
Collection Summary

Creator: Carter-Mondale Campaign Committee.

Title: Records of the 1976 Campaign Committee to Elect Jimmy Carter

Dates: 1972-1976

Quantity: 458 linear feet, 6 linear inches

Identification: Accession Number: 80:1
National Archives Identifier: 561323

Scope and Content: This collection contains correspondence, memoranda, letters, handwritten notes, studies, speeches, recommendations, position papers, press releases, briefing papers, proposals, studies, reports, political statements, voter and contact lists, and news clippings. These records document all aspects of the 1976 presidential campaign. This includes the formation of political strategy; polling data; administrative type of work such as personnel and budget matters; development of recommended positions and proposals on issues; scheduling all activities pertaining to Governor Carter's travel; speeches; field staff operations in other regions; information relating to press procedures; and support staff material for both the Carter family and Walter Mondale.

Creator Information: Carter- Mondale Campaign Committee

The Carter-Mondale Campaign Committee was officially created after Jimmy Carter was selected as the Democratic Nominee for President and the Committee’s application was accepted by the Federal Election Commission. The Committee staff is comprised of people who formulate and implement the strategy needed to win an election. This collection contains the working files of the staff of President Carter’s 1976 presidential election campaign committee, including materials on politics, finances, legal matters, public opinion polls, advertising, press relations, and appeals to specific interest groups or segments of the population.

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.

Related Material:
Related materials in this repository: Carter Family Papers, Chief of Staff, Robert Lipshutz Papers, Pre-Presidential Papers, and Phil Wise Papers.

Separated material: 1976 campaign audio cassette tapes transferred to audio-visual.

Index Terms:
Persons: Stuart Eizenstat, Hamilton Jordan, Frank Moore, Noel Sterrett, Sam Bleicher, Betty Rainwater, Tim Kraft, Paul Hemmann, Robert Lipshutz, Rick Hutcheson, Madeline McBean, Helen Dougherty

Subjects: Presidential campaigns; campaign strategy, campaign finance, delegate selection, presidential debates, primaries, daily activity reports, field office reports, and briefings

Types of Material: Correspondence, memoranda, tele-net messages, resumes, press clippings, press releases, speeches, pamphlets, recommendations, handwritten notes, letters, studies, position papers, briefing papers, proposals, reports, and political statements

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 2003. Subsequent series in the collection were opened in 2004, 2005, 2017, and 2018. The open dates are indicated in the series scope and content.

System of Arrangement:
The records of the Carter Mondale Campaign Committee are divided into seven offices:

<table>
<thead>
<tr>
<th>Office Divisions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Issues Office</strong></td>
</tr>
<tr>
<td><strong>Director’s Office</strong></td>
</tr>
</tbody>
</table>

Records of the 1976 Campaign Committee to Elect Jimmy Carter 2
<table>
<thead>
<tr>
<th>Press Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field Office</td>
</tr>
<tr>
<td>Administration Office</td>
</tr>
<tr>
<td>Scheduling and Advance Office</td>
</tr>
<tr>
<td>Family Support Office</td>
</tr>
<tr>
<td>State Headquarters Office</td>
</tr>
<tr>
<td>Finance and Budget Division</td>
</tr>
<tr>
<td>Campaign Wrap Up</td>
</tr>
<tr>
<td>Transition Office Subject Files</td>
</tr>
<tr>
<td>Energy and Natural Resources Transition Files</td>
</tr>
</tbody>
</table>
Carter-Mondale Campaign Committee. Issues Office

Office Summary

Creator: Carter-Mondale Campaign Committee. Issues Office

Title: Records of the 1976 Campaign Committee to Elect Jimmy Carter

Dates: 1972-1976

Office Description: The function of the Issues Office was to support Governor Carter and Senator Walter Mondale in developing positions and proposals of Carter’s campaign. The Issues Office relied in part on established task forces in the traditional areas of foreign and domestic federal policy. It does this by consulting with outside experts and soliciting materials and ideas from the public. Through that process, as well as internal work of the Issues staff, it develops option papers, briefing papers and speech drafts for external dissemination during the campaign; answers detailed issues questions from the press; and is the source of research in the campaign on the record of the opposition.

System of Arrangement:

The records of the Carter-Mondale Campaign Committee Issues Office are divided into eleven series:

<table>
<thead>
<tr>
<th>Series Title</th>
<th>National Archives Identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stuart Eizenstat’s Subject Files</td>
<td>561325</td>
</tr>
<tr>
<td>Sam Bleicher’s Subject Files</td>
<td>563776</td>
</tr>
<tr>
<td>Oliver Miller’s Subject Files</td>
<td>564225</td>
</tr>
<tr>
<td>Dave Rubenstein’s Subject Files</td>
<td>586190</td>
</tr>
<tr>
<td>Noel Sterrett’s General Election Issues Index Files</td>
<td>564680</td>
</tr>
<tr>
<td>Noel Sterrett’s Subject Files</td>
<td>564806</td>
</tr>
<tr>
<td>Noel Sterrett’s Gerald Ford Quotes Files</td>
<td>569125</td>
</tr>
<tr>
<td>Noel Sterrett’s Domestic Clippings Files</td>
<td>565540</td>
</tr>
<tr>
<td>Noel Sterrett’s Foreign Clippings Files</td>
<td>570835</td>
</tr>
<tr>
<td>Noel Sterrett’s Resource Publication Files</td>
<td>597316</td>
</tr>
<tr>
<td>Barbara Miller’s Subject Files</td>
<td>575378</td>
</tr>
</tbody>
</table>

Detailed Description of the Series

**Stuart Eizenstat’s Subject Files**
Scope and Content: Containers 1-30. This series was opened in February 2003. The series contains correspondence, memoranda, handwritten notes, speeches, position papers, briefing papers, proposals, studies, reports, political statements, recommendations, press releases, and clippings. Stuart Eizenstat was the director of the Presidential Campaign Issues Office. This series mainly consists of
recommendations and position papers written on a wide variety of key topics such as energy, defense, foreign policy, ethics, etc. These papers were written or obtained by staff of the issues office and other professionals in their respective fields of expertise. In addition, debate briefing books and transcripts of the debates are included. This series also contains inner-office memorandums and letters to Jimmy Carter and Stuart Eizenstat that relate to campaign strategy, including the organization and creation of the issues office. Arranged alphabetically by subject.

**Sam Bleicher’s Subject Files**
Scope and Content: Containers 31-40. This series was opened in March 2003. The series contains correspondence, position papers, proposals, studies, and reports. This series mainly consists of issues dealing with crime and criminal justice including the Consumer Communication Reform Act of 1976, civil rights procedures, law enforcement, health issues, and wiretapping. Arranged alphabetically by subject.

**Oliver Miller’s Subject Files**
Scope and Content: Containers 41-44. This series was opened in March 2003. The series contains correspondence, position papers, proposals, studies, and reports. This series mainly consists of issues related to agriculture, coal mining, job safety, education, labor, and unemployment. These papers were written or obtained by members of the issue’s staff and other professionals in their respective fields of expertise. Arranged alphabetically by subject.

**Dave Rubenstein’s Subject Files**
Scope and Content: Containers 45-46. This series was opened in March 2003. The series contains debate briefing books and papers on the formulation of national security issues including some speeches by Henry Kissinger. This series mainly consists of papers relating to advice and recommendations for the debates. Arranged alphabetically by subject.

**Noel Sterrett’s General Election Index Files**
Scope and Content: Containers 47-68. This series was opened in May 2003. The majority of material in this series includes issue papers, correspondence, position papers, and handwritten notes related to all major topics in the 1976 presidential campaign. Topics include abortion, affirmative action programs, agriculture, art, blacks, cities, civil rights, coal mining, conservation, consumer protection, defense, economics, education, employment, environmental protection, executive privileges, federal budget, food industry, food supply, gun control, health reform, housing, industrial safety, inflation, international economic relations, international policy, labor, medical care, nuclear arms control, nuclear disarmament, nuclear energy, nuclear fuels, oil industries, petroleum, regulatory reform, science and state, security classification, social security, taxation, transportation, urban policy, women, and welfare reform. Arranged numerically by document numbers and includes a subject index. Document numbers refer to an alphabetical subject/name index located at the end of this series in box 68.

**Noel Sterrett’s Subject Files**
Scope and Content: Containers 69-97. This series was opened in July 2003. The series contains correspondence, memoranda, handwritten notes, pre-convention issue statements, news summaries, press clippings on vice-presidential candidates, tele-net messages, reports, and press releases. Also
included are debate issues, party platforms, and papers written on topics such as disability, agriculture, and energy. Arranged alphabetically by subject.

**Noel Sterrett’s Gerald Ford Quotes Files**
Scope and Content: Containers 98-101. This series was opened in October 2003. The series contains quotes by Gerald Ford on various issues such as the economy, prosperity, budget, energy, housing, crime, education, and tax reform. Arranged alphabetically by topics.

**Noel Sterrett’s Domestic Clippings Files**
Scope and Content: Containers 102-131. This series was opened in October 2003. Ninety percent of this series consists of news clippings on various domestic issues such as agriculture, energy, economy, government, education, and healthcare. The other ten percent, which is interspersed throughout the series, consists of position papers, pamphlets, and correspondence. Arranged by topics.

**Noel Sterrett’s Foreign Clippings Files**
Scope and Content: Containers 132-141. This series was opened in October 2003. Ninety percent of this series consists of news clippings on various foreign issues such as international trade, nuclear power and weapons, economic policies, arms control, international relations, world health issues, oil supplies, food industry and trade, international monetary systems, and defense policies. The other ten percent, which is interspersed throughout the series, consists of position papers, pamphlets, and correspondence. Arranged by topics.

**Noel Sterrett’s Resource Publication Files**
Scope and Content: Containers 142-185. This series was opened in November 2003. The series contains various resource materials such as magazines, publications, pamphlets, congressional quarterlies, and reports related to campaign issues. Series is unarranged.

**Barbara Miller’s Subject Files**
Scope and Content: Containers 186-190. This series was opened in December 2003. The series consists of issues concerning the Joint Economic Committee briefings; Lockheed Aircraft Corporation hearings; Committee on Banking, Housing and Urban Affairs hearings; and the Subcommittee on Internal Trade briefings. This series also contains resumes and a small amount of material related to poverty, welfare, women’s rights, and campaign transition activities. Arranged alphabetically by subject.

[Return to Series List]
Container List

Stuart Eizenstat’s Subject Files

Container 1
Abortion, 9/76
Acceptance Speech, 7/76
Administrative Matters, 4/76-10/76
American Federation of Labor-Congress of Industrial Organizations (AFL-CIO) Speech, 8/12/76
Africa, 4/75-10/76
Agriculture, 1973-4/76
Agriculture, 5/76-10/76
Airline Deregulation, 9/76
American Legion, 9/76
Anderson, Jack - Good Morning America, 10/12/76
Announcement Speech, 9/74-12/74
Anti-Trust, 8/76
Arab Boycott, 9/76-10/76
Armenian National Committee, 8/76

Container 2
Arms Control, 2/75-9/76
Arts, 9/76
Atlantic Magazine, 11/76-5/76
B’nai B’rith Speech, 9/1/76
B-1 Bomber, 4/76-8/76
Black Affairs, 3/76-10/76
Business, 4/76-9/76
Business, 10/76
Cabinet, 9/76
Campaign Finance Reform, n.d.
Campaign Planning and Strategy, 12/74-11/76

Container 3
Canada, n.d.
Cancer, 6/76
Carter Magazine Articles, 9/76
Carter’s Statements on the Issues, 3/76
Carter’s Campaign Finance Reporting, 10/76
Carter's Georgia Accomplishments, 12/74
Carter's Record as Governor, 10/76
Catholics, 5/76-8/20/76
Catholics, 8/23/76-10/76
China, 10/76
 Citizen Involvement, n.d.
Civil Defense, 9/76
Civil Rights, 7/74-10/76
Commodities, 6/74-10/76
Common Cause, 3/76-9/76

**Container 4**
Common Cause - “How They Stand, Presidential Candidates”, 4/76-5/76
Communications Industry, 5/76-10/76
Congress, 8/76
Congressional Quarterly, 3/76-4/76
Congressional Record, 9/76
Consumer Protection, 4/74-7/76
Correspondence - Eizenstat, 3/76-5/76

**Container 5**
Correspondence - Eizenstat, 6/2/76-8/11/76

**Container 6**
Correspondence - Eizenstat, 8/12/76-9/14/76

**Container 7**
Correspondence - Eizenstat, 9/15/76-11/1/76
Correspondence - Jimmy Carter, 7/73-11/74

**Container 8**
Correspondence - Jimmy Carter, 12/74-10/76
Court Appointments

**Container 9**
Crime, 7/74-10/76
Cuba, 5/76-10/76
Cypress, 6/76-10/76
Debates - Briefing Material [1-3]
Debates - Briefing Material for Third Debate [1]

**Container 10**
Debates - Briefing Material for Third Debate [2]
Debates - Transcript of Carter-Ford, 9/23/76
Debates - Transcript of Carter-Ford, 10/6/76
Defense, 2/74-8/76

**Container 11**
Defense, 9/76-10/76
Democratic National Committee (DNC), 1974
Democratic National Committee (DNC), 1/75-10/76
Democratic National Committee (DNC), Issues Analysis-Target '76 Publications
Dole, Bob - Voting Record
Domestic Policy, 8/76
Drug Abuse, 3/74-10/76
Economics, 3/72-2/75

**Container 12**
Economics, 1/76-10/76
Economics, n.d.
Economics Position Papers
Education, 4/74-2/76

**Container 13**
Education, 3/76-10/76
Effective Reading of Speeches, 6/76
Eizenstat's Campaign Contacts through his Law Firm, 7/76
Eizenstat's Democratic National Committee Correspondence, 6/76
Eizenstat's Democratic Platform Committee Notebook, 7/76 [1-2]
Eizenstat's Private Law Firm Affairs [1-2]

**Container 14**
Eizenstat's Private Law Firm Affairs [3-4]
Elderly, 3/74-10/76
Energy, 1/74-12/74
Energy, 1/75-7/75

**Container 15**
Energy, 9/75-9/76
Energy Congressional Quarterly, 1/75-6/75
Environment, 1970-1/75
Environment, 2/75-10/76
Ethics, Honesty, and Open Government, 1974-1976 [1-2]

**Container 16**
Ethnic Affairs, 12/75-10/76
Family, 7/76-10/76
Family - Children, 8/76-9/76
Federal Budget, 9/76
Fire Prevention, 8/74
Ford, Gerald, 1974-10/76 [1-2]
Foreign Policy, 10/73-4/75

**Container 17**
Foreign Policy, 5/75-10/76

**Container 18**
Foreign Policy, 10/76
Foreign Policy - Carter's Foreign Affairs Notebook by Harned Pettus Hoose [1-3]
Gay Rights, 9/76
Genetics, n.d.
Government Planning, 7/76
Government Reform, 3/76-10/76
Gun Control, 8/76
Hatch Act, 7/76

**Container 19**
Health Care, 4/72-10/76
Health, National Health Insurance, n.d.
Hispanic Affairs, 5/76-9/76
Housing, 3/74-5/74

**Container 20**
Housing, 12/74-10/76
Human Rights, 8/76
Humphrey, Hubert, 4/76-9/76
Humphrey-Hawkins Bill, 9/76
Immigration - Aliens, 8/75-9/76
Imports, 5/76
Industry, 4/76-10/76
Intelligence Operations - Central Intelligence Agency (CIA), 1/76-9/76
Interview - Carter, American Press (AP), n.d.
Interview - Carter, National Journal, 7/17/76
Interview - Hubert Humphrey/George McGovern - Issues and Answers, 6/4/72
Interview - Hubert Humphrey/George McGovern - Meet the Press, 1972
Interview - Hubert Humphrey/George Wallace - Face the Nation, 5/28/72
Irish, 8/76

**Container 21**
Issues Press Packet, 3/76
Issues Press Packet - Pre and Post Convention Index, 1/76-7/76
Issues Press Packet - Pre-Convention Abortion through Carter
Issues Press Packet - Pre-Convention CIA through World Order
Issues Staff - Eizenstat's Handwritten Notes, n.d.
Issues Staff - Task Force Filing System, 7/76-9/76
Issues Staff - Task Force Index and Filing System, 1/75 [1-2]

**Container 22**
Issues Staff - Task Force Index and Filing System, 1/75 [3]
Issues Staff - Task Force Organizational Concerns, 3/74-10/76
Issues Staff - Task Force Personnel
Issues Staff - Task Force Resumes
Issues Staff - Task Force Specialist Recommendations, Ann Branscomb, 3/76
Issues Staff - Task Force Staffing
Issues Statements and Strategy, 3/76-10/76
Issues Task Force Weekly Status Reports, 7/76-9/76
Italian Americans, 8/76
Jewish Affairs, 1/76-8/76
Jewish Affairs, 9/76

**Container 23**
Jewish Affairs, 10/76
Judicial Reform, 1972-10/76
Judicial Reform Supreme Court, 8/76
Labor, 1969-10/74
Labor, 11/74-9/76

**Container 24**
Language, 3/75-3/76
Libraries, n.d.
Maritime Report, n.d.
McCarthy, 9/76
Medicaid, 8/76-9/76
Memos - Inner Office, 5/76-10/76
Memos - Inner Office, n.d.
Memos - Jimmy Carter, 1974-1975

**Container 25**
Memos - Jimmy Carter, 1/76-10/76
Memos - Jimmy Carter, n.d.
Middle East, 2/74-10/76
Mine Safety, 5/76
Minority Affairs, 9/76
Mondale, Walter, 8/76
National Guard, 10/76
National Parks, 10/76
New Jersey, 9/76-10/76
No-Fault Auto Insurance, 8/76
Nuclear, 8/76-10/76
Ohio, 5/76-10/76
Ombudsman Government Accountability, 7/76

**Container 26**
OSHA (Occupational Safety and Health Administration) n.d.
Panama Canal, 5/76
Physical Fitness and Sports, 9/76
Platforms Republican and Democrat, 8/76
Polling Data, 11/74-9/76
Population, n.d.
Position Papers, 1974-1976
Poverty, n.d.
Press Releases, 1975
Property Taxes, 8/76-9/76
Regulatory Reform, 9/74-6/76

