



441 Freedom Parkway NE  
Atlanta, GA 30307  
<http://www.jimmycarterlibrary.gov>

## **Records of the Appointments/Scheduling/Advance Office: A Guide to Its Records at the Jimmy Carter Library**

### **Collection Summary**

Creator: Appointments/Scheduling/Advance Office

Title: Records of the Appointments/Scheduling/Advance Office

Dates: 1977-1981

Quantity: 172 linear feet (112 linear feet open for research), 256 containers

Identification:

Accession Number: 80-1

National Archives Identifier: 1100

Scope and Content:

The files of the Appointments/Scheduling/Advance Office consists of correspondence, memoranda, reports, schedules, reference notebooks, scheduling logs, speeches, briefing papers, press releases, travel documents, and gate lists. These materials illustrate how this office accounted for the President's day to day schedule, and how the staff planned and organized the President's travel, daily schedules, and appointments. The collection is divided into two parent offices: the Diary Office and the Staff Advance Office.

Creator Information: Appointments/Scheduling/Advance Office.

The Diary Office was responsible for both recording names of participants in Presidential meetings or activities, and accounting for the President's time on a twenty-four hour basis. The Scheduling Office established a hypothetical fifty-five hour work week for the President, and with his approval, set goals and limits for time devoted to the categories established by that office. The Staff Advance Office provided planning and support for all the presidential travel including many of the Washington, D.C. events involving the President.

[Biographical information](#) on key office personnel is located at the end of the finding aid.

Restrictions:

Restrictions on Access: These papers contain documents restricted in accordance with Executive Order 12958, which governs National Security policies, and material which has been closed in accordance with the donor's deed of gift.

Terms Governing Use and Reproduction: Copyright interest in these papers has been donated to the United States Government. Some of the records may be subject to copyright restrictions. (i.e. newspapers, publications, etc.) Researchers should contact the publisher for further information.

Index Terms:

Limited to major topics under each category

Persons: President Jimmy Carter, Francis Voorde, Phil Wise

Subjects: Presidential Trips, Presidential Schedules, Daily Diary

Types of Material: Correspondence, memoranda, background reports, schedules, reference notebooks, logs, speeches, briefing papers, press releases, travel documents, gate lists, daily diary

Administrative Information:

Preferred citation: [Type of Document], [Names of Sender and Recipient or Title of Document], [Date], [Collection Title], [Series Title], [Folder Title], [Box Number], Jimmy Carter Presidential Library.

Acquisition information: These historical materials were received under provisions of the instrument of gift that Jimmy Carter signed January 31, 1981.

Processing information: The first series of the collection was opened in January 1987. Subsequent series in the collection were opened in 2011. The open dates are indicated in the series descriptions.

System of Arrangement:

Arrangement Note: The Appointments/Scheduling/Advance Office contains the files of the parent office as well as sub-offices that were created to handle specific tasks.

The records of the Appointments/Scheduling/Advance Office are divided into two offices:

<a href="#">Diary Office</a>
<a href="#">Staff Advance Office</a>

## Diary Office

### Office Summary

Creator: Appointments/Scheduling/Advance Office. Diary Office

Title: Records of the Appointments/Scheduling/Advance Office

Dates: 1977-1981

#### Office Description:

The Diary Office was responsible for both recording names of participants in Presidential meetings or activities, and accounting for the President's time on a twenty-four hour basis. The office also produced studies of how the President spent his time at different activities and with various staff members. The Scheduling Office established a hypothetical fifty-five hour work week for the President and, with his approval, set goals and limits for time devoted to the categories established by that office. The Diary Office was responsible for this report, in addition to answering inquiries and requests from White House and Congressional offices about Presidential contacts and activities which appeared in the diary. Susan D. Yowell and Ellen M. Jones, members of the National Archives staff, were detailed to the White House and worked in the Presidential Diary Office from January 1977 until January 1981.

To understand the terms, abbreviations, and names that are referred to in the daily diary, a meeting type index and name index were created. These indexes are located in the Jimmy Carter Library's research room. Please refer to [Appendix 1](#) for further explanation.

