAPLING NO. OF SETS		
<b>PRINTING/PHOTOCOPYING</b>			SIDEWIRE NO. OF BOOKS		
PHOTOCOPIES			SADDLESTITCH NO. OF BOOKS		
TCS MASTERS			PERFECT BINDING NO. OF BOOKS		
3M MASTERS			PLASTIC BINDING NO. OF BOOKS		
METAL PLATES	<u>1</u>	<u>28.00</u>	PLASTIC BINDERS		
SPECIAL INKS	<u>302</u>	<u>20.00</u>	<b>PAPER</b>		
IMPRESSIONS	<u>TT 14</u>		11" WHITE		
<b>BINDERY</b>			14" WHITE		
COLLATING NO. OF SHEETS	<u>TT 100</u>		11" COLOR		
CUTTING NO. OF SHEETS				<u>7</u>	
DRILLING NO. OF SHEETS					
PADDING NO. OF PADS					
FOLDING NO. OF SHEETS					
			<u>8 1/2 x 11</u> <u>Index</u> <u>white</u>		
					TOTAL COST \$ _____

**JOB RECEIVED**  
 DATE 6/11  
 TIME 1:00  
 INITIALS \_\_\_\_\_  
**JOB COMPLETED**  
 DATE 6/21  
 TIME 8:15  
 INITIALS TT



PRINTING AND PHOTOCOPY REQUISITION  
PRINTING AND MAIL SERVICES

PD 13921

PLEASE FILL OUT COMPLETELY. INCOMPLETE ORDERS WILL BE RETURNED.

AGENCY: DUCS/HPC AGENCY CODE: 6055-2 DATE: 6/7/90  
 PSEUDO CODE: 3960553 PROJECT/LOCATION CODE: \_\_\_\_\_ OBJECT CODE: 15  
 DATE JOB NEEDED: ASAP PHONE EXTENSION: 3623 JOB IDENTIFICATION: Print ID Cards  
 PERSON TO CONTACT FOR QUESTIONS/NOTIFY WHEN WORK IS COMPLETED: (PLEASE PRINT): Alison Vawter

2 1/4 x 3 1/2

WORK TO BE DONE

PLEASE CHECK EACH OPERATION NECESSARY TO COMPLETE JOB

Blue Ink

- PRINTING/PHOTOCOPYING  COLLATING  CUTTING  PADDING  DRILLING  FOLDING  PERFORATING  
 STAPLING  SIDEWIRE  SADDLESTITCH  PERFECT BINDING  TYPESETTING  HEADLINES

NO. OF PAGES: 25 NO. OF COPIES EACH PAGE: 1 SIZE, COLOR/TYPE OF PAPER: white background white index  
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Alison B. Vawter lines should be included. BAA  
 AUTHORIZED SIGNATURE: \_\_\_\_\_ TITLE: thanks!

PRINTING AND MAIL SERVICES USE ONLY

COMPOSITION	QUANTITY	COST	QUANTITY	COST	
PAGES TYPESET	<u>Y2</u>		PERFORATING NO. OF SHEETS		
HEADLINES			STAPLING NO. OF SETS		JOB RECEIVED
PRINTING/PHOTOCOPYING			SIDEWIRE NO. OF BOOKS		DATE <u>6/11</u>
PHOTOCOPIES			SADDLESTITCH NO. OF BOOKS		TIME <u>6:00</u>
TCS MASTERS			PERFECT BINDING NO. OF BOOKS		INITIALS
3M MASTERS			PLASTIC BINDING NO. OF BOOKS		JOB COMPLETED
METAL PLATES	<u>1</u>	<u>28.00</u>	PLASTIC BINDERS		DATE <u>6/21</u>
SPECIAL INKS	<u>302</u>	<u>20.00</u>	PAPER		TIME <u>8:45</u>
IMPRESSIONS	<u>TT 14</u>		11" WHITE		INITIALS <u>TT</u>
BINDERY			14" WHITE		
COLLATING NO. OF SHEETS			11" COLOR		
CUTTING NO. OF SHEETS	<u>TT 100</u>		<u>8 1/2 x 11</u>	<u>7</u>	
DRILLING NO. OF SHEETS			<u>Index</u>		
PADDING NO. OF PADS			<u>white</u>		
FOLDING NO. OF SHEETS					TOTAL COST \$ _____