**Container 27**
Religion, 2/75-6/76
Republicans, 7/76-9/76
Rural Development, 11/74-2/76
School Bus Safety, 9/76
Science and Technology, 3/72-10/76
Seafarer, n.d.
Shriver, Sargent, 11/75-9/76
Social Security, 2/75-9/76
Soviet Union, 12/74-7/76

**Container 28**
Spain, 8/76
Stump Speech - Rapid City, South Dakota, 5/31/76
Sunset Legislation, 9/76
Tax Reform, 3/74-10/76
Transition Planning, 7/76-10/76
Transportation - Deregulation, 8/76
Transportation - Highways, 9/76
Transportation - Position Paper, 8/76-10/76
Transportation - Railways, 3/76
Transportation - Task Force Report, 11/76 [1-2]
Transportation - Trucking Industry, 9/76-10/76

**Container 29**
Udall, Morris K., n.d.
Unemployment, 1/76-9/76
United Nations, 4/76-6/76
Urban Policy - Cities, 4/76-10/76
Urban Policy - Mayor's Conference [1-2]
Urban Policy - Neighborhoods, 9/76-10/76
Veterans, 8/76
Vetoes, 9/76
Vietnam Amnesty, 9/76
Vocational Training, 8/76-10/76

**Container 30**
Volunteerism, 8/76-9/76
Voter Alienation, 10/76
Voter Registration, 7/76-9/76
Voter's Utopia, 2/74
Wallace, George, n.d.
Watergate, 9/76-10/76
Welfare Reform, 11/75-10/76
Women, 5/74-11/74
Women, 12/74-9/76
Youth, 6/76-8/76
Yugoslavia, 10/76
Zero-Base Budgeting, 8/76

[Return to Series List]

**Sam Bleicher’s Subject Files**

**Container 31**
Agency for Consumer Advocacy
American Bar Association - Questions and Answers
American Bar Association - Speeches
Anti-Trust Reform
Anti-Trust Reform - Reports and H.R.
Arab Boycott
Busing
Civil Rights
Civil Rights Procedures
Communications

**Container 32**
Consumer Affairs
Consumer Affairs Problems - Consumer Federal of America
Consumer Communication Reform Act of 1976
Consumer Communication Reform Act of 1976 - Ad Hoc Committee for Competitive Telecommunications
Consumer Communication Reform Act of 1976 - Satellite Business Systems
Consumer Communication Reform Act of 1976 - U.S. Independent Telecommunications Association
Correspondence - A-L

**Container 33**
Correspondence - M-P
Correspondence - Q-T
Correspondence - U-Z
Correspondence - Not Sent [Affirmative Action and Compensatory Opportunity]
Crime and Criminal Justice [1-4]

**Container 34**
Crime and Criminal Justice [5]
Debate - Jimmy Carter and Gerald Ford, 9/23/76
Distortions in Campaign
Drugs and Drug Abuse
Energy/Environment
Federal Bureau of Investigation
Financial Disclosure II
Free Press
Freedom of Information Act and Whistleblowers
Gay Rights
Grand Jury Reform
Gun Control [1-2]
Gun Control Statistics

**Container 35**
Hatch Act
Health [1-5]

**Container 36**
Human Rights
Issue Briefs
Juvenile Justice
Law Enforcement
Law Enforcement - Arnold Sagalyn
Lobbying Disclosure Act
Organized Crime and Drugs
Promises and Appointments
Public Citizens Forum
Religion, Church, and State

**Container 37**
Senate Bill #1
Supreme Court and Judicial Selection
Voter Registration
Volunteerism

Records of the 1976 Campaign Committee to Elect Jimmy Carter

14
Watergate
Watergate Special Prosecutor Bill #2
West Point
White Collar Crime
Wiretapping - Domestic Surveillance Privacy [1-2]

**Container 38**
Resource Material - Crime and Criminal Justice

**Container 39**
Resource Material - Health [1]

**Container 40**

[Return to Series List]

**Oliver Miller’s Subject Files**

**Container 41**
Abortion
Affirmative Action
Agriculture [1-4]
Agriculture - Bob Dole
Agriculture - Policy Group
Agriculture - Republication Record
Arts

**Container 42**
Briefing Material
Coal Mine Safety
Contacts
Correspondence, A - Z
Dairy Farming
Debates
Drugs
Education [1-2]
Endorsements
Environment
Export

**Container 43**
Foreign Press
Full Employment
Gun Control
Health
Inter-Office
Interviews
Job Safety
Labor
Labor - Illegal Aliens
Memos
National Policy Task Force
Occupational Safety and Health Administration (OSHA)
Panama
Pension Reform
Polls
Presidential Forums
Press
Public Employees
Question and Answers

**Container 44**
Reference Book
Remarks
Resource Material
Rural Development
Speech - Mondale
Speeches - Jimmy Carter
Speeches - Bobby Smith
Staff Directories
Tax Reform
Tobacco
Unemployment
Workers Compensation

[Return to Series List](#)

**Dave Rubenstein’s Subject Files**

**Container 45**
Briefing Book, 9/24/76
Briefing Book, 9/28/76 [1-2]
Debates
Debates - Venue Blueprints of Layouts
Debates - Press
Debates - Reviewed [1-2]
Democrat vs. Republican Platform

**Container 46**
Noel Sterrett’s General Election Index Files

Container 47
General Election Issues Index, 002-078

Container 48
General Election Issues Index, 079-130

Container 49
General Election Issues Index, 131-165

Container 50
General Election Issues Index, 166-213

Container 51
General Election Issues Index, 214-261

Container 52
General Election Issues Index, 262-300

Container 53
General Election Issues Index, 301-380

Container 54
General Election Issues Index, 381-439

Container 55
General Election Issues Index, 440-478

Container 56
General Election Issues Index, 479-520

Container 57
General Election Issues Index, 521-600

Container 58
General Election Issues Index, 601-650

Container 59
General Election Issues Index, 651-700

**Container 60**
General Election Issues Index, 701-769

**Container 61**
General Election Issues Index, 770-819

**Container 62**
General Election Issues Index, 820-852

**Container 63**
General Election Issues Index, 853-900

**Container 64**
General Election Issues Index, 901-950

**Container 65**
General Election Issues Index, 951-989

**Container 66**
General Election Issues Index, 990-1060

**Container 67**
General Election Issues Index, 1061-1092
General Election Issues Index - Miscellaneous

**Container 68**
General Election Issues Subject Index to Numbered Issues

[Return to Series List](#)

**Noel Sterrett’s Subject Files**

**Container 69**
Abzug, Bella
Agriculture
Albert, Carl
American Chemical Society’s Public Policy Statements
Askew, Reuben
Bayh, Birch
Bentsen, Lloyd
Bond, Julian
Brown, Jerry
Bumpers, Dale
Container 75
Correspondence - Answered, 8/14/76 [1]
Correspondence - Answered, 8/14/76 [2]
Correspondence - Answered, 8/16/76
Correspondence - Answered, 8/17/76 [1]
Correspondence - Answered, 8/17/76 [2]
Correspondence - Answered, 8/19/76

Container 76
Correspondence - Answered, 8/20/76
Correspondence - Answered, 8/23/76 [1]
Correspondence - Answered, 8/23/76 [2]
Correspondence - Answered, 8/24/76
Correspondence - Answered, 8/25/76
Correspondence - Answered, 8/28/76
Correspondence - Acknowledged

Container 77
Correspondence - Abortion
Correspondence - Aircraft Owners and Pilots Association
Correspondence - Alcoholics Anonymous
Correspondence - American Association for the Advancement of Science
Correspondence - American Association of University Professors
Correspondence - American Bar Association
Correspondence - American Chiropractic Association
Correspondence - American Civil Liberties Union
Correspondence - American College of Surgeons
Correspondence - American Conservative Union
Correspondence - American Council on Education
Correspondence - American Dental Association
Correspondence - American Farm Bureau
Correspondence - American Forestry Association
Correspondence - American Heart Association
Correspondence - American Hospital Association
Correspondence - American Institute of Banking
Correspondence - American Institute of Certified Public Accountants
Correspondence - American Medical Association
Correspondence - American Nurses Association
Correspondence - American Occupational Therapy Association
Correspondence - American Optometric Association
Correspondence - American Personnel and Guidance Association
Correspondence - American Rehabilitation Counseling Association
Correspondence - American Society of Building and Construction Inspectors
Correspondence - American Society of Civil Engineers
Correspondence - American Society of Medical Technology

Records of the 1976 Campaign Committee to Elect Jimmy Carter 20
Container 83
Ford’s Themes
Foreign Policy Choices for 1970 and 1980
Forms
Full Employment and Balanced Growth Act 1976
General Election Issues
General Electric - IV Basics
Glenn, John
Group Classification and General Recommendations
Hardware [1]
Hardware [2]

Container 84
Harris, Fred
Hart, Gary
Health Resource Papers
House - Key Votes
Humphrey, Hubert
Immigration Policy

Container 85
Index Brief
Indexes [1]
Indexes [2]
Inflation and Unemployment
Information Bank

Container 86
Information Bank Authority List
Issues - Advisors
Issues - Mailing List
Issues - Packet Distribution
Issues - Science Policy
Jackson, Henry [1]
Jackson, Henry [2]
Jackson, Maynard
Jordan, Barbara
Kennedy, Edward
Kyser Plan
Lobbying Disclosure
Lockheed
Mailbox Message Service
Mailgrams – Answered, 7/10/76
Majority Whip

**Container 87**
Mansfield, Mike
McCarthy, Eugene
McGovern, George
Medical Peer Review and PSRO [1]
Medical Peer Review and PSRO [2]

**Container 88**
Memoranda, 1975
Memoranda, 1/75-4/76
Memoranda, 5/76
Memoranda, 6/76-8/76
Memoranda, 9/76-10/76
Memoranda, n.d. [1]
Memoranda, n.d. [2]

**Container 89**
Meyer, Henry - Mayor
Mondale, Walter
Muskie, Edmund
National Aeronautics and Space Administration (NASA)
National Policy on Science and Technology
Nelson, Gaylord
News Summaries, 3/76
News Summaries, 4/76
News Summaries, 5/76

**Container 90**
News Summaries, 6/76
News Summaries, 7/76
News Summaries, 9/76
New York Times Summaries
Nixon Creep - Finances
Novelty Printing Company
Office Equipment

**Container 91**
O’Neill, Thomas P. - Statement before the Platform Committee, 5/18/76
Organization of Public Technology
Party Platforms, 1976
Percy, Charles
Philadelphia, Pennsylvania
Plan for America
Pre-Convention Issue Statements
Presidential Questionnaire
Press Releases

**Container 92**
Proxmire, William
Public Assistance Policy
Public Law 280
Public Power and National Energy Policy
Reagan, Ronald
Reference File
Religious and Mortality Themes in the Primaries
Resumes
Rockefeller, Nelson
Sanford, Terry
School Integration
Science and Technology Releases

**Container 93**
Science and Technology Task Force Papers [1]
Science and Technology Task Force Papers [2]
Shapp, Milton
Shriver, Sargent
Stevenson, Adlai, III
Stone, Senator Richard
Strauss, Robert
Sunshine Act
Supplies
Task Forces

**Container 94**
Telnet Messages [1]
Telnet Messages [2]
Telnet Messages [3]
Telnet Messages [4]

**Container 95**
Telnet Messages [5]
Telnet Messages [6]

**Container 96**
Transnational Cooperation and Development
Transportation
Trilateral Commission [1]
Trilateral Commission [2]
Udall, Morris
United Nations Conference on the Human Environment
Veterans Affairs
Vice-Presidential Candidates

**Container 97**
Vietnam Since 1954
Walker, Dan
Wallace, George [1]
Wallace, George [2]
Water Supply Project
Youth
1972-1974 in Retrospect

Return to Series List

**Noel Sterrett’s Gerald Ford Quotes Files**

**Container 98**
Ford Quotes - Amnesty
Ford Quotes - Busing
Ford Quotes - CIA
Ford Quotes - Civil Rights
Ford Quotes - Consumer Affairs
Ford Quotes - Crime
Ford Quotes - Defense
Ford Quotes - Economy and Budget [1-2]

**Container 99**
Ford Quotes - Economy/Prosperity [1-3]
Ford Quotes - Education
Ford Quotes - Elderly
Ford Quotes - Election, 1976
Ford Quotes - Energy [1]

**Container 100**
Ford Quotes - Energy [2]
Ford Quotes - Environment
Ford Quotes - Ethics of Government Personnel
Ford Quotes - Federal Bureaucracy
Ford Quotes - Ford
Ford Quotes - Government Reorganization
Ford Quotes - Health
Ford Quotes - Housing
Ford Quotes - Labor
Container 101
Ford Quotes - Nixon
Ford Quotes - Presidency
Ford Quotes - Reagan
Ford Quotes - Revenue Sharing
Ford Quotes - State Relations
Ford Quotes - Sunshine Laws
Ford Quotes - Tax Reform
Ford Quotes - Transportation
Ford Quotes - Two-Party System
Ford Quotes - Urban Affairs
Ford Quotes - Vetoes
Ford Quotes - Welfare
Ford Quotes - Women

Return to Series List

Noel Sterrett’s Domestic Clippings Files

Container 102
Issues Index-Domestic
Agriculture
Farmer’s Income
Farmers’ Problems
General Agriculture Legislation and Policy
Migrant Workers
Food Production/Food Crisis
Agricultural Export Policy
Farm Cooperatives
New Legislation on Agriculture

Container 103
Civil Rights, Civil Liberties and Minorities
New Legislation
Voting Rights and Voting Rights Act
Equal Employment
Affirmative Action
School Desegregation
Busing
Privacy (Search and Seizure)
Supreme Court and Other Legal Decisions
Freedom of Information Act
Minorities
Blacks

Records of the 1976 Campaign Committee to Elect Jimmy Carter
Spanish Speaking Americans
Indians and Indian Policy
Proposals from Civil Rights Groups

**Container 104**
Consumer Protection
Consumer Protection Agency
Consumer Legislation
Drug Control
Proposals from Consumer Groups
No-Fault Auto Insurance
Crime, Criminal Justice and Judicial System
Crime Statistics
Crime or Criminal Justice Studies
Criminal Justice Legislation - New Ideas

**Container 105**
Gun Control
Police
Drugs and Drug Abuse
Marijuana
Heroin and Hard Drugs
Penal Reform
Courts Judicial Reform
Supreme Court of the United States
Proposals from Criminal Justice
Capital Punishment

**Container 106**
Economy and Economic Policy [1-4]

**Container 107**
Unemployment [1-2]
Inflation [1]

**Container 108**
Inflation [2-3]
Monetary Policy
Money Supply
Federal Reserve

**Container 109**
Fiscal Policy
The Budget [1-2]
Government Spending
Wage and Price Policy
Employment Policy

**Container 110**
Corporate Profits
Productivity
Income Distribution
Anti-Trust and Monopolies
Banks and Banking
International Economic Policy
Balance of Payment
International Trade
Devaluation
International Monetary Reform
Gold
World Bank
Proposals of Economics or Economic Group
Business Ethics

**Container 111**
Education
Federal Aid
Student Financial Aid
Education New Legislation
Local Property Tax and Finances
Elementary and Secondary Education
Higher Education
Teacher Salaries
Church and State
Parochial Schools
Private Schools
Special Education
Teacher Unions
Proposals from Education Groups
Discrimination in Education

**Container 112**
Elderly
Social Security
Social Security Tax
Health Care
Retirement
Housing for the Elderly
Employment and Income
Pension and Pension Reform
Proposals from Groups for Retired and Elderly
Container 113
Energy [1-5]

Container 114
Energy Availability and Scarcity [1-2]
Oil
Coal
Synthetic Fuels
Nuclear Energy

Container 115
Natural Gas
Solar Energy
Geothermal
Other Sources (Pipeline, Oceans and Shale)
Federal Claims Statistics to Off-shore Drilling
New Legislation on Energy
Fuel Allocation
Cost of Energy

Container 116
Conservation Plans [1-2]
Relationship to Environmental Standards
Project Independence

Container 117
International Relations and Energy
Oil Imports
Offshore Superports
Foreign Dependence by United States
Coordination by Consuming Nations
Oil Company’s Policy
Exploration
Proposal of Interest Groups
Price Structure

Container 118
Environment [1-2]
Clean Air
Auto Emissions Standards
Clean Air Act
Government Standards and Regulations
Clean Water
Solid Waste Disposal
Recycling
Land Use Planning
Environment Legislation
Strip Mining
Parks
Opponents of the Environment
Proposals of Environmental Group

**Container 119**
Government
Government Efficiency
Political and Elections Reform
Voting and Registration
Federal and State Regulations
Regulation Authority and Commission

**Container 120**
Revenue Sharing
Cities and Municipalities and Countries [1-2]
New York
Freedom of Press
Executive Branch
Impoundment of Funds Appropriated by Congress

**Container 121**
Secrecy in Government
Central Intelligence Agency (CIA)
Congress
Congressional Power
Congressional Reform
Lobbyists
Goals
Regulatory Agencies
Proposals of Interested Groups
Reports of Federal Agencies and Commissions
Ford Administration
Post Office
Opinion Polls

**Container 122**
Health and Health Care [1-2]
Statistics on Various Diseases [1-2]
Facilities
Hospitals
Nursing Homes

Records of the 1976 Campaign Committee to Elect Jimmy Carter 31
Container 123
Healthcare - New Legislation
Medicare
Medicaid
National Health Insurance
Health Care Delivery System
Health Manpower
Nurses and Nursing
American Medical Association
Handicapped/Retardation
Prevention (Cripplers, Killers)
Proposals from Health Care Groups
Medical Malpractice

Container 124
Housing
Housing Statistics
Mortgage Money and Interest Rates
Housing New Legislation
Urban Renewal
Public Housing
Middle Income Housing
Rent Supplements
Rural Housing
Mobile Homes
Housing Discrimination

Container 125
Labor and Labor Unions
Productivity
Public Employers
Right to Strike
Unions (General)
COPE - American Federation of Labor Congress of Industrial Organizations
New Labor Legislation and Proposals
American Federation of Labor Congress of Industrial Organizations (AFL-CIO) and other Unions