#### System of Arrangement:

The records of the Diary Office are divided into two series:

<b>Series Title</b>	<b>National Archives Identifier</b>
<a href="#">Presidential Daily Diary Files</a>	150242
<a href="#">Presidential Daily Diary Subject Files</a>	150341

### Detailed Description of the Series

#### **Presidential Daily Diary Files**

Scope and Content: Containers 1-98. This series was opened in January 1987. This series contains the original Daily Diary including background material, schedules, appendices, memoranda, and reports. The material documents the President's activities from the time he arose until he retired for the day during each day of his administration. A typical entry includes: location of Presidential activity, date, time and day; meeting times; telephone calls placed/received; description of the activity; and lists of participants with appropriate titles. Supporting material for the diary generally includes: annotated tentative and revised schedules; annotated copies of the Daily Diary with appendices; original copies of appendices; an Oval

Office log; Secret Service reports; and telephone memoranda. The supporting material may also contain reports from the President's military aide; scheduling requests and proposals; speeches; briefing memoranda; press releases; and Secret Service gate lists. Arranged chronologically.

### **Presidential Daily Diary Subject Files**

Scope and Content: Containers 99-111. This series was opened in January 1987. This series contains reference notebooks according to topics, memoranda, and reports. These files primarily document the Presidential Diary Office's functions as a reference and report-producing organization. Also included are index cards arranged by surname. Arranged alphabetically by folder title.

[Return to series list](#)

## Container List

### Presidential Daily Diary Files

#### **Container 1**

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**Container 23**

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**Container 24**

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**Container 25**

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**Container 26**

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**Container 27**

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**Container 28**

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**Container 29**

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**Container 30**

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**Container 31**

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**Container 32**

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**Container 33**

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**Container 34**

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**Container 35**

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**Container 38**

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**Container 40**

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**Container 41**

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**Container 42**

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**Container 43**

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**Container 44**

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**Container 45**

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**Container 46**

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**Container 47**

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**Container 48**

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**Container 49**

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**Container 50**

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**Container 51**

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**Container 53**

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**Container 54**

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**Container 55**

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**Container 56**

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**Container 57**

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**Container 58**

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**Container 72**

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**Container 74**

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**Container 75**

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**Container 77**

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**Container 78**

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**Container 79**

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**Container 80**

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**Container 81**

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**Container 82**

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**Container 83**

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**Container 84**

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**Container 89**

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**Container 97**

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Entry Check-off Sheets, 1/77-1/81  
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Movement Log, 1977-1980 [1]  
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Presidential Diary - Name Index Cards for Official Appointments and Staff, A-Z, 1977  
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Request File - Billy Carter, 7-10/80 [1]  
Request File - Billy Carter, 7-10/80 [2]  
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State Department Names, 1978-1980  
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Telephone Call Recommendation Sheets, 1/80-2/80  
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### **Container 102**

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Telephone Call Recommendation Sheets, 11/15-22/80  
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Time - Allocation of President's Time Report - Blank Forms, 1978  
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Time Allocation - President's - Memoranda, 11/77-11/78  
Time Allocation - Weekly Reports (Originals), 1977  
Time Budget System, 1977

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Time Report, 1977 [7]  
Time Report, 1977 [8]  
Time Report, 1977 [9]  
Time Report, 1977 [10]  
Time Report, 1977 [11]  
Time Report, 1977 [12]  
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Time - Six Week Allocation, 3/7/77-4/17/77  
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Time - Six week Allocation, 7/11/77-8/21/77  
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Time - Six Week Allocation, 10/3/77-11/13/77  
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**Container 109**

Presidential Diary - Name Index Cards, G-M, 1977

**Container 110**

Presidential Diary - Name Index Cards, N-Z, 1977

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Presidential Diary - Name Index Cards for Official Appointments and Staff, A-Z, 1977

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**Container 2**

Index by Meeting Type, 1979-1981

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# Staff Advance Office

## Office Summary

Creator: Appointments/Scheduling/Advance Office. Staff Advance Office

Title: Records of the Appointments/Scheduling/Advance Office

Dates: 1977-1981

### Office Description:

The Staff Advance Office was responsible for the planning, organization, and implementation of the President's daily and long-range schedules. All requests for appointments, meetings, or time with the President were directed through this office. In addition to scheduling the President's time, this office was responsible for the design and structure of President and First Lady's activities at each location outside the White House complex. In addition, the office was responsible for travel arrangements including lists for hotel rooms and Air Force One plane manifests.