Container 126
Poverty, Welfare and Welfare Reform
Federal Anti-Poverty Program
Office of Economic Opportunity (OEO)
Various Welfare Programs
Health, Education and Welfare (HEW)
Job Training Programs
Unemployment
Welfare System
Welfare Reform Proposals
Guaranteed Annual Income
Negative Income Tax
Welfare Proposals of Interested Groups
Rural - Development
Job Opportunities in Rural America
Rural Water - Sewer Grants
Rural - Development Legislation
Rural - Oriented Groups

**Container 127**
Science, Technology and the Arts
Arts
Federal Aid to the Arts
Beautification
Television
Science Policy
Space Exploration
Oceans
Technology
Nuclear Power and Energy
Social and General Issues
Amnesty [1-2]

**Container 128**
Pornography
Fires
Euthanasia - Mercy Killing
Gay Liberation
Freedom of Press
Subpoenas to Newsmen
Abortion
Prayer in School
Religion
Metric System Use
Immigration - Emigration
Population Growth
Cultural Affairs

**Container 129**
Tax and Tax Reform
Oil Depletion Allowance
Income Tax Reform and Proposals
Minimum Tax
Tax Shelters
Capital Gains
Social Security Tax
Corporate Taxation
Real Estate Tax Shelters
Tax Exempt Bonds
Foreign Income
Transportation
Ground Transportation
Highways
Mass Transportation
Highway Trust Fund
Railroads
Air Transportation
Civil Aeronautics
Federal Aviation Administration (FAA)
Sea Transportation
Transportation New Legislation and Proposals

Container 130
Veterans Affairs
Vietnam Veterans
Veteran’s Problems
Health
Women Issues
Equal Rights Amendment
Equal Job Opportunity and Pay
Discrimination
Insurance
Women’s Rights Groups and Organizations

Container 131
Democratic Party [1-2]
Democratic Party Officials
Democratic Party Rules
Democratic Party Activities
Election 1974
Intra - Party Relations
Carter’s Record on Issues
Republican Party

Return to Series List

Noel Sterrett’s Foreign Clippings Files

Records of the 1976 Campaign Committee to Elect Jimmy Carter
Container 132
Africa
Organization of African States
United States’ Policy toward Africa
Relations between Black Africa, South Africa and Rhodesia
United States’ Policy and Relations with South Africa and Rhodesia
Famine and Starvation in Africa
United States’ Role in Decelerating African Famine and Starvation
Angola
Alliances
North Atlantic Treaty Organization (NATO)
United States’ Financial Support and Role
France’s Role
Military Strength
SEATO (Southeast Asian Treaty Organization)
Arms Control and Disarmament
Nuclear Treaties
Limited Test Ban Treaty
Nuclear Non-Proliferation Treaty
SALT I and Anti-Ballistic Missile (ABM)
SALT II and Offensive Weapons
Vladivostok Agreement
New Areas of Arms Control
Conventional Force Reductions
Mutual and Balanced Force Reduction
Multiple Independently Targeted Re-entry Vehicles (MIRV)
Arms Control and Disarmament Agency
Record of Opponent on Arms Control

Container 133
Canada
United States’ Policy toward Canada
Canada’s Policy toward United States
Exports of Oil
China and Taiwan
United States’ Policy toward China and Taiwan
China - United States (U.S.) Trade
China’s Government and Policy
Foreign Policy Attitudes and Objectives
Defense and Defense Policy
Defense Budget
Military
United States versus Russian Military Strength
Navy
Army and Infantry
Missiles
Bombers
Nuclear Capability
Multiple Independently Targeted Re-entry Vehicles (MIRV)
New Weapons Systems and Weapons Research
Volunteer Army and the Draft

Container 134
American Troops Abroad
Europe
Asia
Defense Strategy and Posture
North Atlantic Treaty Organization (NATO)
Record of Opponent
Foreign Aid
Foreign Budget
Military Aid
Economic Non-military Aid
Developing Countries
Foreign Aid as a Political Weapon
Food for Peace
Multilateral Aid (World Bank)
Agency for International Development (AID)
Foreign Economic Policy
United States’ Foreign Trade and Statistics
United States’ Balance of Payments
Trade Policy (Tariffs)
General Agreement on Tariffs and Trade (GATT)
Barriers to Free Trade
Oil’s Effect on International Economics
Dangers to Consumer Nations
Recycling Petro-Dollars
Benefits to Producing Nations
Role of Central Banks
Foreign Investments in the United States
Multi-National Corporations
International Monetary - System
International Monetary - Reform
Gold
Flexible Exchange Rate
New Trade and Foreign Economic Legislation
International Food Crisis

Container 135

Records of the 1976 Campaign Committee to Elect Jimmy Carter 36
Greece, Turkey, and Cyprus
Greece
United States’ Policy toward Greece
Greece’s Relation with the United States
Greece’s Government and Policy
Greece’s Policy toward Cyprus
United States’ Military Bases
NATO’s Attitude
Turkey
United States’ Policy toward Turkey
Turkey’s Relation with the United States
Turkey’s Policy toward Cyprus
Cyprus
United States’ Policy toward Cyprus
Alternative Solutions to Crisis
Indo-China and the Far East
Vietnam
United States’ Policy toward Vietnam
United States’ Assistance to Vietnam
Paris Peace Accord
South Vietnam Government
Vietnam War Continuation
Cambodia
United States’ Policy toward Cambodia
United States’ Assistance to Cambodia
Cambodia Government, Problems and Policies
Cambodia War Continuation
Laos
United States’ Assistance to Laos
Government Policies and Problems
United States’ Policy toward Thailand
Thailand Government Problems and Policies
South Korea
United States’ Policy toward South Korea
South Korea’s Government Policies and Problems
United Nation’s Role Continuation
South Korea’s Relations with North Korea
Southeast Asia Treaty Organization (SEATO)

Container 136
India - Pakistan Subcontinent
India
United States’ Policy toward India
Economic and Social Aid
India’s Attitude and Policy toward the United States
India’s Attitude and Policy toward Soviet Union and China
India’s Attitude and Policy toward Pakistan, Bangladesh and other Nations
India’s Internal Problems (starvation, overpopulation, etc.)
United States’ Policy toward Pakistan
Pakistan’s Attitude and Policy toward Soviet Union, China, India and Bangladesh
Pakistan’s Internal Problems
Bangladesh
United States’ Policy toward Bangladesh
Israel and the Middle East
Israel General
United States’ Support for Israel
Israel’s Military
Israel’s Economic and Social Problems
Israel’s Territorial Boundaries
Israel’s Negotiating Positions
Israel’s Relations with Israeli Arabs, Arab Nations and the Palestine Liberation Organization (PLO)
Israel’s Problems and Accomplishments
Israel’s Military Strength
Egypt
Egypt’s Relations with the United States
Egypt’s Relations with Russia and Communist Countries
Egypt’s Relations with other Arab Nations and Palestine Liberation Organization (PLO)
Egypt’s Negotiating Position
Egypt’s Problems and Accomplishments

Container 137
Syria
Syria’s Relations with the United States
Syria’s Relations with Russia and Communist Countries
Syria’s Relations with Other Arab Nations and PLO
Syria’s Negotiating Position
Syria’s Military Strength
Jordan
Jordan’s Relations with the United States
Jordan’s Relations with other Arab Nations and PLO
Jordan’s Negotiating Positions
Jordan’s Military Strength
Lebanon
Lebanon’s Relations with other Arab Nations and PLO
Lebanon’s Oil Diplomacy
Lebanon’s Negotiating Position
Iran
Iran’s Relations with the United States
Iran’s Relations with other Arab Nations and PLO
Iran’s Oil Diplomacy

Records of the 1976 Campaign Committee to Elect Jimmy Carter 38
Saudi Arabia
Saudi Arabia’s Relations with the United States
Saudi Arabia’s relation with Russia and Communist Countries
Saudi Arabia’s Relations with other Arab Nations and the PLO
Saudi Arabia’s Negotiating Position
Saudi Arabia Military Strength
Other Arab Countries
Other Arab Countries Relations with the United States
Other Arab Countries Relations with Russia and Communist Countries
Other Arab Countries Relations with Other Arab Nations and the PLO
Other Arab Countries Relations with Israel
Other Arab Countries Oil Diplomacy
Arab Palestine (PLO)
Arab Palestine (PLO) Relations with the United States
Japan
Japan’s Relations with the United States
Japan’s Government and Policy
Japan’s Problems (oil, balance of Payment, etc.)
Japan’s Communist Influence
Japanese - U.S. Trade and Trade Relations
United States’ Bases and Troops in Japan

Container 138
Latin America
Organization of American States (OAS)
Military Dictatorship versus Democratic Rule
Brazil
United States’ Relations and Policy toward Brazil
Brazil’s Relations with Other Latin American Countries
Brazil’s Government and Policies
Brazil’s Economic and Social Problems and Resources
Chile
United States’ Relations and Policy toward Chile
Chile’s Government and Policies
Chile’s Economic and Social Problems
United States’ Relations and Policy toward Argentina
Argentina’s Government and Policies
Cuba
United States’ Relations and U.S. Policy
Cuba’s Relations with Russia and Communist Countries
Cuba’s Relations with other Latin American Countries and Other Nations
Cuba’s Economic and Social Problems, Achievements and Resources
Mexico
United States’ Relations and Policy toward Mexico
Mexico’s Government and Policies

Records of the 1976 Campaign Committee to Elect Jimmy Carter
Mexico Economic and Social Problems, Achievement and Resources
United States’ Relations with Other South American Countries
United States’ Relations with Other Central American Countries
United States’ Relations with Dominican Republic and Haiti

**Container 139**
Oil and International Relations
Organization of Petroleum Exporting Countries (OPEC)
Oil Supply
Oil Prices
Use of Oil as Weapon
Organization by Consumer Nations
International Energy Agency
Impact on Western World
Impact on Developing World Impact on World Monetary Policy
Sources of Oil
Middle East
Other International Sources
Russia and East Europe
Russia
Détente and United States Policy toward Russia
Russian Policy toward the United States
United States’ Russian Trade and Cultural Activities

**Container 140**
Military Strength
Russia’s Navy
Russia’s Missiles
Russia’s Bombers
Russia’s Nuclear Capability
Russia’s Relations with China
Russia’s Relations with Arab World and Israel
Russia’s Relations with Developing World
Russia’s Relations with India, Pakistan and Far East
Russia’s Foreign Policy Objectives
Russian, Jews and Immigration
Eastern European Countries
Eastern Europe Economic Organization
Warsaw Pact
United States’ Policy toward East European Nations
Problems and Achievements of East European Countries
United Nations and International Organizations
United Nations
United States’ Support of the UN
Russia and Communist Support of the UN
United Nations Educational, Scientific and Cultural Organization (UNESCO) and other UN Agencies
Security Council and General Assembly
World Health Organization (WHO)
World Bank

**Container 141**
- Western Europe and the Common Market
- Common Market and European Integration
- European Joint Economic Policy
- European Oil Policy
- European Strains and Problems
- United States’ Relations with the Common Market
- European Integration
- England
- United States’ Policy toward England
- England’s Government and Policy
- England’s Problems
- France
- United States’ Policy toward France
- France’s Government and Policy
- France’s Problems
- France’s Common Market Renegotiating Entry
- France’s Relations with Russia and Communist Countries
- West Germany
- United States’ Policy toward West Germany
- West Germany’s Government and Policy
- Italy
- United States’ Policy toward Italy
- Italy’s Government and Policies
- Italy’s Problems
- United States’ Policy toward Belgium
- United States’ Bases in Spain
- Spain Government and Policy
- Portugal
- United States’ Policy and Relations toward Portugal
- Portugal’s Policy toward African Colonies
- Portugal’s Problems

[Return to Series List](#)

**Noel Sterrett’s Resource Publication Files**

**Containers 142-185**
Resource Materials - Books and Publications
Barbara Miller’s Subject Files

**Container 186**
Campaign and Transition Activities  
Committee on Banking, Housing and Urban Affairs  
Commodity Shortage  
Correspondence, A-Z  
Deafness Research  
Department of Commerce  
Department of Defense  
Foreign Payments Disclosure Act  
International Economic Policy

**Container 187**
Joint Economic Committee - Abuse of Corporate Power  
Lockheed Aircraft Corporation [1-5]

**Container 188**
Lockheed Aircraft Corporation [6]  
NASA  
New York Finance Statement  
Poverty  
Program and Budget  
Resolutions  
Resumes - A-D [1-2]

**Container 189**
Resumes - E-G  
Resumes - H  
Resumes - I-K  
Resumes - L-N

**Container 190**
Resumes - O-R  
Resumes - S-T  
Resumes - U-Z  
Securities and Exchange Commission  
Subcommittee on International Trade  
Welfare  
Women’s Right
Carter-Mondale Campaign Committee. Director’s Office

Office Summary

Creator: Carter-Mondale Campaign Committee. Director’s Office

Title: Records of the 1976 Campaign Committee to Elect Jimmy Carter

Dates: 1972-1976

Office Description: The Campaign Director’s Office, headed by Hamilton Jordan, handled political and strategic decisions concerning the campaign. The functions include finance; scheduling; staffing; state and field operations; congressional targeting; campaign deadlines; delegate selection; and personnel recommendations. The office also coordinated the campaign's operations such as fundraising possibilities; advertising, polling, Get out the Vote (GOTV), and other activities supporting the effort.

System of Arrangement:

Records within the Directors Office are arranged by the name of the director who headed the office and maintained/created the files or by file types (i.e. Minority Affairs).

The records of the 1976 Carter-Mondale Campaign Directors Office are divided into thirty-four series:

<table>
<thead>
<tr>
<th>Series Title</th>
<th>National Archives Identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hamilton Jordan’s Correspondence Files as Campaign Director</td>
<td>597341</td>
</tr>
</tbody>
</table>

Records of the 1976 Campaign Committee to Elect Jimmy Carter 43
<table>
<thead>
<tr>
<th>Topic</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hamilton Jordan's Subject Files as Campaign Director</td>
<td>600605</td>
</tr>
<tr>
<td>Ben Brown's Subject Files as Deputy Director</td>
<td>580702</td>
</tr>
<tr>
<td>Landon Butler's Subject Files as Political Director</td>
<td>581124</td>
</tr>
<tr>
<td>Rick Hutcheson's Subject Files as National Campaign Coordinator</td>
<td>587559</td>
</tr>
<tr>
<td>Rick Hutcheson's State Files as National Campaign Coordinator</td>
<td>587560</td>
</tr>
<tr>
<td>Andy Chishom's Subject Files as Minority Affairs Director</td>
<td>581991</td>
</tr>
<tr>
<td>Andy Chishom's State Files as Minority Affairs Director</td>
<td>582511</td>
</tr>
<tr>
<td>Pinky Rutledge's Subject Files as Minority Affairs Administrative Assistant</td>
<td>583587</td>
</tr>
<tr>
<td>Jim Gammill's Subject Files as Assistant to the Director</td>
<td>580726</td>
</tr>
<tr>
<td>Rick Hernandez's Subject Files as Hispanic Director</td>
<td>585182</td>
</tr>
<tr>
<td>Peter Conlon's Subject Files as Political Relations Administrative Assistant</td>
<td>585180</td>
</tr>
<tr>
<td>Becky Hendrix's and Carey Smith's Special Projects Subject Files</td>
<td>583295</td>
</tr>
<tr>
<td>Joji Konoshima's Asian Affairs Subject Files</td>
<td>583297</td>
</tr>
<tr>
<td>Mary Zon's Labor Liaison Desk Subject Files</td>
<td>585159</td>
</tr>
<tr>
<td>Ezekiel Love's Subject Files</td>
<td>585119</td>
</tr>
<tr>
<td>Oliver Welch's Senior Citizens Desk Subject Files</td>
<td>596122</td>
</tr>
<tr>
<td>Vickie Mongiardo's Urban Ethnic Affairs Subject Files</td>
<td>596216</td>
</tr>
<tr>
<td>Jane Yarn's Subject Files as Administrator of Conservationists for Carter Campaign</td>
<td>597342</td>
</tr>
<tr>
<td>Frank Moore's State Files as Congressional Relations Director</td>
<td>597343</td>
</tr>
<tr>
<td>Frank Moore's Subject Files as Congressional Relations Director</td>
<td>597884</td>
</tr>
<tr>
<td>Bill Simon's Subject Files as Administrative Assistant of the Situation Room</td>
<td>597344</td>
</tr>
<tr>
<td>Tom Tatum's Subject Files as National Coordinator of Urban Affairs</td>
<td>597338</td>
</tr>
<tr>
<td>Syd Butler’s Subject Files as Coordinator of Rural Affairs</td>
<td>597340</td>
</tr>
<tr>
<td>Andy Shea's Subject Files as Director of the Speaker's Bureau</td>
<td>597546</td>
</tr>
<tr>
<td>Steve Selig's Subject Files as Political Relations Deputy Director</td>
<td>592884</td>
</tr>
<tr>
<td>Frank Saunders’ Subject Files as Business Liaison</td>
<td>592885</td>
</tr>
<tr>
<td>Cooke Lutkefedder's Subject Files as National Coordinator of the 51.3% Committee</td>
<td>597555</td>
</tr>
<tr>
<td>Thomas Lowndes, Jr.'s Subject Files as Conservationist for the Carter Campaign</td>
<td>606282</td>
</tr>
<tr>
<td>Terry Sundy's Subject Files as Urban Ethnic Affairs Co-Director of the Catholic Desk</td>
<td>620763</td>
</tr>
<tr>
<td>Herman Gallegos' Subject Files as Urban Ethnic Affairs Co-Director of the Catholic Hispanics Desk</td>
<td>620880</td>
</tr>
<tr>
<td>David Graham's Subject Files as Religion Political Affairs Coordinator</td>
<td>620881</td>
</tr>
<tr>
<td>Harriet Zimmerman’s Subject Files as Jewish Affairs Director</td>
<td>636089</td>
</tr>
<tr>
<td>Raymone Bain’s Subject Files as Minority Affairs Liaison Coordinator</td>
<td>641557</td>
</tr>
</tbody>
</table>

### Detailed Description of the Series

**Hamilton Jordan’s Correspondence Files as Campaign Director**

Records of the 1976 Campaign Committee to Elect Jimmy Carter 44
Scope and Content: Containers 191-198. This series was opened in September 2003. The series contains correspondence from the general public; campaign staff, civic organizations, committees, and corporations relating to various campaign issues. The correspondence also includes speaking invitations, staff recommendations, and requests to volunteers to work on the campaign. Arranged chronologically.

**Hamilton Jordan’s Subject Files as Campaign Director**
Scope and Content: Containers 198-200. This series was opened in October 2003. This series contains correspondence, memorandums, briefings, staff and political desk reports; and campaign schedules. This material relates to political and strategic decisions concerning the campaign such as finance, scheduling, staffing, state and field operations, congressional targeting, campaign deadlines, and delegate selection. In addition, some of the correspondence contains key memorandums and reports to Jimmy Carter revealing the first campaign outlines, strategies, fundraising possibilities, and personnel recommendations. Arranged alphabetically by subject.

**Ben Brown’s Subject Files as Deputy Director**
Scope and Content: Container 201. This series was opened in November 2003. The series contains a maritime briefing book and a national maritime policy for the United States. Also included are volunteer work schedules, lists of delegates, correspondence, memoranda, minority affairs staff directories, and speaker's bureau material. Arranged alphabetically by subject.

**Landon Butler’s Subject Files as Political Director**
Scope and Content: Containers 202-203. This series was opened in December 2003. The series contains correspondence, memorandums, reports, and notes relating to Butler's efforts to develop support from organized labor for programs such as SALT II (Strategic Arms Limitation Talks) ratification, energy conservation, and anti-inflation measures. Also included is material relating to his work with labor leaders regarding wage negotiations, and coordinating meetings between Jimmy Carter and labor leaders. In addition, this series contains material relating to support for the Panama Canal treaties and coordinating the duties of various special assistants. Arranged alphabetically by subject.

**Rick Hutcheson's Subject Files as National Campaign Coordinator**
Scope and Content: Container 204-213. This series was opened in January 2004. The series contains correspondence, memoranda, daily and weekly field reports, lists of delegates, and lists of telephone calls from Jimmy Carter to delegates. Topics include Federal Election Campaign Acts, laws and amendments, affirmative action plans, delegate selection procedures, records relating to campaign contributions, and scheduling requests. This series also contains a campaign manual written by Hamilton Jordan. Arranged alphabetically by subject.

**Rick Hutcheson's State Files as National Campaign Coordinator**
Scope and Content: Container 214-219. This series was opened in January 2004. The series consists of correspondence, memoranda, lists of field offices and delegates. Also included are delegate selection plans for the Democratic National Convention, affirmative action plans, and the Federal Election Commission’s compliance review reports. Arranged alphabetically by state.

**Andy Chishom's Subject Files as Minority Affairs Director**

Records of the 1976 Campaign Committee to Elect Jimmy Carter 45
Scope and Content: Container 220-224. This series was opened in February 2004. The series consists of correspondence, memoranda, lists of delegates, staff directories, resumes, invitations, and volunteer data sheets. Topics include key issues affecting blacks and a campaign strategy for the elderly vote. Arranged alphabetically by subject.

**Andy Chishom's State Files as Minority Affairs Director**
Scope and Content: Containers 225-226. This series was opened in February 2004. The series consists of correspondence, memoranda, and lists of black delegates. Also included are letters from citizens expressing their concerns regarding minority issues. Arranged alphabetically by state.

**Pinky Rutledge's Subject Files as Minority Affairs Administrative Assistant**
Scope and Content: Containers 227-228. This series was opened in February 2004. The series consists of news clippings, staff directories, 1975 state and county election results, travel request forms, general election campaign budgets, and daily political reports. This series also contains Ben Brown's campaign interviews, general correspondence, form letters, invitations, memoranda, and a speech by Jimmy Carter on Middle East policy. Arranged alphabetically by subject.

**Jim Gammill’s Subject Files as Assistant to the Director**
Scope and Content: Containers 229-234. This series was opened in February 2004. The series consists of budget summaries, contribution reports, correspondence, delegate information, staff notices, and organizational charts. This material relates to the Democratic National Convention (DNC) planning, including staff information, security plans, staff manuals, contracts, convention news, expenses, memorandums, and speeches. Also included are opinions of the Federal Election Commission (FEC) Counsel and FEC hearings, reports, guidelines, and forms. Arranged alphabetically by subject.

**Rick Hernandez’s Subject Files as Hispanic Affairs Director**
Scope and Content: Container 235. This series was opened in February 2004. The series contains the Compliance with Federal Election Campaign Requirements Manual, correspondence, memoranda, and staff directories. Topics include key issues affecting Hispanics and the impact Presidents Ford and President Nixon's vetoes had on Latinos. Arranged alphabetically by subject.

**Peter Conlon's Subject Files as Political Relations Administrative Assistant**
Scope and Content: Containers 236-237. This series was opened in March 2004. The series contains material relating to delegate coordination information, delegate counts, media contacts, mailing lists, and political viewing charts. This series also contains Ohio and Michigan endorsements for Jimmy Carter, memoranda, supporter lists, correspondence, and trip files for the Northeast Region states. Jimmy Carter’s Law Day Speech of May 14, 1974, and his presentation to the Democratic Party Platform Committee are also included. Arranged alphabetically by subject.

**Becky Hendrix's and Carey Smith's Special Projects Subject Files**
Scope and Content: Containers 238-240. This series was opened in March 2004. The series contains material relating to the Democratic National Convention including memorandums, correspondence, Jimmy and Rosalynn Carter's schedules, guest pass requests, expense reports, Carter/Mondale

Records of the 1976 Campaign Committee to Elect Jimmy Carter 46
newsletters, staff reports, and contact lists. Also included is material related to the Peanut Brigade, state
delegates, field staff de-briefing, travel records, and victory celebration plans. Arranged alphabetically by subject.

**Joji Konoshima's Asian Affairs Subject Files**
Scope and content: Container 241. This series was opened in March 2004. The series consists of Asian American historical background material, lists of contacts, correspondence, estimates for expenditures, copies of laws, memorandums, newspaper articles in various languages with translations, press releases, progress reports, and schedules. Also included is a report on United States-China relations and material related to Asian Americans including farm labor, the Asian Pacific Unit, and Tokyo Rose. Arranged alphabetically by subject.

**Mary Zon's Labor Liaison Desk Subject Files**
Scope and Content: Containers 242-244. This series was opened in March 2004. The series consists of correspondence, form letters, background material, memorandums, petitions, and scheduling information. This material relates to organized labor including AFL-CIO mailgrams congratulating Carter on his debate performance, endorsements for President, key labor contacts, housing issues, and union relations. Union publication lists and publications are also included. Arranged alphabetically by subject.

**Ezekiel Love's Subject Files**
Scope and Content: Container 245. This series was opened in March 2004. The series contains administrative material such as schedules, correspondence, daily bulletins, expense reporting, memorandums, and staff directories. Arranged alphabetically by subject.

**Oliver Welch's Senior Citizens Desk Subject Files**
Scope and Content: Container 246. This series opened in March 2004. The series consists of memorandums, correspondence, daily political reports, telegrams, and completed scheduling requests. This material relates to information sent to senior citizens about the aged including retirement benefits, medical care, retirement age, housing, voter registration and employment. Arranged alphabetically by subject.

**Vickie Mongiardo's Urban Ethnic Affairs Subject Files**
Scope and Content: Containers 247-249. This series was opened in April 2004. The series contains correspondence, memoranda, contact lists, demographic data, budget reports, press releases, and daily political reports. This material relates to ethnic strategy, foreign policy, human rights, healthcare, employment, education, advertising, housing, urban neighborhoods, discrimination, Ellis Island, and women. Also included are staff information and testimonies given before the Democratic Platform Committee. Arranged alphabetically by subject.

**Jane Yarn's Subject Files as Administrator of Conservationists for Carter Campaign**
Scope and Content: Containers 250-266. This series was opened in April 2004. The series contains correspondence, memorandums, staff reports, membership lists, mailing lists, pamphlets, news clippings, event schedules, and speeches. The material relates to the campaign’s effort in attracting
voters concerned with energy, environmental, and conservation issues. Arranged alphabetically by subject.

**Frank Moore's State Files as Congressional Relations Director**
Scope and Content: Containers 267-269. This series was opened in April 2004. The series contains state correspondence relating to individuals or groups pledging their financial assistance and support for campaign members, and information relating to financial contributors. In addition, this series contains state contact lists and contributor lists. Arranged alphabetically by state.

**Frank Moore's Subject Files as Congressional Relations Director**
Scope and Content: Container 270. This series was opened in April 2004. The series contains guest lists, invitations, and correspondence relating to fundraising dinners for Jimmy Carter. This series also includes correspondence and contact lists from Georgia civic organizations concerning the solicitation of campaign funds. Arranged alphabetically by subject.

**Bill Simon's Subject Files as Administrative Assistant of the Situation Room**
Scope and Content: Containers 271-278. This series was opened in April 2004. The series consists of correspondence, charts, demographic studies, forms, memorandums, miscellaneous printed material, notes, statistics, and schedules. This material relates to the campaign situation room’s role in the operation of the nationa, with a substantial amount of material on activities of the state offices. Also included is administrative data for both the Atlanta campaign headquarters and the field offices. A large number of the files monitor the campaign progress at the state level noting demographics, past election results, the purchase of media time, tracking of the Grand Old Party (GOP) activities, daily political reports, and notices sent to the campaign plane via telex. In addition, this material includes extensive travel schedules and itinerary information for Jimmy Carter, Walter Mondale, members of their families, and the Peanut Brigade. Arranged alphabetically by subject.

**Tom Tatum's Subject Files as National Coordinator of Urban Affairs**
Scope and Content: Containers 279-280. This series was opened in April 2004. The series consists of correspondence, memorandums, publications, clippings, schedules, and statistical data relating to urban issues. Much of this material relates to the presidential campaign's effort of promoting an active liaison with city umbrella organizations. These organizations include the United States Conference on Development, the United States Conference of Mayors, National League of Cities, and the Council for Urban Economic Development. Arranged alphabetically by subject.

**Syd Butler’s Subject Files as Coordinator of Rural Affairs**
Scope and Content: Containers 281-282. This series was opened in April 2004. The series contains correspondence, clippings, daily political reports, speeches, and publications. This material relates to the campaign’s liaison with the rural population, including associations and farmers involved with national agricultural issues. Arranged alphabetically by subject.

**Andy Shea's Subject Files as Director of the Speaker's Bureau**
Scope and Content: Containers 283-287. This series was opened in April 2004. The series consists of correspondence, memorandums, publications, clippings, schedules, requests for speakers, and statistical data. The material mainly contains information relating to speakers, such as biographical data,
reimbursement fees, availability, and events schedules. Arranged alphabetically by subject.

**Steven Selig's Subject Files as Political Relations Deputy Director**
Scope and Content: Containers 288-290. This series was opened in May 2004. The series contains daily and weekly political reports, correspondence, memorandums, lists of delegates and alternates, speaking requests, and letters from Jimmy Carter to delegates. Also included are Governor’s books which details information relating to the governor in each state. Arranged by subject.

**Frank Saunders' Subject Files as Business Liaison**
Scope and Content: Containers 291-293. This series was opened in May 2004. The series consists of memorandums, correspondence, reports, clippings, notes, telegrams, and biographical sketches. This material relates to business conventions, trade shows, and communication between business groups and the business liaison office. The majority of the material concentrates on the formation of the business liaison department. Arranged alphabetically by subject.

**Cooke Lutkefedder's Subject Files as National Coordinator of The 51.3% Committee**
Scope and Content: Containers 294-301. This series was opened in May 2004. The series consists of correspondence, memorandums, resumes, notes, contact lists, speeches, position papers, and press clippings. This material relates to the campaign's 51.3% Committee's effort to highlight and focus on contributions of women in the campaign and to provide a platform outlining Jimmy Carter's stand on women's issues. Arranged alphabetically by subject.

**Thomas Lowndes, Jr.'s Subject Files as Conservationist**
Scope and Content: Containers 302-303. This series was opened in June 2004. The series consists of correspondence, memorandums, membership lists, mailing samples, and delegate's lists. This material relates to conservation issues and the campaign's effort to attract voters concerned with gun control, registration of guns, hunting, and protecting wildlife areas. This series also includes Jimmy Carter's and Gerald Ford's views on gun control and conservation issues. Arranged alphabetically by subject.

**Terry Sundy's Subject Files as Urban Ethnic Affairs Co-Director of the Catholic Desk**
Scope and Content: Containers 304-306. This series was opened in June 2004. The series consists of correspondence, contact lists, newspaper questionnaire replies, reactions to the Playboy interview with Jimmy Carter, and documents relating to abortion, education, and family life. It also contains an interview by Jim Castelli with Jimmy Carter, and information on the Bishops' Bicentennial Conference and a Catholic Charities Convention. Arranged alphabetically by subject.

**Herman Gallegos' Subject Files as Urban Ethnic Affairs Co-Director of the Catholic Hispanics Desk**
Scope and Content: Container 307. This series was opened June 2004. The series consists of correspondence, contact lists, staff memorandums, background material on Hispanic issues, and documents relating to news events, scheduling, and the purchase of air time on Spanish-language radio and television. Also included are Jimmy Carter's issue papers translated into Spanish. Arranged alphabetically by subject.

Return to series List
David Graham's Subject Files as Religion Political Affairs Coordinator
Scope and Content: Container 308. This series was opened in July 2004. The series contains form letters, correspondence, memorandums, periodicals, and papers on religious issues. This series also contains a copy of the *Playboy* interview with comments and correspondence concerning the article. Arranged alphabetically by subject.

Harriet Zimmerman's Subject Files as Jewish Affairs Director
Scope and Content: Containers 309-312. This series was opened in August 2004. The series includes correspondence, memoranda, handwritten notes, speeches, position papers, briefing papers, proposals, political statements, recommendations, press releases, clippings, and mailing lists. Also included is correspondence from the Kurdish American Society for Refugee Relief detailing the struggles of Kurdish people in Iraq. Topics covered include issues of importance to American Jews: ethnicity, foreign policy, human rights, Middle East peace, separation of church and state, and Soviet Jewry. Arranged alphabetically by subject.

Raymone Bain’s Subject Files as Minority Affairs Liaison Coordinator
Scope and Content: Containers 313-316. This series was opened in August 2004. The series includes correspondence, memoranda, affirmative action plans, press releases, a campaign manual, lists of delegates, and press clippings. Also included are volunteer work schedules, staff directories, and speaker's bureau material. The majority of the material covers issues affecting the Hispanic community including immigration and migrant labor. Arranged alphabetically by folder title.

Return to Series List

Container List

Hamilton Jordan’s Correspondence Files as Campaign Director

**Container 191**
Correspondence - A-L, 1/76-6/76

**Container 192**
Correspondence - M-Z, 1/76-6/76
Correspondence - A-D, 7/76

**Container 193**
Correspondence - E-Z, 7/76
Correspondence - A-Bas, 8/76
Correspondence - Bat-Bz, 8/76
Correspondence - C-G, 8/76

**Container 194**
Correspondence - H-Z, 8/76
Correspondence - A, 9/76
Container 195
Correspondence - B-R, 9/76

Container 196
Correspondence - S-Z, 9/76
Correspondence - A-H, 10/76

Container 197
Correspondence - I-S, 10/76

Container 198
Correspondence - T-Z, 10/76

Return to Series List

Hamilton Jordan’s Subject Files as Campaign Director

Container 198
Academic Writings
Advertising
Advertising - Posters
Advertising Costs - Jerry Rafshoon
Calendars and Schedules
Colleges and Universities
Convention Committees by State
Correspondence and Memorandums - Field Staff, 11/75-7/76
Correspondence - Peter Bourne, 6/76-10/76
Correspondence - Rodney Minnott
Correspondence - Unnamed and undated
Daily Bulletins - Staff Reports, 9/76-10/76
Delegate Selection, 3/76-6/76

Container 199
Democratic Convention - Field Staff Correspondence
Democratic National Committee, 5/75-10/76
Federal Election Commission
Finances
Memoranda/Analysis-Hamilton Jordan to Jimmy Carter, 6/76-7/76
Memoranda/Analysis-Hamilton Jordan to Jimmy Carter, Post Florida Primary
Memoranda - Hamilton Jordan to Jimmy Carter, 6/75
Memoranda - Pat Caddell, Questionnaire/Responses, 6/76
Memoranda - Campaign Staff, 9/76
Memoranda - Campaign Staff General Election, 6/76

Records of the 1976 Campaign Committee to Elect Jimmy Carter 51
Memoranda - Griff Ellison, 5/76
Memoranda - Morris Dees, 4/76-6/76
Memoranda - Paul Hemmann, 5/76-10/76

**Container 200**
Memoranda - Rick Hutcheson, 3/76-8/76
Memoranda - Robert Lipshutz, 3/76-8/76
Memoranda - Stuart Eizenstat, 4/76-7/76
Newsletters, Press Clippings, and Bulletins
Political Desk - Daily Reports, 9/76-10/76
Press Issues
Press Releases and Speeches
Telegrams Outgoing - Jimmy Carter

[Return to Series List]

**Ben Brown’s Subject Files as Deputy Director**

**Container 201**
Black Delegates at DNC, 7/12-15/76
Correspondence
Division of Minority Affairs Staff Directory
Full Employment Advocate
Housing List
Jabs, Albert E.
Maritime Policy
Maritime Briefing Book
Memoranda
National Tenant Organization
Resumes
Speaker’s Bureau Approvals
Speaker’s Bureau Invitations and Requests
Speaker’s Bureau Name List
Staff Report
Volunteer Schedules
Volunteer Sheets
Young Activists Now (YAN)

[Return to Series List]

**Landon Butler’s Subject Files as Political Director**

**Container 202**
Affirmative Action
Budget
Business
Catholics
Committee of 51.3%
Conservationists
Debate Response
DNC Liaison
Elderly
Georgian Project - Peanut Brigaders
Ford, Gerald Issues
Hispanic Affairs
Issue Statements
Jewish Affairs
Labor [1-2]