### System of Arrangement:

The records of the Staff Advanced Office are divided into eleven series:

<b>Series Title</b>	<b>National Archives Identifier</b>
<a href="#">Marie Keech LeGrande's Presidential Trip Files</a>	585964
<a href="#">Francis Voorde's Domestic Trips Briefing Files</a>	585972
<a href="#">President Carter's Domestic Trips Briefing Files</a>	583186
<a href="#">Staff Advance's Presidential Trip Files</a>	5890379
<a href="#">President Carter's Foreign Trips Briefing Files</a>	5956453
<a href="#">Phil Wise's Subject Files</a>	585971
<a href="#">Phil Wise's Trip Files</a>	6004198
<a href="#">Sandy Dockery's and Bob Dunn's Subject Files</a>	6884051
<a href="#">Mario Cooper's Trip Files</a>	6883944
<a href="#">Helen Donaldson's Scheduling Files</a>	6883981
<a href="#">Janet de Michaelis' Trip Files</a>	585963
<a href="#">Karen Russell's Personnel Files</a>	24331150
<a href="#">Karen Russell 's Office Files</a>	585973
<a href="#">Ed Maddox's Trip Files</a>	7280596

## Detailed Description of the Series

### [Marie Keech LeGrande's Presidential Trip Files](#)

Scope and Content: Containers 1-17. This series was opened on July 2011. This series consists of handwritten notes and lists regarding event point of contacts, thank-you letters, airport greeters, press credentials, participant lists at events, set-up supply lists, information for stage set-ups, and hotel room lists for staff. Also included are trip itineraries, plane manifests, event

diagrams, press clippings, and correspondence relating to domestic visits and trips outside the White House. In addition, a few of the First Lady's trip itineraries are included. Arranged chronologically.

#### **Francis Voorde's Domestic Trips Briefing Files**

Scope and Content: Containers 18-27. This series was opened on July 2011. This series contains background political and state overviews, schedules, political profiles on politicians, and background information on state specific issues and congressional delegations. Arranged chronologically.

#### **President Carter's Domestic Trips Briefing Files**

Scope and Content: Containers 28-41. This series was opened on July 2011. This series contains material relating to presidential trips including summary schedules, diagrams of buildings or venues where the president was appearing; political overviews of state and city issues; profiles on politicians; background information on specific issues; correspondence, press clippings, and memorandums. Arranged chronologically.

#### **Staff Advance's Presidential Trip Files**

Scope and Content: Containers 42-79. This series was opened on July 2011. This series contains material relating to presidential trips including schedules, itineraries, diagrams of buildings or venues where the president was appearing; plane manifest lists, lists of people in attendance, correspondence, press clippings, and thank-you letters. Arranged alphabetically by state and there under chronologically

#### **President Carter's Foreign Trips Briefing Files**

Scope and Content: Containers 80-96. This series was opened on July 2011. This series contains material relating to the President's foreign trips including schedules, manifest notifications, memoranda, diagrams of buildings or venues where the President is appearing, plane manifests, lists of people in attendance, press clippings, and thank-you letters. A few of the First Lady's foreign trip itineraries are also included. Arranged chronologically.

#### **Phil Wise's Subject Files**

Scope and Content: Containers 97-107. This series was opened on July 2011. This series contains correspondence, memorandums, appointments and schedules, resumes, and handwritten notes. This material relates to his work as Appointments Secretary; involvement in the 1980 campaign; and other miscellaneous work. These papers also include greeting and photo requests of President Carter; event invitations, briefings, and casework. In addition, the series contains press clippings regarding 1980 campaign efforts, and public opinions regarding the states of Idaho, Utah, Montana, and Florida. Also included are various grant requests, endorsements, voting data on blacks, personnel matters, Carter's supporter information, telephone movement logs, and rolodexes with contributor information. Arranged alphabetically by folder title.

#### **Phil Wise's Trip Files**

Scope and Content: Containers 108-111. This series was opened on July 2011. This series consists of correspondence, memorandum, schedules, itineraries, manifest notifications and news

clippings. Also included in the series are lists of delegate selections, list of invitees, cables, expense reports, and seating diagrams. Arranged alphabetically by folder title.

### **Sandy Dockery's and Bob Dunn's Subject Files**

Scope and Content: Containers 112-116. This series was opened in July 2011. This series consists of press releases, background briefings and reports, notes, talking points, reference guides, Air Force One guest lists, travel plans, memorandums, correspondence, pool reports, pamphlets, brochures, and newspaper and magazine clippings. The material relates to the 1980 campaign trips. Arranged alphabetically by folder title.