Container 203
Memoranda
Minority Affairs
Personal Expense Report Form
Policy Planning
Political Relations
Protestant Desk
Rural Issues
Scheduling Request
Speaker’s Bureau
Science and Technology
Special Projects
Speeches and Statements
Surrogate’s Campaign Trips
Urban Affairs
Urban Ethnic Affairs

Return to Series List

Rick Hutcheson's Subject Files as National Campaign Coordinator

Container 204
Addresses
Attacks on Jimmy Carter
Campaign Clippings
Campaign Manual by Hamilton Jordan
Carter - Ford Campaign
Compliance Review Commission - Meeting Reports
Congressional Targeting - 1976 Congressional Elections
Convention File, 1976
Correspondence
Container 205
Credentials Committee of the 1976 Democratic Convention
Daily Newsletters and General Election by Jimmy Carter
Daily Political Reports, January-March 1976
Daily Political Reports, April-June 1976
Daily Political Reports - General Election
Delegate Calls by Jimmy Carter
Delegate Count

Container 206
Delegate Information Book
Delegate Information Computer File [1-2]

Container 207
Delegate Information Computer File [3-4]

Container 208
Delegate Selection Book - Alabama-Mississippi
Delegate Selection Book - Missouri-Wisconsin
Delegate Selection - Calendars, 1976
Delegate Selection - Demographics
Delegate Selection - General, 1976
Election Results from Primaries, 1976
Field Conference - Lake Lanier, 8/76

Container 209
Field Reports - August 1976
Field Reports - September 1976
Field Reports - October 1976
Field Reports - Primaries, 1975
Field Staff List

Container 210
Finance and Federal Election Campaign Regulations
GOTV Telephone Bank Operation
Issues Statements

Container 211
Memoranda, 1974
Memorandum - March-December 1975
Memorandum - January-July, 1976
Memorandum - General Election [1-2]

Container 212
Organizational Chart
Party Reform
Platform Committee
Poll Analysis
Political Desk Reports, General Election
Resumes
Rules Committee

**Container 213**
Scheduling - General Election
Strategic Promises for General Election
Voter Registration

[Return to Series List]

**Rick Hutcheson's State Files as National Campaign Coordinator**

**Container 214**
State File - Alabama
State File - Alaska
State File - Arizona
State File - Arkansas
State File - California
State File - Canal Zone
State File - Colorado
State File - Connecticut

**Container 215**
State File - Delaware
State File - Democrats Abroad
State File - District of Columbia
State File - Florida
State File - Georgia
State File - Guam
State File - Hawaii
State File - Idaho
State File - Illinois
State File - Indiana

**Container 216**
State File - Iowa
State File - Kansas
State File - Kentucky
State File - Louisiana

Records of the 1976 Campaign Committee to Elect Jimmy Carter
State File - Maine
State File - Maryland
State File - Massachusetts

**Container 217**
State File - Michigan
State File - Minnesota
State File - Mississippi
State File - Missouri
State File - Montana
State File - Nebraska
State File - Nevada
State File - New Hampshire
State File - New Jersey
State File - New Mexico

**Container 218**
State File - New York
State File - North Carolina
State File - North Dakota
State File - Ohio
State File - Ohio Primary Organization
State File - Oklahoma
State File - Oregon
State File - Pennsylvania
State File - Puerto Rico

**Container 219**
State File - Rhode Island
State File - South Dakota
State File - Tennessee
State File - Texas
State File - Utah
State File - Vermont
State File - Virginia
State File - Virgin Islands
State File - Washington
State File - West Virginia
State File - Wisconsin
State File - Wyoming

[Return to Series List]

**Andy Chishom's Subject Files as Minority Affairs Director**
Container 220
Addresses of the Houses of Prayer
Asian Pacific Caucus
Black Delegates
Black Entrepreneurship
Black Issues
Black Newspapers
Black Political Forum of Philadelphia
Business Publication

Container 221
Campaign Strategy for Elderly Vote
Carter-Ford Campaign
Congressional Black Caucus
Correspondence, 3/76-10/76
Daily Bulletins
Daily Reports

Container 222
Democratic Presidential Campaign Committee
Department of Political Science at Black Colleges and Universities
Equal Employment Opportunity Enforcement Act of 1976
Federal Civil Right Enforcement Effort, 1974
Financial Record
FOCUS
Guide to Black Politics, 1976
Invitations and Request Forms
Key Contact Names and Numbers

Container 223
Memoranda, 1/76-6/76
Memoranda, 7/76-12/76
National Black Political - Agenda
National Black Political - Assembly
National Coalition on Black Voter Participation
National Conference of Black Political Scientists Biographical Directory
National Democratic Platform, 1976
National Project on Ethnic Americans
National Tenants Organization, Inc.
National Urban League
Newspaper Clippings
Personal Expense Report
Policy Planning
Political Desks Daily Reports, 9/76

Records of the 1976 Campaign Committee to Elect Jimmy Carter
Container 224
Poll Workers Receipt
Position Paper - Iva Toguri
Public Broadcasting and Equal Employment Opportunity Regulation
Report of Registration by Cities
Resumes
Schedules - Ben Brown
Schedules - Jimmy Carter
Second Phrase of Democracy
Staff Directory
Staff Report, 9/76-10/76
State Campaign Headquarters
State of Black America
Task Force on Minority Enterprise
Telephone Directory and Guide
Telephone Messages
Top “50” Minority Markets
Voter Registration
Weekly Reports, 9/76

Return to Series List

Andy Chishom's State Files as Minority Affairs Director

Container 225
State File - Alabama
State File - Arkansas
State File - California
State File - Colorado
State File - Delaware
State File - Florida
State File - Georgia
State File - Hawaii
State File - Illinois
State File - Idaho
State File - Indiana
State File - Iowa
State File - Kansas
State File - Kentucky
State File - Louisiana
State File - Maine
State File - Maryland
State File - Massachusetts
State File - New Mexico
State File - Michigan
Contacts in Cities and States
Conventions, 1976
Correspondence
Daily Bulletins
Daily Political Reports
Delegate Selection Calendar
Directory - Atlanta Office
Form Letters
General Election Campaign Budget
Invitations
Issues Affecting Black Americans
Memoranda

**Container 228**
Morehouse College Bulletin Summary
Municipal, State, and County Elections, 1975
News Clippings
Organizations
Request - Credit Cards
Schedule - Rosalynn Carter
Staff Directory
State Campaign Headquarters
Urban Behavioral Research Associate Inc.

[Return to series list](#)

**Jim Gammill’s Subject Files as Assistant to the Director**

**Container 229**
Advisory Opinion
American Association of Political Consultants
Biographical Sketches of the Carter Family
Budget Summary
Committee for Jimmy Carter Bank Accounts
Congressional Record
Contribution Reports - Daily Detailed, 2/27/75-9/30/75
Contributions - Exempt
Contributions - In-Kind Statements
Contributions - Records
Correspondence, 7/76
Delegate Information
Democratic National Convention (DNC) in New York
DNC - Arrangement Committee
DNC - Campaign Consultation Program Material
Container 230
DNC - Car Rental
DNC - Contracts
DNC - Convention News
DNC - Delegate Information
DNC - Equipment
DNC - Financing
DNC - Hospitality Committee
DNC - Housing
DNC - Independent Study on Democratic Race
DNC - Legal
DNC - Media
DNC - New York Convention and Visitors Bureau
DNC - Press Kit
DNC - Publications
DNC - Security Information
DNC - Staff Information

Container 231
DNC - Telephone Information
DNC - Transportation Committee
DNC - Vouchers
Direct Mail
Dissent
Estimated 1976 Presidential Spending Limits
Expenses
Federal Election Commission (FEC) - Acknowledge Statement of Origin
FEC - Advisory Opinions
FEC - Advisory Panel Members
FEC - Audit and Investigation Division
FEC - Corporate Political Action Fund
FEC - Correspondence
FEC - Disclosure Regulations
FEC - Expenditure Limitations
FEC - Federal Campaign Act
FEC - Federal Election Law
FEC - Federal Register Publications
FEC - Forms
FEC - Guidelines
FEC - Hearings

Container 232
FEC - Meetings
FEC - Memos - Unnumbered
Container 233

Forms
Fundraising
Georgians
Issues
Itemized Expenditures - Schedule C - Communication
Itemized Expenditures - Schedule D - Personal Services, Loans and Transfers
Itemized Expenditures - Schedule E - Debts and Obligations
Itemized Receipts - Schedule A - Contributions, Sales, Collections, and Transfers [1-3]
Itemized Receipts - Schedule B - Sales and Collections
Memoranda, 1975-1976
Memoranda, n.d.
Newspaper Articles
News Releases
Opinions of Counsel
President Ford Committee
Primary and Filing Dates
Proposed Budget - Rhode Island
Publications, Articles and Reports
Regulation Status Sheets
Reimbursement Request
Report of Receipts and Expenditures
Resource Material
Resumes
Returned Unmatched Contribution Information
Schedule for Forming Steering Committee
Speeches/Remarks
Staff
Staff Bios
Transition Administrative Matters
Container 234
Resource Material

Return to Series List

Rick Hernandez’s Subject Files as Hispanic Affairs Director

Container 235
Carter-Mondale on Issues
Compliance with Federal Election Campaign Requirements
Compulsory Civil Social Service for Men and Women
Correspondence
Hispanic Advisory Board Meeting, 9/29/76
Hispanic News Service
Impact of President Ford and Nixon’s Vetoes on Latinos
Inter-America
Issues Affecting Spanish Americans
Memoranda
PARA AMERICA - POR QUE NO LO MEJOR
Position Paper: Franklin Delano Lopez
SER National Digest
Spanish Language Market
Spanish Radio
Staff Directory

Return to Series List

Peter Conlon's Subject Files as Political Relations Administrative Assistant

Container 236
Binding Provision for Caucus Conventions
Carter, Jimmy - Presentation to Platform Committee of Democratic Party
Carter, Jimmy - Schedule, May-June, 1976
Chairman and Whip of Delegation
Committee Assignments
Committees to Convention Intelligence
Convention - Pages
Convention - Planning
Convention - Schedule
Correspondence
Delegate Candidate File
Delegate Coordination Operations
Delegate Count
Democratic National Committee

Records of the 1976 Campaign Committee to Elect Jimmy Carter 63
Democratic State Headquarters
Effective Community Contact
Environmental
Form Letters
Illinois - Delegates
Illinois - Supporters
Illinois - Trip File
Indiana - Delegates and Alternates
Indiana - Democratic State Committee
Indiana - Demographics
Indiana - Primary Vote Totals, 5/4/76
Indiana - Supporters
Intern Papers
Issues
Law Day Speech, 5/14/74
Mailing List
Media Contacts

**Container 237**
Memoranda
Michigan - Democratic Party Directory, 1975
Michigan - Endorsements for Jimmy Carter
Michigan - Official Canvass of Votes
Michigan - Primary Vote Totals, 5/28/76
Michigan - Supporters
Michigan - Trip File
Minority Delegates
Ohio - Endorsements for Jimmy Carter
Ohio - Trip File
Pennsylvania - Delegates
Pennsylvania - Delegates (unofficial)
Pennsylvania - Democrats in Office
Pennsylvania - Endorsements for Jimmy Carter
Pennsylvania - Supporters
Pennsylvania - Trip File
Phone Poll Sheet
Political Viewing Sheets
Popular Vote Totals - Primary States
State Delegate Arrangements
Targeting Area

[Return to Series List](#)

**Becky Hendrix's and Carey Smith's Special Projects Subject Files**
Container 238
Campaign Staff
Carter/Mondale Newsletter [1-2]
Contact Lists
Correspondence
Debate Watch Party, 9/23/76
Expense Report
Field Staff De-Briefing
Fundraising Plan, 1975
Guest Passes for Convention
Ice Skating Party, 8/26/76
Invitations
Kick-Off Bus Trip, 9/6/76
Memos
National Field Staff Seminar, 8/14/76
News Releases
Peanut Brigade
Press Travel Plans
Schedules - Jimmy Carter
Schedules - Rosalynn Carter
Secret Service
Staff Party - WSB-TV, 8/3/76

Container 239
Staff Reports [1-2]
State File - Alabama
State File - Alaska
State File - Arizona
State File - Arkansas
State File - California
State File - Colorado
State File - Connecticut
State File - Delaware
State File - District of Columbia
State File - Florida
State File - Georgia
State File - Hawaii
State File - Idaho
State File - Illinois
State File - Indiana
State File - Iowa
State File - Kansas
State File - Kentucky
State File - Louisiana
State File - Maine
State File - Maryland
State File - Massachusetts
State File - Michigan
State File - Minnesota
State File - Mississippi
State File - Missouri
State File - Montana
State File - Nebraska
State File - Nevada
State File - New Hampshire
State File - New Jersey
State File - New Mexico
State File - New York
State File - North Carolina
State File - North Dakota
State File - Ohio

Container 240
State File - Oklahoma
State File - Oregon
State File - Pennsylvania
State File - Rhode Island
State File - South Carolina
State File - South Dakota
State File - Tennessee
State File - Texas
State File - Utah
State File - Vermont
State File - Virginia
State File - Washington
State File - West Virginia
State File - Wisconsin
State File - Wyoming
Telegrams - Debate Responses, 9/23/76-9/24/76
Telephone Messages
Travel Records
Victory Celebration, 11/1/76
51.3% Committee

Return to Series List
Joji Konoshima's Asian Affairs Subject Files

Container 241
Asian-American Historical Background
Asian-Pacific Unit
Mary Zon's Labor Liaison Desk Subject Files

Container 242
AFL-CIO Mailgrams
Carter Radio News
Contacts
Correspondence
Endorsements
Form Letters
Housing
Issues [1-2]

Container 243
Labor - Background Material
Memorandums
Petitions
Scheduling

Container 244
Union - Publication Lists
Union - Publications [1-2]

Ezekiel Love’s Subject Files

Container 245
Correspondence
Daily Bulletin
Expense Reporting
Memorandum
Staff - Directory
Staff - Schedule
Staff - Report

Return to Series List

Oliver Welch's Senior Citizens Desk Subject Files

Container 246
Aging - Publications
Correspondence
Distribution of Senior Citizens Brochures List
First Debate - Mailgrams
Information Mailed to Senior Citizen Volunteer State Coordinators
Media and Publications Contact Lists
Memoranda
National Committee on Seniors for Carter/Mondale Meeting, 10/9/76
National Senior Citizen Day for Carter/Mondale, 10/28/76
Political Desk Reports
Scheduling
Seniors Desk Campaign Debriefing
Senior Citizen Staff and Volunteer Coordinators Contact List
Speaker Request Forms - Completed
Telegrams - Mailgrams
Washington Report

Return to Series List

Vickie Mongiardo's Urban Ethnic Affairs Subject Files

Container 247
Advertising
Armenian-Lebanese - American
Bishops Meeting - Statements
Budget
Catholics
Contacts
Correspondence
Demographic Data
Eastern Europe
Ellis Island
Ethnic Strategy
Foreign Policy
Container 248
German-American
Greek-American
Hispanic-American
Hungarian-American
Irish-American
Italian-American
Lithuanian-American
Memoranda
Neighborhoods

Container 249
Polish-American
Political Desk Reports
Press Releases
Staff Information
Ukrainian American
Women - Ethnic

Return to Series List

Jane Yarn's Subject Files as Administrator of Conservationists for Carter Campaign

Container 250
Advertising Proposal
Alliance for Environmental Education - Earth Day
American League of Anglers Membership List
Articles for State Coordinators
Budget and Travel Expenses
California Proposals
Campaign Finance Law
Carter Campaign Issues Reference Book
Carter Family Bios
Carter - Mondale Daily Bulletins
Carter’s Statements on Energy
Carter’s Statements on Energy Reorganization
Carter’s Statements on the Issues [1-2]

Container 251
Citizens for Clean Air
Citizen’s Groups
Citizens Guide to Candidates
Conservation
Conservation Desk Daily Reports
Conservationists for Carter - Field Work
Conservationists for Carter - General Election Organization
Conservationists for Carter - Planning, Strategy and Recommendations
Consumer’s Issues
Contact Lists - Carlton Neville
Contributors
Correspondence - Carlton Neville [1-2]

Container 252
Correspondence - Conservation Groups
Correspondence - Cruelty to Animals
Correspondence - Helen Mills
Correspondence - Jane Yarn
Correspondence - Lou Centofanti (Energy)
Correspondence - Public Concerns
De-briefing Report
Delegate List
Democratic National Committee (DNC) - State Office Directory
Dirty Dozen Campaigns
Energy
Energy Conservation Institute Participants
Energy Related Newsmen and Publication Lists
Energy Research and Development Administration and Nuclear Regulatory Commission (NRC) [1-2]

Container 253
Energy Research and Development Administration (ERDA) Weekly Bulletin
Energy Task Force
Environmental Issues - Public Mail
“Environmental Reporter”
Environmental Speech - Proposed
Environmental Task Force
Environmental Task Force - Members
Federal Election Law
Federal Energy Administration (FEA)- Environmental Advisory Committee
Ford / Carter Energy Policy
Ford, Gerald
Ford, Gerald - Mistakes
Form Letters
Friends of the Earth List - New York
Gun Control
Issues
Jerry Brown Primary
Jewish Vote

Container 254

Records of the 1976 Campaign Committee to Elect Jimmy Carter
Landscape Architects
League of Conservation Voters Book
Mailing Lists [1-3]
Mailing Lists - Conservation Groups [1-2]
Mailing Lists - Nuclear Activists
Mailing Lists - Computer Print-outs [1]

**Container 255**
Mailing Lists - Computer Print-outs [2-6]

**Container 256**
Mailing Lists - Computer Print-outs [7-9]

**Container 257**
Mailing Lists - Computer Print-outs [10-13]

**Container 258**
Mailing Lists - Computer Print-outs [14]
Mail Logs
Media
National Committee of Conservationists for Carter
National Council of the Churches of Christ - Nuclear Energy
News Releases
Nuclear Energy
Pat Caddell - Nuclear Power Conflict
Peanut Brigade
Policy Planning Efforts by State
Powell, Jody
Press Affairs
Press Articles - Energy
Press Articles and Statements
Press Clippings [1-2]