### **Mario Cooper's Trip Files**

Scope and Content: Containers 117-118. This series was opened in July 2012. This series consists of handwritten notes and lists regarding point of contacts, thank-you letters, airport greeter lists, and hotel room lists for staff. Also included are trip itineraries, plane manifests, news clippings, photographs, and correspondence relating to domestic visits outside the White House and international trips. Arranged chronologically.

### **Helen Donaldson's Proposed Scheduling Files**

Scope and Content: Containers 119-121. This series was opened in July 2012. This series contains weekly scheduling proposals for the President, memoranda, and time budget records. Arranged chronologically.

### **Janet de Michaelis' Trip Files**

Scope and Content: Containers 122-127. This series was opened in September 2015. This series consists of travel vouchers, handwritten notes, travel logs, state maps, and travel receipts, forms and itineraries. The material is related to trips taken during the 1980 campaign. The series also contains general guidelines covering official and political travel by the White House staff. Arranged alphabetically by folder title.

### **Karen Russell's Personnel Files**

Scope and Content: Containers 128-130. This series was open in November 2015. This series consists of White House Personnel Action requests, biographical information, evaluations, resumes, travel vouchers, memorandums, and correspondence. The materials contains vital information on consultants, volunteers, seminar participants, and part-time workers who provided service to the 1980 campaign. Arranged alphabetically by folder title.

### **Karen Russell's Office Files**

Scope and Content: Containers 131-132. This series was opened in November 2015. This series consists of biographical sheets, evaluation forms, applications for administrative positions, staff thank you drafts and letters, potential consultants lists, background information on seminar attendees, notes, memorandums, correspondence, and photos. Also included is Air Force One's flight times and menus. The material relates to the 1980 campaign trips. Arranged alphabetically by folder title.

### **Ed Maddox's Trip Files**

Scope and Content: Containers 133-135. This series was opened in December 2015. This series consists of correspondence, background trip information, motorcade formats, manifests, trip itineraries, diagrams, pamphlets, and photographs. The material relates to Ed Maddox's trips during 1977-1979. Arranged alphabetically by folder title.

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State Maps - Missouri  
State Maps - Montana  
State Maps - Nebraska  
State Maps - Nevada  
State Maps - New Hampshire  
State Maps - New Jersey  
State Maps - New Mexico  
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State Maps - North Carolina  
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State Maps - Ohio  
State Maps - Oklahoma  
State Maps - Oregon  
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Travel - Sample Travel Forms  
Travel - Scheduling Calendars  
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Travel Vouchers - Dunn, Robert H.  
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Travel Vouchers/Trips - Kentucky and Illinois  
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Bledsoe, Chip - Louisiana  
Blum, Jonathon - Washington, D.C.  
Booker, Claudia - Washington, D.C.  
Boucher, Rick - Virginia  
Bradley, Wonzer - Washington, D.C.  
Brown, Robert V. - Washington, D.C.  
Bucaro, Mary - Illinois  
Bunkley, Bill - Florida  
Cady, Kent - New York  
Cammarata, Joseph - Washington, D.C.  
Capizzi, Michael - Massachusetts  
Carleton, C. Sargent - Washington, D.C.  
Caruso, Gary - Washington, D.C.  
Casey, Mike - Virginia  
Chapman, Tom - Missouri  
Cheeca, Michael - California  
Cohen, Jerry - New York  
Collins, Walt - Texas  
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Cooper, Jeffrey - Washington, D.C.  
Copeland, Doug - Washington, D.C.  
Corcoran, Thomas - Kansas  
Coulter, Doug - Washington, D.C.  
Creamer, Eddie - Florida  
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Davich, David - Washington, D.C.  
Davis, G. Carleton - Georgia  
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Deerin, James B. - Washington, D.C.  
Di Maio, Michael - Florida  
Dorfman, Ira - Washington, D.C.  
Droz, Fred - California  
Edwards, Sam B. - Georgia  
Ellzey, Robert - Florida  
Evaluation Form  
Evans, Richard - Washington, D.C.  
Feldman, Reid - France  
Fischera, Joseph - Washington, D.C.  
Foley, Kevin - Minnesota  
Foster, Gunilla - Virginia  
Fox, David - California