**Container 259**
Press Clippings [3-5]
Primary Election Contributions
Public Interest Research Group
Ralph Nader - Congress Project
Recreation and Parks - Address List
Referrals and Resumes
Regional Coordinators - Weekly Reports
Regional Reports
Reprocessing - Nuclear Waste
Republican Energy Policy
Scheduling
Speeches

**Container 260**
- Staff Bios
- Staff Memos
- Staff Reports
- Staff Scheduling
- Stanford Research Institute - Energy
- State Activities - Alabama
- State Activities - Alaska
- State Activities - Arizona
- State Activities - Arkansas
- State Activities - California [1-3]
- State Activities - Colorado

**Container 261**
- State Activities - Connecticut
- State Activities - Delaware
- State Activities - District of Columbia
- State Activities - Florida [1-2]
- State Activities - Georgia [1-2]
- State Activities - Hawaii
- State Activities - Idaho
- State Activities - Illinois [1-2]

**Container 262**
- State Activities - Illinois [3]
- State Activities - Indiana [1-2]
- State Activities - Iowa
- State Activities - Kansas
- State Activities - Kentucky
- State Activities - Louisiana
- State Activities - Maine
- State Activities - Maryland
- State Activities - Massachusetts
- State Activities - Michigan

**Container 263**
- State Activities - Minnesota
- State Activities - Missouri
- State Activities - Montana
- State Activities - Nebraska
- State Activities - Nevada
- State Activities - New Hampshire
State Activities - New Jersey [1-2]
State Activities - New Mexico
State Activities - New York [1-2]

**Container 264**
State Activities - New York [3]
State Activities - North Carolina
State Activities - North Dakota
State Activities - Ohio
State Activities - Oklahoma
State Activities - Oregon [1-2]
State Activities - Pennsylvania [1]

**Container 265**
State Activities - Pennsylvania [2-3]
State Activities - Rhode Island
State Activities - South Carolina
State Activities - South Dakota
State Activities - Tennessee
State Activities - Texas
State Activities - Texas, Austin
State Activities - Texas, Corpus Christi
State Activities - Texas, Dallas
State Activities - Texas, El Paso
State Activities - Texas, Fort Worth
State Activities - Texas, Houston
State Activities - Texas, San Antonio
State Activities - Utah
State Activities - Vermont
State Activities - Virginia

**Container 266**
State Activities - Washington
State Activities - West Virginia
State Activities - Wisconsin
State Activities - Wyoming
State Headquarters - List
State - Issues
State Lists - Mailings
Surface Mining - Research Library
Survival Lists
Synthetic Fuel Alternatives
Task Force against Nuclear Pollution
Tennessee Valley Authority (TVA)
Thank You Letters
North Carolina
Ohio
Oklahoma

**Container 269**
Oregon
Pennsylvania
South Carolina
Tennessee
Texas [1-2]
Vermont
Virginia
Washington
West Virginia
Wisconsin
Wyoming

[Return to Series List]

**Frank Moore's Subject Files as Congressional Relations Director**

**Container 270**
Agriculture
Americans Abroad
Atlanta Benefit Dinner, 10/20/75
Carter Appreciation Dinner, 3/24/75
Christmas Cards, 3/24/75
Georgia State Wide Organizations
Peanut / Cotton Lists

[Return to series List]

**Bill Simon's Subject Files as Administrative Assistant of the Situation Room**

**Container 271**
American Indian Community, 9/76
Campaign Notes - Ohio
Campaign Organization - Administrative, Procedures and Forms
Campaign Organization - Staff and Office Functions
Carter, Jimmy - Public Statements
College Appearances and Invitations
Congressional Candidates by State
Convention - Carter State Leadership
Convention - Delegate Lists by State
Convention - Planning

[Records of the 1976 Campaign Committee to Elect Jimmy Carter]
Convention Staff and Arrangements
Daily Political Reports and Reports to Plane, 8/76-9/76

**Container 272**
Daily Political Reports and Reports to Plane, 10/1976
Debriefing Conference, 11/76
Democratic National Convention Floor and Guest Passes for State Leaders
DNC Members
Employment - Applications and Inquiries
Field Office - Information Directories and Memos
Field Operations - State Organizations and Supporters
Field Staff - Personnel Lists, 5/1976-7/1976
Field Operations - Reports and Calendars, 8/76-9/76
GOP Tracking by State
GOP Tracking - Media and Appearances by State
GOP Tracking - State Offices

**Container 273**
GOP Tracking - Voter Registration by State
Homefolks for Carter and Mondale - Peanut Brigade, 9/76-11/76
Inner-Office Memos - Hutcheson, Rick, 5/76-9/76
Inner-Office Memos - Simon, Bill, 6/76-9/76
Inner-Office Memos, 1/76-10/76
Interest Group - Monitoring Charts
Letters, 4/76-8/76
Master Charts, Maps and Grids
Media Buys - Black Newspapers
Media Buys - Black Radio
Media Buys - Catholic and Ethnic
Media Buys - National
Media Buys Television and Radio - Arkansas-Arizona, 9/76-11/76
Media Buys Television and Radio - California, 9/76-11/76

**Container 274**
Media Buys Television and Radio - Colorado-District of Columbia, 9/76-11/76
Media Buys Television and Radio - Florida, 9/76-11/76
Media Buys Television and Radio - Hawaii-Illinois, 9/76-11/76
Media Buys Television and Radio - Indiana-Massachusetts, 9/76-11/76
Media Buys Television and Radio - Mexico-New Mexico, 9/76-11/76
Media Buys Television and Radio - Ohio-Oregon, 9/76-11/76
Media Buys Television and Radio - Pennsylvania-Tennessee, 9/76-11/76
Media Buys Television and Radio - Texas, 9/76-11/76
Media Buys Television and Radio - Virginia-Wisconsin, 9/76-11/76
Media Information by Television Network, 9/76

Records of the 1976 Campaign Committee to Elect Jimmy Carter
National Field Staff Conference - Administrative, 8/76
National Field Staff Conference - Agenda, 8/76

**Container 275**
Nixon Campaign Tracking, 1972
Office Procedures - Invoices and Expense Reports
Plane Schedule, 9/76-10/76
Platform Issue Pamphlets Pre and Post-Convention
Presidential Electors Information
Press Comments, 9/76
Primary Campaign Personnel - Staff Cutback Letters, 6/76
Proposed Letter to Convention Delegates, 6/76
Rules Committee - Pre-convention Meeting, 6/76
Scheduling Requests
Senate and House Members involved with Carter Travel Team
Speakers Bureau - Daily Schedule, 9/76-10/76
Special Interest - Media and Speeches, 8/76
Staff Report
State Demographic Tables
State Election - Monitoring [1-2]

**Container 276**
State Election - Monitoring [3-5]
State Elections - 1976 Summaries, Letters, and Notes
State Steering Committees - Notebook
Student Campaign Manual - Draft
Targeting by State [1-2]
Targeting - Demographics and Previous Election Results Alabama - Iowa

**Container 277**
Targeting - Demographics and Previous Election Results Kansas - New Jersey
Targeting - Demographics and Previous Election Results New Mexico - Wyoming
Travel Schedule - Aunt Sissy, 9/76-10/76
Travel Schedule - Carter, Caron, 9/76-10/76
Travel Schedule - Carter, Chip, 9/76-10/76
Travel Schedule - Carter, Jack, 9/76-10/76
Travel Schedule - Carter, Jeff and Annette, 9/76-10/76
Travel Schedule - Carter, Jimmy, 8/76-10/76
Travel Schedule - Carter, Judy, 9/76-10/76

**Container 278**
Travel Schedule - Carter, Rosalynn, 9/76-10/76
Travel Schedule - Miscellaneous Schedules and Memos
Travel Schedule - Miss Lillian, 10/76
Travel Schedule - Mondale, Joan, 9/76
Return to Series List

**Tom Tatum's Subject Files as National Coordinator of Urban Affairs**

**Container 279**
Abortion
California [1-2]
Campaign Staff - Biographies [1-2]
Catholics
Counties
Ethnic Statistics
Get out the Vote (GOTV)
Internal Memos [1-2]
Mayors [1-2]
Mayors - Biography
Mayors - Memoranda
Neighborhoods

**Container 280**
Protestants [1-3]
Polling Data
Publications
Schedules
States - East Coast
States - Mid-West
States - West Coast
Task Forces
Urban Legislation [1-2]
Urban Policy [1-2]
Very Important Persons Lists

Return to Series List

**Syd Butler’s Subject Files as Coordinator of Rural Affairs**

**Container 281**
Committee Spending
Daily Bulletins
Daily Reports
Earl Butz
Farmers
Farm Media
Farm Questions and Answers
Letters - Issue Related
Lists - Campaign Workers
Organization
Peanut Brigade
Press
Rural Electric Association, Organizations
Republican Record
Rural Areas

**Container 282**
Speaking Engagements
Speeches
Thomas, Joel – Correspondence

[Return to Series List]

**Andy Shea's Subject Files as Director of the Speaker's Bureau**

**Container 283**
Biographies, A-D
Biographies, E-L
Biographies, L-T
Biographies, S-Z
Blank Forms
Budget
Contacts
Daily Schedules
DNC

**Container 284**
Events by State
General Files [1-3]
Governors
Key Events
Key Speaker Trip Schedules
Memos [1-2]
Pending Correspondence
Responses, Celeste and Wade
Requests [1-2]

**Container 285**
Requests [3-4]
Requests - Not Filled [1-4]
Scheduled Speakers [1]

**Container 286**
Scheduled Speakers [2-6]
Special Interest Speakers
Speaker’s Bureau [1-3]

**Container 287**
Speakers - General
Speaker’s - Schedules [1-2]
Speech Requests [1-3]
State Schedules

[Return to Series List]

**Steven Selig’s Subject Files as Political Relations Deputy Director**

**Container 288**
Governor’s Book - Alabama-Iowa
Governor’s Book - Kansas-Pennsylvania
Governor’s Book - Rhode Island-Wyoming

**Container 289**
1975 Democratic Governors
1976 Democratic Presidential Campaign Committee Directory
Campaign Staff
Contributions
Correspondence
Daily Political Reports
Delegates and Alternates to the 1976 Democratic National Convention
Delegate Candidate File - Ohio
Democratic National Committee Headquarters
Executive Officers of State Municipal League
Georgia’s Steering Committee
Invitations (Rejected)
Letters from Jimmy Carter
Mailing List
Memoranda
National Finance Council
Peanut Brigade Comprehensive Report - New Mexico
Speaking Requests
Washington State Democratic Convention - Delegates and Alternates
Weekly Political Reports
Weekly Reports
Container 290
Resource Publications

Return to Series list

Frank Saunders’ Subject Files as Business Liaison

Container 291
American Society of Association Executives
American Apparel Manufacturers Association Director’s Lunch, 9/13
Atlanta Conventions - Done
Atlanta Conventions - Refusals
Business Liaison - Meeting, 9/76
Business Liaison - Organization
Business Liaison - Publicity
Business Press List
Carter, Jimmy’s Statement on the Arts
Carter, Jimmy’s Position Paper
Chamber of Commerce State and National Directory

Container 292
Cheek, Logan
Cleveland, Ohio - Small Business
Conference Lists in Atlanta
Consumerism
Consumer Press Lists
Convention Feedback
Confirmation Letters
Convention Lists
Convention Projects
Correspondence
Ford Tactics

Container 293
Fundraising
General Business
Goals - Tactics
Issue Papers
List of Recorders
Luncheon Honoring Jimmy Carter
Memoranda
National Association of Women’s and Children’s Apparel Salesmen
Paul Suplizio’s Washington Headquarters Reports
Public Affairs Council’s Members Directory
Cooke Lutkefedder's Subject Files as National Coordinator of The 51.3% Committee

**Container 294**
- Abortion
- Advisory Group - Handbooks
- Appointment Calendar
- Appointments - Federal Jobs
- Biographical Notes
- Calendar of Events
- Carter Caravans
- Carter Statements on the Issues
- Childcare
- Contact Lists - Influential Women
- Contact Lists - Women’s Groups and Women Centers
- Contact List A by State - Alabama thru Kentucky
- Contact List A by State - Louisiana thru Wyoming
- Contact List B by State - Alabama thru Kentucky

**Container 295**
- Contact List B by State - Louisiana thru Wyoming
- Coordinator’s Manual Drafts
- Correspondence - A-N

**Container 296**
- Correspondence - O-Z
- Correspondence - Alabama
- Correspondence - Alaska
- Correspondence - Arizona
- Correspondence - Arkansas
- Correspondence - California
- Correspondence - Colorado
- Correspondence - Connecticut
- Correspondence - Delaware
- Correspondence - District of Columbia
- Correspondence - Georgia
- Correspondence - Hawaii
- Correspondence - Idaho
Correspondence - Illinois
Correspondence - Indiana
Correspondence - Iowa
Correspondence - Kansas
Correspondence - Kentucky
Correspondence - Louisiana
Correspondence - Maine
Correspondence - Maryland
Correspondence - Massachusetts
Correspondence - Michigan
Correspondence - Minnesota
Correspondence - Mississippi
Correspondence - Missouri
Correspondence - Montana
Correspondence - Nebraska
Correspondence - Nevada
Correspondence - New Hampshire
Correspondence - New Jersey
Correspondence - New York
Correspondence - North Carolina
Correspondence - Ohio
Correspondence - Oklahoma
Correspondence - Pennsylvania
Correspondence - Rhode Island
Correspondence - South Carolina
Correspondence - South Dakota

**Container 297**
Correspondence - Tennessee
Correspondence - Texas
Correspondence - Vermont
Correspondence - Virginia
Correspondence - Washington
Correspondence - West Virginia
Correspondence - Wisconsin
Correspondence - Wyoming
Daycare - Calls
Dole, Bob
Enforcement on Sex Discrimination Laws
Ethnic Material
Expenses
Flyers and Bumper Stickers
Ford and Dole’s Voting Record
Form Letters for Replies
Georgia Women State Appointees
Health and Disability Insurance Discrimination
Homemakers
Horbal, Koryne
Income Taxes and Social Security Discrimination
Invitations and Scheduling

**Container 298**
Media Articles
Media Contact Lists
Memorandums
National Advisory Committee
National Advisory Committee Meeting, 9/15/76
Passage of ERA
Political Desk - Daily Reports
Polling Information
Position Papers, Drafts - Women’s Issues
Resumes, A-E

**Container 299**
Resumes, F-Z
Speeches - Drafts and Reviews
State Coordinators

**Container 300**
Talent Bank Forms
Task Force Program
Volunteers
Whistle Stop Tour
Women’s Equality Day, 8/26/76
Women’s Meeting with Carter at Convention, 7/11/76
Women’s - Publications and Books [1-2]
Work Schedule - Issues for Women

**Container 301**
51.3% Committee Application Index Cards, Alabama-Wyoming

[Return to Series List](#)

**Thomas Lowndes, Jr.'s Subject Files as Conservationist**

**Container 302**
Carter, Jimmy on the Issues
Conservation Group Codes
Conservationists
Conservationists for Carter

Records of the 1976 Campaign Committee to Elect Jimmy Carter
Corps of Engineers
Correspondence
Delegates
Ford, Gerald on the Issues
Gun Control [1-3]
Guns and Hunting
Issues Outline
Mailing Samples
Marketing
Membership Listings
Memorandums

**Container 303**
National Rifle Association (NRA)
News Releases
Pre-Convention Issues
Post-Convention Issues
Special Handling Process
Statement by Jimmy Carter on Sprewell Bluff Dam
Water Resource Project

[Return to Series List]

**Terry Sundy's Subject Files as Urban Ethnic Affairs Co-Director of the Catholic Desk**

**Container 304**
Abortion [1-3]
Bishop’s Bi-Centennial Conference
Bishop’s Statements
Catholic Charities Convention
Catholic Charities Convention - Brochures

**Container 305**
Contact Lists [1-2]
Correspondence
Education [1-2]
Family Life
Greeley’s Articles
Interviews by Jim Castelli with Jimmy Carter

**Container 306**
Mailings
Newspaper Questionnaire Replies
Reaction to Playboy Article
Herman Gallegos' Subject Files as Urban Ethnic Affairs Co-Director of the Catholic Hispanics Desk

Container 307
Amigos de Ford (Dirty Tricks Brochure)
Correspondence
Hispanic Addresses/Names/Lists
Hispanic Concerns - Background Issues
News Events and News Print
Problems Handled - Letters In and Out
Scheduling
Spanish Radio and Television Time Purchases
Staff Memoranda
Translation to Spanish of Jimmy Carter’s Issue Papers

David Graham's Subject Files as Religion Political Affairs Coordinator

Container 308
Form Letter - Protestant I and Correspondence
Form Letter - Protestant II and Correspondence
Form Letter - Protestant III and Correspondence
Form Letter - Protestant IV and Correspondence
Form Letter - Protestant V and Correspondence
Issues
Memos and Periodicals
Playboy Article of Commentary and Correspondence

Harriet Zimmerman’s Subject Files as Jewish Affairs Director

Container 309
Abortion
Ball, George
B’nai B’rith Speech - Washington, DC, 9/8/76
Brzezinski Zbigniew
Brown, General George S.
Caddell, Patrick
Conference on Presidents of Jewish Organizations
Correspondence [1-3]
Correspondence from United Synagogue Youth
Democratic National Committee
Humphrey, Hubert
Israel Commitment Aid

**Container 310**
Jewish Desk - Answered Mail [1-2]
Jewish Leadership Conference in Atlanta, GA, 8/30/76
Media Campaign Strategy
Hasidism
Media Press Releases
George McGovern
Walter Mondale Voting Record
Near East Reports
New York Board of Rabbis Conference, 8/31/76
Memoranda

**Container 311**
Material Sent to Jewish Affairs Desk
Media Leadership Conference - News Clippings [1-2]
Israel Today - Newspapers
General Press News
Letters from Rabbis in Support of Jimmy Carter

**Container 312**
Religion - Separation of Church and State
Sanders, Ed
Scheduling for Jimmy Carter
Soviet Jewry
Telegrams
United States and Israel Relations

[Return to series List]

**Raymone Bain’s Subject Files as Minority Affairs Liaison Coordinator**

**Container 313**
51.3% Committee
Administrative Guidelines for Campaign Advertising
Affirmative Action Plan
Biographies: Jimmy Carter, Walter Mondale, Rosalynn Carter
Black Delegates
Brochures (Spanish) Speakers
Carter, Jimmy and Mondale, Walter on Issues
Carter, Jimmy - Campaign Manual
Castro, Governor Raul of Arizona
Coordinators - Regional and State Headquarters

**Container 314**
Correspondence, 1/76-10/76
Cuban Affairs
Daily Bulletin
Daily Reports
Demographic Statistics - Economic and Social Data
Form Letters
Hernandez, Rick
Hispanic Advisory Board

**Container 315**
Hispanic - Alliance for Voter Education
Hispanic - Issues
Hispanic - Organizations
Impact of Gerald Ford and Richard Nixon’s Vetoes on Latinos
Impact of Government Policies on Rural Out-migration
International Mexico
Lacayo, Mr. Hank
Lake Lanier Seminar
List of National Hispanic Advisory Board
MacNeil Nicholas C.H.
Memorandum
National Association of Latino Democratic Officials (NALADO)
Office Procedures and Manuals
Pompa, Gilbert
Press Releases
Program for Hispanic Research [aged, voting]
Puerto Rican Conference

**Container 316**
Resumes [A-L]
Resumes [M-Z]
Scheduling
Secret Service
Spanish Language Campaign Flyer
Spanish Radio - Recaps
Spanish Radio - Television
Spanish Radio - Television Stations in New Mexico
Spanish Speaking Delegates
Spanish Television Recaps
Speaker’s Bureau Memo
Staff Reports, 9/15/76-11/1/76 [some gaps]
Task Forces
Carter-Mondale Campaign Committee. Press Office

**Office Summary**

**Creator:** Carter-Mondale Campaign Committee. Press Office

**Title:** Records of the 1976 Campaign Committee to Elect Jimmy Carter

**Dates:** 1972-1976

**Office Description:** The Press Office was responsible for contacts with the working press to insure that all campaign trips and activity were properly covered by electronic and print media. The office collected information from various media outlets such as radio, television, and newspaper. The office also handled and responded to correspondence from the media and the public. It maintained mailing lists, invitation lists, and written interview requests. The office was responsible for the printing and distribution of Jimmy Carter’s public statements; dispatching press releases; and coordinating public relations.
System of Arrangement:

Arrangement Note: The records within the Press Office are arranged by the name of the staff member who maintained/created the files or by file types (i.e. Press Administrative Files).

The records of the Carter-Mondale Campaign Committee Press Office are divided into four series:

<table>
<thead>
<tr>
<th>Series Title</th>
<th>National Archives Identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Betty Rainwater’s Press Office Subject Files</td>
<td>1078585</td>
</tr>
<tr>
<td>Marie Harnett’s Press Administrative Files</td>
<td>1124906</td>
</tr>
<tr>
<td>Linda Peek’s Subject Files</td>
<td>1518744</td>
</tr>
<tr>
<td>Jimmy Carter’s Audio Visual Speech Files</td>
<td>5729488</td>
</tr>
</tbody>
</table>

Detailed Description of the Collection

**Betty Rainwater’s Press Office Subject Files**
Scope and Content: Containers 317-401. This series was opened in September 2004. The series contains correspondence from the media and the public sector; and media publications, press clippings, and resumes submitted by states. Also included are media schedules, written interview requests, press mailing lists, itemized expenditures, and the Jimmy Carter and Walter Mondale Press Advance Manual. Arranged alphabetically by subject.

**Marie Harnett’s Press Administrative Files**
Scope and Content: Containers 402-403. This series was opened in September 2004. The series contains draft receipts, blank personal expense reports, utility bills, press releases, and speeches. Also included are pool reports, press office guidelines, schedules, news clippings, and general information on Plains, Georgia. Arranged alphabetically by subject.

**Linda Peek’s Subject Files**
Scope and Content: Containers 404-409. This series was opened in October 2004. The series contains press releases and clippings, memorandum, correspondence from the media and the public sector, and resumes submitted by states. Also included are media schedules, written interview requests, and press mailing lists. Arranged alphabetically by subject.

**Jimmy Carter’s Audio Visual Speech Files**
Scope and Content: Containers 1-8. This series was opened in March 2011. The series consists of audio cassette recordings of Carter’s campaign speeches including stump speeches, interviews, and statements.

Return to series List
Container List

Betty Rainwater’s Press Office Subject Files

Container 317
Alaska
Arizona Federation of Democratic Women’s Club
Background Paper for Democratic Platform Committee, 1976
Black Community Press Dinner
Black Perspective on the News
Boyd, Alan S.
California
Campaign - Memorandum
Campaign - Practices Report
Carter, Jimmy - Campaign Workshop
Carter, Jimmy - Speeches and Election Day Material
Container 318
Correspondence
Correspondence - International
Correspondence from the Media - Alabama
Correspondence from the Media - Alaska
Correspondence from the Media - Arizona
Correspondence from the Media - Arkansas
Correspondence from the Media - California [1-2]

Container 319
Correspondence from the Media - Colorado
Correspondence from the Media - Connecticut
Correspondence from the Media - Delaware
Correspondence from the Media - District of Columbia [1-2]
Correspondence from the Media - Florida [1-2]
Correspondence from the Media - Georgia [1-2]

Container 320
Correspondence from the Media - Hawaii
Correspondence from the Media - Idaho
Correspondence from the Media - Illinois
Correspondence from the Media - Indiana
Correspondence from the Media - Iowa
Correspondence from the Media - Kansas
Correspondence from the Media - Kentucky
Correspondence from the Media - Louisiana
Correspondence from the Media - Maine
Correspondence from the Media - Maryland
Correspondence from the Media - Massachusetts
Correspondence from the Media - Michigan
Correspondence from the Media - Minnesota
Correspondence from the Media - Mississippi
Correspondence from the Media - Missouri
Correspondence from the Media - Nebraska

Container 321
Correspondence from the Media - New Hampshire
Correspondence from the Media - New Jersey
Correspondence from the Media - New York [1-2]
Correspondence from the Media - Nevada
Correspondence from the Media - North Carolina
Correspondence from the Media - North Dakota
Correspondence from the Media - Ohio
Correspondence from the Media - Pennsylvania
Correspondence from the Media - Rhode Island
Correspondence from the Media - South Carolina
Correspondence from the Media - Tennessee
Correspondence from the Media - Texas
Correspondence from the Media - Virginia

Container 322
Correspondence from the Media - Washington [1-2]
Correspondence from the Media - Wisconsin
Correspondence from the Public - Alabama
Correspondence from the Public - Arizona
Correspondence from the Public - Arkansas
Correspondence from the Public - California [1-3]

Container 323
Correspondence from the Public - Colorado
Correspondence from the Public - Connecticut
Correspondence from the Public - Delaware [Empty]
Correspondence from the Public - District of Columbia
Correspondence from the Public - Florida [1-2]
Correspondence from the Public - Georgia [1-2]
Correspondence from the Public - Hawaii
Correspondence from the Public - Idaho
Correspondence from the Public - Illinois

Container 324
Correspondence from the Public - Indiana
Correspondence from the Public - Iowa
Correspondence from the Public - Kansas
Correspondence from the Public - Kentucky
Correspondence from the Public - Louisiana
Correspondence from the Public - Maine
Correspondence from the Public - Maryland
Correspondence from the Public - Massachusetts
Correspondence from the Public - Michigan
Correspondence from the Public - Minnesota
Correspondence from the Public - Mississippi
Correspondence from the Public - Missouri
Correspondence from the Public - Montana
Correspondence from the Public - Nebraska
Correspondence from the Public - Nevada
Correspondence from the Public - New Hampshire
Correspondence from the Public - New Jersey
Correspondence from the Public - New Mexico

**Container 325**
Correspondence from the Public - New York [1-4]

**Container 326**
Correspondence from the Public - North Carolina
Correspondence from the Public - North Dakota
Correspondence from the Public - Ohio
Correspondence from the Public - Oklahoma
Correspondence from the Public - Oregon
Correspondence from the Public - Pennsylvania
Correspondence from the Public - Puerto Rico
Correspondence from the Public - Rhode Island
Correspondence from the Public - South Carolina
Correspondence from the Public - South Dakota

**Container 327**
Correspondence from the Public - Tennessee
Correspondence from the Public - Texas
Correspondence from the Public - Utah
Correspondence from the Public - Vermont
Correspondence from the Public - Virginia
Correspondence from the Public - Washington
Correspondence from the Public - West Virginia
Correspondence from the Public - Wisconsin
Curzan, Myron P.
Deafness Research Training Center Material

**Container 328**
Delegate Problems
Delegate Selection - Alabama
Delegate Selection - Arkansas
Delegate Selection - Deep South, District 6
Delegate Selection - Guam
Delegate Selection - Idaho
Delegate Selection - Louisiana
Delegate Selection - South Carolina
Democrats Abroad
Endorsements
Field Correspondence - Arizona
Field Correspondence - California
Field Correspondence - Indiana
Container 329
Ford and Dole Campaign [1-2]
Foreign Press Events
Form Letters
Interview Requests
Issue Statements
Itemized Expenditures

Container 330
Itemized Expenditures - Campaign Fundraising, Loans and Transfers, Schedule B [1-4]
Itemized Expenditures - Receipts, Debts, Expenditures, Schedule C [1-2]

Container 331
Itemized Receipts - Contributions, Schedule A [1-3]
Jasinowski, Jerry
Job Safety Speech

Container 332
Key Punch Batch Headers Cards [1-4]

Container 333
Key Punch Batch Headers Cards [5-8]

Container 334
Libassi, Peter
Local Organizations
Magazines [1-3]

Container 335
Magazines [4-6]

Container 336
Magnetic Cards
Manifests
Material Request Forms
McGovern Material
Media Address Plate
Media Correspondence
Media Listings
Media Mailing Lists

Container 337
Media Mailing Lists
Container 338
Media Mailing Lists

Container 339
Media Mailing Lists

Container 340
Media Mailing Lists

Container 341
Media Mailing Lists

Container 342
Media Publications [1-6]

Container 343
Media Publications [7-13]

Container 344
Media Publications [14-19]

Container 345
Media Schedules [1-6]

Container 346
Media Schedules [7-8]
Membership List
Memorandums
Moral Leadership in Government
People Program
Photo Requests
Playboy Article
Political Animal
Political Information
Polls
Powell, Jody - Correspondence
Presidential Debate

Container 347
Press - Articles
Press - Campaign, 1976
Press Clippings
Press Clippings - Carter, Caron
Press Clippings - Carter, Chip
Press Clippings - Carter, Jack
Press Clippings - Carter, Jeff and Annette
Press Clippings - Carter, Judy
Press Clippings - Carter, Amy, Carter Lillian, and Ruth Stapleton
Press Clippings - Carter, Rosalynn
Press Clippings - Dolvin, Emily

**Container 348**
Press Clippings

**Container 349**
Press Clippings

**Container 350**
Press Clippings

**Container 351**
Press Clippings

**Container 352**
Press Clippings

**Container 353**
Press Clippings

**Container 354**
Press Clippings

**Container 355**
Press Clippings - Alabama
Press Clippings - Alaska
Press Clippings - Arizona
Press Clippings - Arkansas
Press Clippings - California [1-3]

**Container 356**
Press Clippings - Colorado
Press Clippings - Connecticut
Press Clippings - Delaware
Press Clippings - District of Columbia
Press Clippings - Florida [1]

**Container 357**
Press Clippings - Florida [2-3]
Press Clippings - Georgia [1]
Container 358
Press Clippings - Georgia [2-4]

Container 359
Press Clippings - Georgia [5-6]

Container 360
Press Clippings - Georgia [7-8]
Press Clippings - Hawaii
Press Clippings - Idaho
Press Clippings - Illinois [1]

Container 361
Press Clippings - Illinois [2]
Press Clippings - Indiana
Press Clippings - Iowa
Press Clippings - Kansas

Container 362
Press Clippings - Kentucky
Press Clippings - Louisiana
Press Clippings - Maine
Press Clippings - Maryland
Press Clippings - Massachusetts [1]

Container 363
Press Clippings - Massachusetts [2]
Press Clippings - Michigan
Press Clippings - Minnesota
Press Clippings - Mississippi

Container 364
Press Clippings - Missouri
Press Clippings - Montana
Press Clippings - Nebraska
Press Clippings - Nevada
Press Clippings - New Hampshire
Press Clippings - New Jersey
Press Clippings - New Mexico

Container 365
Press Clippings - New York [1-3]

Container 366
Press Clippings - North Carolina [1-2]
Press Clippings - North Dakota
Press Clippings - Ohio
Press Clippings - Oklahoma [1-2]

**Container 367**
Press Clippings - Oregon
Press Clippings - Pennsylvania [1-2]
Press Clippings - Rhode Island
Press Clippings - South Carolina
Press Clippings - South Dakota

**Container 368**
Press Clippings - Tennessee
Press Clippings - Texas
Press Clippings - Utah
Press Clippings - Vermont
Press Clippings - Virginia

**Container 369**
Press Clippings - Washington
Press Clippings - West Virginia
Press Clippings - Wisconsin
Press Clippings - Wyoming
Press Clippings - Associated Press [1-2]
Press Clippings - Boston Globe

**Container 370**
Press Clippings - Christian Science Monitor
Press Clippings - Gannett News
Press Clippings - Knight News
Press Clippings - National Observer
Press Clippings - New House News Service
Press Clippings - New York Times
Press Clippings - United Press International (UPI) [1-2]

**Container 371**
Press Clippings - Wall Street Journal
Press Clippings - Washington Columnists [1-2]
Press Clippings - Washington Post
Press Clippings - Washington Star

**Container 372**
Press Clipping - Service
Press - Interview Memorandum
Press - Mailing Lists [1-2]
Press Releases
Proposal for RV Campaign

Container 373
Publications [1-2]
Queries
Regrets - Domestic
Regrets - Foreign

Container 374
Resumes for the General Election - Alabama
Resumes for the General Election - Arkansas
Resumes for the General Election - Arizona
Resumes for the General Election - California
Resumes for the General Election - Connecticut
Resumes for the General Election - Florida
Resumes for the General Election - Georgia
Resumes for the General Election - Illinois
Resumes for the General Election - Indiana
Resumes for the General Election - Iowa
Resumes for the General Election - Kansas
Resumes for the General Election - Kentucky
Resumes for the General Election - Louisiana
Resumes for the General Election - Maryland
Resumes for the General Election - Massachusetts
Resumes for the General Election - Michigan
Resumes for the General Election - Minnesota
Resumes for the General Election - Mississippi
Resumes for the General Election - Missouri
Resumes for the General Election - Nevada
Resumes for the General Election - New Hampshire
Resumes for the General Election - New Jersey

Container 375
Resumes for the General Election - New York
Resumes for the General Election - North Carolina
Resumes for the General Election - Ohio
Resumes for the General Election - Oklahoma
Resumes for the General Election - Oregon
Resumes for the General Election - Pennsylvania
Resumes for the General Election - Rhode Island
Resumes for the General Election - South Carolina
Resumes for the General Election - South Dakota
Resumes for the General Election - Tennessee
Resumes for the General Election - Texas
Resumes for the General Election - Virginia
Resumes for the General Election - Washington
Rooming List for Overnight Hotel Stay

**Container 376**
Schedules [1-2]
Schedule - Venezuela, Nigeria, Liberia, Brazil, 3/28/78 - 4/3/78
Television
Television Scripts

**Container 377**
Tennessee
Travel Itinerary
West Virginia
White House News Summary
Working Press of the Nation, Volume 1, 1975 Edition

**Container 378**
Various Inaugural Invitation Lists

**Container 379**
Various Inaugural Invitation Lists

**Container 380**
Various Inaugural Invitation Lists

**Container 381**
Various Inaugural Invitation Lists

**Container 382**
Various Inaugural Invitation Lists

**Container 383**
Various Inaugural Invitation Lists

**Container 384**
Various Inaugural Invitation Lists

**Container 385**
Various Inaugural Invitation Lists

**Container 386**
Various Inaugural Invitation Lists

**Container 387**
Various Inaugural Invitation Lists

**Container 388**
Various Inaugural Invitation Lists

**Container 389**
Various Inaugural Invitation Lists

**Container 390**
Various Inaugural Invitation Lists

**Container 391**
Various Inaugural Invitation Lists

**Container 392**
Various Inaugural Invitation Lists

**Container 393**
Various Inaugural Invitation Lists

**Container 394**
Various Inaugural Invitation Lists

**Container 395**
Various Inaugural Invitation Lists

**Container 396**
Various Inaugural Invitation Lists

**Container 397**
Various Inaugural Invitation Lists

**Container 398**
Various Inaugural Invitation Lists

**Container 399**
Various Inaugural Invitation Lists

**Container 400**
Various Inaugural Invitation Lists

**Container 401**
Written Interview Requests
Written Interview Requests - Answered
Written Interview Requests - Regrets
Written Interview Requests - Pending

Return to series List

Marie Harnett’s Press Administrative Files

**Container 402**
American Bar Association (ABA) Speech Support Statement
ACME Supply and Ribbon Company
Americus - Non-Press Staff
Best Western
Campaign Issues Reference Book, 3/15/76
Car Rentals
Carter - Family Friends
Carter - Office Equipment Company
Catering
Check Request Blanks
Coordinators and Staff
Draft Receipts
Gammage Print Shop
General Information on Plains
International Business Machines Corporation (IBM)
Lease Agreements
News Clippings
Participants in August Briefings
Payroll Authorization Forms
Personal Expense Report - Blanks
Pool Reports
Post Office
Press Advisory
Press Office Guidelines
Press Releases
Schedules

**Container 403**
Speeches
Southern Airways
Southern Bell
State Headquarter Coordinators
Supplies and Equipment
Thomas Grocery and Plains Pharmacy
Turner’s Hardware
Transportation
Utility Companies
Walter’s Grocery
Linda Peek’s Subject Files