Fox, Patricia - Illinois  
Frank, Roger - Minnesota  
Fruchterman, Richard - Iowa  
Galinson, Murray - California  
Garagnani, John "Jack -" Missouri  
Garamella, Bruce - Minnesota  
Garrett, Marcia - Washington, D.C.  
Gearhart, Dick  
Geary, William - Massachusetts  
Glubin, Nancy - New York  
Godfrey, Emile - Ohio  
Graham, Isabelle - Virginia  
Greene, Nancy - Washington, D.C.  
Grogan, Kelly - California  
Hall, James - Tennessee  
Hamsher, Frank - Missouri  
Hannigan, Brian I. - Virginia  
Hatfield, Bobbie - Texas  
Hayes, Ken  
Hogan, Austin - Virginia  
Hupp, Sherry - Washington D.C.  
Jacques, Steven - Missouri  
James, Steven - Kentucky  
Kelly, Robert - Massachusetts  
Kenin, James B. - Washington D.C.  
Kiles, James T. - Virginia  
Kornreich, James - New York  
Labarra, Richard - South Carolina  
Lehman, Greg - New York  
Lewyn, Alfred - Washington, D.C.  
Lynch, Peter - Massachusetts  
Martin, J. Patrick - Washington, D.C.  
Martin, Laura - Washington, D.C.  
Mc Conologue, Peter - Massachusetts  
Mc Lane, Pat - Pennsylvania  
McGuire, Walter - California  
Murray, David M. - Maryland  
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Nathan, Geoffrey - Wisconsin  
Nathan, James - Washington, D.C.  
O'Malley, Kevin - Massachusetts  
Olwert, Carol - Massachusetts  
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Pfaehler, Brenda - Wisconsin

Phillips, Clay - Washington, D.C.  
Plaxco, John - California  
Porter, Carol - Washington, D.C.  
Reames, Carla - Washington, D.C.  
Redder, Thomas J. - Colorado  
Reese, Dan - Connecticut  
Reingold, Anne - New York  
Reisman, Keith - Washington, D.C.  
Rekuski, Susan - Washington, D.C.  
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Rivera, Juan - New York  
Rogers, Mary Ann - Washington, D.C.  
Rose, Harriet T. - New York  
Ross, Richard - Washington, D.C.  
Ryan, Lisa - Washington, D.C.  
Schwartzberg, Mark - New York  
Shaw, Gayle - Georgia  
Sheaffer, Kathleen "Kate" - Wisconsin  
Sheehan, Paul - Massachusetts  
Sheehy, Lee - Minnesota  
Simon, Bill - Washington, D.C.  
Sittman, William  
Skari, Tala - Washington D.C.  
Smith, Jim  
Smith, Raoul P. - Oregon  
Stewart, Claire - Washington, D.C.  
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Toth, Steve - Ohio  
Tovar, Peter - Maryland  
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Voorde, Charlotte - Washington, D.C.  
Votolato, Tara - Massachusetts  
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### **Karen Russell's Office Files**

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Last modified: November 2015

## Biographical Information

### **Francis Voorde**

The President today announced the Francis Voorde was born in South Bend, Indiana and was a graduate of St. Mary's College, Notre Dame, where she received a B.A. She received an M.A. in history and diplomatic history from George Washington University.

From 1961 to 1964, she worked as personal and appointments secretary to Representative J. Edward Roush, and from 1965 to 1971, she was Executive Secretary to Senator Birch Bayh. She also served as director of scheduling and assistant political director in Bayh's 1971 Presidential campaign. She was scheduling and advance coordinator in Sargent Shriver's 1972 Vice-Presidential campaign.

Voorde was Assistant Chief of the Office of Records and Registration of the U.S. House of Representatives from 1972 to 1975, and from 1975 to 1976; she was a Special Assistant in the Office of Disclosure and Compliance of the Federal Election Commission.

In August of 1976, she served as Deputy Director of the office of voter registration at the Democratic National Committee.

Francis Voorde served as Director of Scheduling at the White House from January 1977 until mid 1978. President Carter appointed her as Deputy Appointments Secretary on May 11, 1978. She served in this capacity until the end of the administration in 1981.

### **Phil Wise**

Phillip J. Wise, Jr. was born in Plains, Georgia in 1951 and graduated from Georgia Institute of Technology in 1973 with a BS in industrial management. He worked on Jimmy Carter's gubernatorial staff. He served as Carter's field manager for the Florida campaign office during the 1976 Presidential Election. Florida was considered a pivotal state for the winning campaign strategy designed by Hamilton Jordan, and was therefore a center of action during the Florida Primary and General Election. Wise became Carter's Appointments Secretary from 1977-1981 and simultaneously served in an advisory role to the 1980 Carter/Mondale re-election campaign, especially in the state of Florida. Since 1994, Wise has been affiliated with the Carter Center.

## APPENDIX 1

### PRESIDENTIAL DIARY: MEETING TYPE INDEX, 1977-1981 VOLUME: 5"

This portion of the Presidential Diary index consists of eleven microfiche cards which have been copied to paper and sanitized. The files are arranged chronologically by year. Each year is further subdivided into types of activities (see APPENDIX 1) and further divided under each activity by date. The fiche was generated by Susan Yowell's office in conjunction with the Appointments Office. This project was concerned with allocating, accounting for, and productively using the President's time.

The date of a particular meeting displays the subject of the meeting; where it was held (if outside the Oval Office); mode of travel (if applicable); names of participants (although not always detailed: e.g. et al., members of the press); duration in total number of hours and minutes; and any special notations (e.g. See List with Diary). Travel mode notations also include method of movement" (motored, Marine One, Air Force One); departure point; destination; and purpose of travel.

At the end of each year, the total amount of time which the President spent at a particular meeting type was compiled and computed in total number of hours, percentage of the President's total time for the year, and percentage of deviation from the allotted time for that activity.

The index also displays the total number of pages which any particular activity occupies on that year's compilation. This index allows access to the Presidential Diary according to meeting type and provides statistics concerning Presidential time allocation. It does not provide a comprehensive list of meeting participants, which is furnished by the Diary itself, nor does it supply name access to the Diary, which is derived from the. Name Index.

#### FOLDER TITLE LIST

1. Index by Meeting Type, 1977
2. Index by Meeting Type, 1978 [1]
3. Index by Meeting Type, 1978 [2]
4. Index by Meeting Type, 1979 [1]
5. Index by Meeting Type, 1979 [2]
6. Index by Meeting Type, 1980-81 [1]
7. Index by Meeting Type, 1980-81 [2]

#### Types of Meetings

AO	1. Alone in Office/Private Working Time
CE	2. Cabinet and Executive Ranch
CG	3. Constituency Group
CT	4. Campaign/Political Domestic Travel (Outside Washington, D.C.)
FA	5. Fixed Appointment
FO	6. Foreign Visitors
FT	7. Foreign Travel
MC	8. Members of Congress
ME	9. Media/Press
OT	10. Official Domestic Travel (Outside Washington, D.C.)
PR	11. Personal Time in Residence
PT	12. Personal Time Outside D.C.
PW	13. Personal Time in Washington (Outside Washington, D.C.)
TC	14. Telephone Calls – Completed
TN	15. Telephone Calls – Not Completed
WH	16. White House Staff
XX	17. Other

### **Meeting Locations**

AF	Air Force One
AU	Motorcade (State indicator within state)
BA	Bowling Alley
CD	Camp David, MD
CR	Cabinet Room
DC	Washington, D.C.
EW	Other East Wing
EX	Old Executive Office Building
FO	Foreign Country
FT	Family Theater
GF	Ground Floor
GR	Other White House Grounds
MI	Marine 1
MR	Map Room
OO	Oval Office
PB	Press Briefing Area
RE	Second Floor Residence
RG	Rose Garden
RR	Roosevelt Room
SF	State Floor Residence
WW	Other West Wing Two-letter Postal Abbreviation for States

### **Catalog Abbreviations**

AGE Senior Citizens/Aging

AGR Farmer/Agriculture  
 AMB U.S. Ambassador  
 AMI Personal Friend  
 ART Arts/Humanities  
 ADV Advocacy Group/Consumers  
 AWD Award Recipient  
 BLK Black  
 BOR Housewife  
 BUS Businessman/Business Leader  
 CAB Cabinet Member  
 CAN US Political Candidate  
 CEA Council of Economic Advisers  
 CFH Carter Family Host  
 CON Contributor  
 COS Congressional Staff  
 CWO Campaign Worker  
 DED Deceased  
 DEL Delegate or Alternate  
 DNC National Committee Member  
 DOC Medical Profession/Health  
 DPL Other US Diplomat  
 DPS Domestic Policy Staff  
 EBC Executive Boards/Commissions  
 ECN Economist  
 ECO Ecologist/Conservationist  
 EMP State Employee (Not elected)  
 EDU Educator  
 ENT Entertainer  
 EXE Executive Department or Agency  
 FAB Foreign Ambassador  
 FAM Family  
 FHS Foreign Head of State/Chief of Government  
 FMN Foreign Minister  
 FOF Friend of Family  
 FPC Foreign Private Citizen  
 GIV Charitable/Philanthropic  
 GOP Republican National Committee  
 GOV Governor  
 GUE Guest of VIP  
 HAN Handicapped  
 HOW American Indian  
 HSP Hispanic  
 INT International Organization  
 ITA Italian  
 INV Personnel candidate/Interviewee  
 JCS Joint Chiefs of Staff

JOC Athlete  
 JWH Jewish  
 JUD Judiciary  
 KID Youth  
 LAB Labor Leader  
 LAW Legal Profession  
 MAY Mayors  
 MED Media  
 MIL Military  
 NCA No Applicable Category  
 NSC National Security Council  
 NSP Non-specific Special Interest  
 NUN Catholic  
 OET Other Ethnic  
 OFO Other Foreign Government Officials  
 OMB Office of Management and Budget  
 OPS Other Political Supporter  
 ORL Other Religious  
 OSL Other State and Local Officials  
 PNB Peanut Brigade  
 POL Other National Political Leader  
 PRT Protestant  
 REF Reference  
 REP US House of Representatives  
 REL Relative of VIP  
 SCI Scientist  
 SEE See Reference (Other Title Field)  
 SEN U.S. Senator  
 SLE State Legislator  
 SOC Social/Fraternal/Civic Organization  
 SSR Social Science Research Organization  
 SUP Support Staff  
 URB Urban Interest Group  
 USS Secret Service  
 VET Veteran  
 VPS Vice President's Staff  
 WGN List Not Entered/See Diary  
 WHO Unidentified  
 WHS White House Staff  
 WOM Women's Leader

PRESIDENTIAL DIARY: NAME INDEX, 1977-1981

VOLUME: 2'9"

This portion of the Presidential Diary index consists of fifty microfiche cards which have been copied to paper and sanitized. The index is arranged alphabetically. Each entry lists such information as: last name, first name, middle initial, three letter descriptor (e.g. White, John Exe; see also note in the next paragraph) if no middle initial is available; nickname, marital status, spouse's name if applicable; date file created, date of last update; job title or job description of the individual, including business and home addresses, political party and government agency if applicable.

Meeting dates (year/month/day) are displayed in reverse chronological order and display whether an individual's attendance was confirmed (C), not confirmed (N), or not present (X). Each date also lists the duration of an event using the 24 hour clock and include beginning and ending time, the type of event and where it was held, type of meeting (using a two-letter abbreviation from APPENDIX 1) or if the contact was by telephone, and includes a three-letter descriptor to assist in identification of individuals with similar names (see list of catalog abbreviations in Appendix 1).

There are multiple listings for individuals who occupied varied positions in the administration and cross-references if other entries for an individual include an incomplete name. The index does list some organizations by title, but is not as complete as the information for an individual entry.

This index allows access to the Presidential Diary by name of participant and indicates the number of times an individual met with the President. This name index is the only name access to the Diary, and it appears to be both accurate and thorough.

The index ceases with January 13, 1981, however. The entries are also marred by typographical errors and entries for such subjects as: Approximately, Attendees, for complete list see Diary, etc.

#### CONTAINER LIST

1. Diary Name Index, A through Ck.
2. Diary Name Index, Cl through Fz.
3. Diary Name Index, G through Kline.
4. Diary Name Index, Klinef through Moody, G.
5. Diary Name Index, Moody, J. through Rz.
6. Diary Name Index, S through V
7. Diary Name Index, W through Z

#### Types of Meetings

1. Alone in Office/Private Working Time
2. Cabinet and Executive Branch
3. Constituency Groups
4. Fixed Appointment
5. Foreign Visitors
6. Foreign Travel
7. Members of Congress

8. Media/Press
9. Official Domestic Travel (Outside Washington, D.C.)
10. Personal Time in Residence
11. Personal Time Outside D.C.
12. Personal Time in Washington (Outside White House Grounds)
13. Telephone Calls - Completed
14. White House Staff
15. Other