**Container 404**
AFL-CIO
Arts
Asiatic
Athletes
Black - Leaders
Black - Media
Black - Press Proposal
Black - Vote
Business
Butz, Earl - Misleads
Campaign
Campaign Opener
Carter’s Speech, 9/8/76
Carter’s Statement on Waste Management, 9/9/76
Catholic Schools
Church
Columnists
Conservation
Debates
Delores Tucker
DNC Train
Eastern Europe
Economic Comparison
Economy
Election Results
Energy
Ethnic
Ethnic - Brooklyn College
Family
Farm
Finance
First 100 Days
First Person Articles

**Container 405**
Greece / Cypress
Greek
GOP
Gubernatorial
Handicapped
Hispanics
Housing
Hungarian
Indians
Issues Outline [1-2]
Italians
Jewish Press Releases
Labor
Lebanon
Liberals
Lies
Lithuanians

**Container 406**
Maritime Union
Media Liaison Briefings
Medicaid Problems - Phoenix, Arizona
Medical
Minority Affairs
News Releases [1-2]
Norman Mailer’s Article
Nuclear
Playboy
Polish
Possible Invitees
Press Access to President
Press Advance
Promises
Rhodesian Bishop Donald R. Lamont
Senior Citizens
Seniors Committee
Small Business Association
State File - Alabama
State File - Alaska
State File - Arizona
State File - Arkansas
State File - California

**Container 407**
State File - Colorado
State File - Connecticut
State File - District of Columbia
State File - Florida
State File - Georgia
State File - Hawaii

Records of the 1976 Campaign Committee to Elect Jimmy Carter
State File - Idaho
State File - Illinois [1-2]
State File - Indiana
State File - Iowa
State File - Kansas
State File - Kentucky
State File - Louisiana
State File - Maine
State File - Maryland
State File - Massachusetts
State File - Michigan

**Container 408**
State File - Minnesota
State File - Mississippi
State File - Missouri
State File - Montana
State File - Nebraska
State File - New Hampshire
State File - New Jersey
State File - New Mexico
State File - New York
State File - North Carolina
State File - North Dakota
State File - Ohio [1-3]
State File - Oklahoma
State File - Oregon
State File - Pennsylvania
State File - Rhode Island
State File - South Carolina

**Container 409**
State File - Tennessee
State File - Texas
State File - Utah
State File - Virginia
State File - Washington
State File - West Virginia
State File - Wisconsin
State File - Wyoming
State Media
Statements [1-2]
Tax
Veterans
Women

Records of the 1976 Campaign Committee to Elect Jimmy Carter 106
Press Office Audiovisual Campaign Files

Container 1
The Presidential Debates - A Perspective, 9/23/76
"CBS News Special Report - Campaign 76", 9/23/76
"Harris Sound of Business, 1975 Review, 76, Outlook", 12/75
Broadcast of a Television Station in Provo, Utah, 9/11/76
Debate between Jimmy Carter and Gerald Ford, 10/6/76
Gerald Ford in a News Conference in Washington, DC, 10/20/76
Gerald Ford in a News Conference in Washington, DC, 10/14/76
Jimmy Carter Addressing the Saint John's community at a Political Rally in Portland, Oregon, 9/27/76
Jimmy Carter in a News Conference in Plains, Georgia, 11/4/76
Jimmy Carter interviewed by Senior Editors for the Associated Press in Washington, DC, 9/17/76
Jimmy Carter Reading a Statement in Dallas, Texas, 10/30/76
Jimmy Carter Reading a Statement in Plains, Georgia, 11/3/76
Jimmy Carter speaking at a Political Rally in Flint, Michigan, 11/1/76
Jimmy Carter Speaking at a Political Rally in Queens, New York, 3/17/76
Jimmy Carter speaking at a Political Rally in Sacramento, California, 11/1/76
Jimmy Carter Speaking on 'Nuclear Energy' and 'World Order' at the United Nations in New York, 5/13/76
Jimmy Carter Speaking on 'Nuclear Energy' and 'World Order' at the United Nations in New York, 5/13/76
Meredith Haskett playing a campaign song entitled "The Jimmy Carter Campaign Song" in Indiana, 76
Method of Subliminal Encouragement of Stuart Eizenstat, Developed by Mr. Alyosha, 8/27/76
Portion of a Third Debate between Jimmy Carter and Gerald Ford in Williamsburg, Virginia, 10/22/76
Jimmy Carter Talking With Fourth Grade Students and Addressing Students at High Point College in North Carolina, 3/18/76
Jody Powell in a News Conference in Plains, Georgia, 11/4/76
Jody Powell Interview with a Reporter for the National Education Association in Philadelphia, Pennsylvania, 9/23/76
Joseph Powell, Jr., Dictating a Speech for Delivery by Jimmy Carter in Plains, Georgia, 11/1975
Kevin J. Gorman, A worker in Carter's Campaign Reminiscing, 4/18/76
Lester Maddox Addressing a Gathering at a Restaurant in Florida, 1/76
Lillian Carter Interviewed by Tony Tucker in Plains, Georgia, 8/76
Louis Fortunate Singing Versions of His Composition, A Campaign Song Entitled "Jimmy Who?" in New York, 5/76
Man with the Voice of Second Tenor Singing a Campaign Song, 7/76
Remarks by Jimmy Carter in Sacramento, California, 11/1/76
Robert (Bob) Shrum, in a Program of Discussion in Chicago, Illinois, 6/20/76
Speech by Jimmy Carter in California, 8/23/76

Records of the 1976 Campaign Committee to Elect Jimmy Carter 107
Speech by Jimmy Carter in West Palm Beach, Florida, 3/8/76
Suggestions for Development of Subjects for Presentation in Jimmy Carter's Campaign, 8/26/76
Two Young Men Singing a Campaign Song Entitled "Jimmy Carter We Believe", 3/76
Unidentified Man Reading an Editorial for the "Red River Journal," from James E. Carter, III, 3/8/76
Unidentified man. Dictating Correspondence from Walter Mondale's Office in Washington, DC, 6/76
William R. Roy Debating Robert J. Dole in Kansas, 7/30/1974
Wisconsin Primary Actualities, 3/24/76
Henry M. Jackson Speaking over Television or Radio, 5/1/76
Jimmy Carter Addressing the Family of Leaders in Philadelphia/Jimmy Carter in a News Conference at the University of Pennsylvania, 4/22/76
Jimmy Carter Addressing the Student National Medical Association in Washington, DC/Jimmy Carter in a News Conference at the Hilton Hotel, 4/16/76
Jimmy Carter and Advisors in an Issues Meeting in Plains, Georgia, 12/74
Jimmy Carter in a News Conference in Houston, Texas, 4/20/76
Jimmy Carter in a News Conference in Louisville, Kentucky, 4/16/76
Jimmy Carter in a News Conference in New Orleans, Louisiana/Jimmy Carter Interviewed for Television in Houston, Texas, 4/20/76
Jimmy Carter in a News Conference in Wilkes-Barre, Pennsylvania/Jimmy Carter Speaking at a Political Rally in City Hall Square Scranton, Pennsylvania, 4/22/76
Jimmy Carter in an Interview with Walter Mears of the Associated Press in Philadelphia, Pennsylvania, 4/22/76
Jimmy Carter Rehearsing Statement for the Regional Meeting in Norfolk, Virginia, 9/6/76
Jimmy Carter Speaking at a Fundraiser at the William Bell Hotel in Pittsburgh, Pennsylvania/Jimmy Carter Interviewed on a Program of the KDKA Radio Station in Pittsburgh, Pennsylvania, 4/20/76
Jimmy Carter Speaking at a Fundraiser in Memphis, Tennessee/Jimmy Carter Speaking at a Dinner of the Democratic Women in Memphis, Tennessee, 4/23/76
Jimmy Carter Speaking at a Fundraising Breakfast of the Dallas County Democratic Committee/Jimmy Carter in a News Conference in Dallas, Texas, 4/30/76
Jimmy Carter Speaking at a Political Barbeque in Warner Robbins, Georgia, 5/1/76
Jimmy Carter Speaking at the Feaster School/Jimmy Carter Speaking a Political Rally in Long Beach, California, 6/1/76
Jimmy Carter Speaking at the Irwin’s farm Tape, 6/2/76
Jimmy Carter Speaking in the Lutheran Saint Simeon’s Church House in Philadelphia, Pennsylvania, (Part 2) 9/7/76
Speech by Jimmy Carter in Sacramento, California, Fragment of a Speech Jimmy Carter in Oakland, California/ Jimmy Carter Speaking at a Political Rally in Market Street Square in San Francisco, California, 6/1/76

Container 2
Jimmy Carter Addressing the City Club in Portland, Oregon, 5/21/76
Jimmy Carter and Birch Bayh, U.S. Senator, in a News Conference in Gary, Indiana, 5/3/76
Jimmy Carter and Leonard Woodcock in a News Conference at the Detroit, Michigan Airport, 5/7/76
Jimmy Carter at a Fundraiser at the Sheraton-Park Hotel and a Press Conference in Philadelphia, Pennsylvania, 4/13/76
Jimmy Carter at the United Nations' Building in New York, 5/13/76
Jimmy Carter in a News Conference at the Airport in Providence, Rhode Island, 5/25/76
Jimmy Carter in a News Conference at the Airport in Terre Haute, Indiana, 5/2/76
Jimmy Carter in a News Conference at the Hilton Hotel in Omaha, Nebraska, 5/8/76
Jimmy Carter in a News Conference at the Rayburn House Office Building, 5/11/76
Jimmy Carter in a News Conference at the Union Station and a Portion of a Performance by the Charlie Daniels' Band, 5/26/76
Jimmy Carter in a News Conference in Fort Wayne, Indiana, 5/3/76
Jimmy Carter in an Interview at the KDW-TV station in Portland, Oregon, 5/23/76
Jimmy Carter in an Interview with Tom McCall in Portland, Oregon, 5/24/76
Jimmy Carter Questioned at a Dinner of the Americans for Democratic Action in Philadelphia, Pennsylvania (part 2), 4/13/76
Jimmy Carter Speaking After an Introduction by T. James Exon, Governor of Nebraska, 5/8/76
Jimmy Carter Speaking at a Breakfast for the United Automobile Workers and Jimmy Carter Questioned on the Telephone by the National Society of Newspaper Editors, 4/14/76
Jimmy Carter Speaking at a Competition of Barbershop Quartets in Salem, Oregon, 5/22/76
Jimmy Carter Speaking at a Dinner of the Americans for Democratic Action in Philadelphia, Pennsylvania (part 1), 4/13/76
Jimmy Carter Speaking at a Fundraiser at the Beverly Hilton Hotel in Los Angeles, California, 5/20/76
Jimmy Carter speaking at a Fundraiser at the Museum of Science in Boston, Massachusetts, 6/22/76
Jimmy Carter Speaking at a Fundraising Breakfast at the Hilton Hotel in Nebraska, 5/8/76
Jimmy Carter Speaking at a Fundraising Breakfast in Little Rock, Arkansas, 5/18/76
Jimmy Carter Speaking at a Fundraising Breakfast in Washington, DC, 4/16/76
Jimmy Carter Speaking at a Political Rally at an Airport in Jonesboro, Arkansas, 5/18/76
Jimmy Carter Speaking at a Political Rally in a Shopping Mall in Livonia, Michigan, 5/17/76
Jimmy Carter Speaking at a Political Rally in Flint, Michigan, 5/13/76
Jimmy Carter Speaking at a Political Rally in Pendleton, Oregon, 5/24/76
Jimmy Carter Speaking at a Political Rally in Portland, Oregon, 5/24/76
Jimmy Carter Speaking at a Political Rally in Reno, Nevada, 9/21/76
Jimmy Carter Speaking at a Political Rally in Rockville, Maryland, 5/11/76
Jimmy Carter Speaking at a Political Rally in Reno, Nevada, 9/21/76
Jimmy Carter Speaking at a Political Rally in Rockville, Maryland, 5/11/76
Jimmy Carter Speaking at a Political Rally in Sioux Falls, South Dakota, 5/24/76
Jimmy Carter Speaking at a Raceway in Portland, Oregon, 5/23/76
Jimmy Carter Speaking at an Issues Forum in Miami, Florida, 3/24/76
Jimmy Carter Speaking at Doane College in Crete, Nebraska, 5/8/76
Jimmy Carter Speaking at the Huntsberger's Farm in Erie, Pennsylvania (part 1), 4/15/76
Jimmy Carter Speaking at the Huntsberger's Farm in Erie, Pennsylvania (part 2), 4/15/76
Jimmy Carter Speaking at the Second Christian Church in Indianapolis, Indiana, 5/2/76
Jimmy Carter Speaking at the University of Indiana, 5/3/76
Jimmy Carter Speaking at the V.F. W. Hall in Cheverly, Maryland, 5/16/76
Jimmy Carter Speaking During the Celebration of Law Day at the Law School in Athens, Georgia, 5/4/74
Jimmy Carter Speaking on the Steps of the Capitol in Sacramento, California, 5/20/76
Jimmy Carter Speech in Flint, Michigan, 5/13/76

Container 3
Jimmy Carter and Abraham Beame, Mayor of New York, in a News Conference at Gracie Mansion, 5/26/76
Jimmy Carter and David L. Boren, Governor of Oklahoma, in a News Conference in Plains, Georgia, 8/17/76
Jimmy Carter and Edmund G. Brown, Governor of California, in a News Conference in Plains, Georgia, 8/13/76
Jimmy Carter and Edwin W. Edwards, Governor of Louisiana, in a News Conference in Plains, Georgia, 8/20/76
Jimmy Carter and Robert Strauss Speaking in a Meeting in Los Angeles, California, 8/23/76
Jimmy Carter in a News Conference at the Trenton Inn in Trenton, New Jersey, 5/26/76
Jimmy Carter in a News Conference in Canaan, Connecticut, 4/26/76
Jimmy Carter in a News Conference in Ohio, 6/4/76
Jimmy Carter in a News Conference in Plains, Georgia, 8/20/76
Jimmy Carter in a News Conference in Plains, Georgia, 8/26/76
Jimmy Carter in a News Conference in Plains, Georgia, 8/16/76
Jimmy Carter in a News Conference in Plains, Georgia, 8/18/76
Jimmy Carter in a News Conference in Seattle, Washington, 8/24/76
Jimmy Carter in an Interview with Members of the Staff of the Los Angeles Times in Los Angeles, California, 8/23/76
Jimmy Carter in an Interview with Tom Brokaw in Plains, Georgia, 8/30/76
Jimmy Carter Speaking at a Banquet on Jefferson-Jackson Day in Charleston, West Virginia, 8/14/76
Jimmy Carter Speaking at a Banquet on Jefferson-Jackson Day in Charleston, West Virginia, 8/14/76
Jimmy Carter Speaking at a Fundraiser for State Democratic Party in Manchester, New Hampshire, 8/3/76
Jimmy Carter Speaking at a Fundraiser for the Democratic Party in San Francisco, California, 8/23/76
Jimmy Carter Speaking at a Meeting of Democratic State Party Chairmen in Washington, DC, 8/31/76
Jimmy Carter Speaking at a Political Rally in Warren, Rhode Island, 5/25/76
Jimmy Carter Speaking at Ralph Nader's Public Citizens Forum in Washington, DC, 8/9/76
Jimmy Carter Speaking at Ralph Nader's Public Citizens Forum in Washington, DC, 8/9/76
Jimmy Carter Speaking at the Iowa State Fair in Des Moines, Iowa, 8/25/76
Jimmy Carter Speaking in a Meeting of the American Legion in Seattle, Washington, 8/24/76
Jimmy Carter Speaking to a Group of Jewish Advisors in His Campaign in Atlanta, Georgia, 8/30/76
Jimmy Carter Speaking to a Meeting of the American Council of Rabbis in New York, 8/31/76
Jimmy Carter Speaking to the General Board of the AFL-CIO in Washington, DC, 8/31/76
Jimmy Carter Speaking to United Automobile Workers and Members of the Iowa Democratic Party in Des Moines, Iowa, 8/25/76

Records of the 1976 Campaign Committee to Elect Jimmy Carter 110
Jimmy Carter Speaking to United Automobile Workers in Des Moines, Iowa, 8/25/76
Jody Powell in a Press Conference in Seattle, Washington, 8/24/76
Jimmy Carter's Speech, Introduced by Brendan T. Byrne, Governor of New Jersey, 5/26/76
Tim Kraft and Patrick Caddell in a News Conference in Plains, Georgia, 8/14/76
Gerald Ford Addressing the Delegation in Kansas City, Missouri, 8/76
Jimmy Carter Addressing Delegates from New York to the Convention of the Democratic Party, 6/14/76
Jimmy Carter and Henry M. Jackson, U.S. Senator, in a News Conference and Jimmy Carter Speaking at a Political Rally in New York, 7/13/76
Jimmy Carter and John Gilligan, Former Governor of Ohio, in a News Conference at the Holiday Inn in Cleveland, Ohio, 6/3/76
Jimmy Carter and Walter Mondale in a News Conference in Plains, Georgia, 7/29/76
Jimmy Carter and Walter Mondale in a News Conference in Plains, Georgia, 7/27/76
Jimmy Carter and Walter Mondale in a News Conference in Plains, Georgia, 9/3/76
Jimmy Carter in a News Conference in Georgia, 6/8/76
Jimmy Carter in a News Conference in New York, 6/14/76
Jimmy Carter in an Interview in Georgia, 6/18/76
Jimmy Carter in an Interview in New Canaan, Connecticut, 6/18/76
Jimmy Carter in an Interview on Television Station, WCMH in Columbus, Ohio, 6/4/76
Jimmy Carter in an Interview with Sam Donaldson in New York, 6/6/76
Jimmy Carter Speaking, 9/1/76
Jimmy Carter Speaking at a Fundraiser at the Holiday Inn in Lorraine, Ohio, 5/27/76
Jimmy Carter Speaking at a Fundraiser at the Houston Club in Hollywood, Florida, 7/2/76
Jimmy Carter Speaking at a Fundraiser for the Democratic Party in Norfolk, Virginia, 9/6/76
Jimmy Carter Speaking at a Fundraiser in Houston, Texas, 7/7/76
Jimmy Carter Speaking at a Political Rally on the Steps of City Hall in Wickliffe, Ohio, 6/7/76
Jimmy Carter Speaking at a Political Rally in the Rolling Acres Shopping Center in Akron, Ohio - (side 1), 6/3/76
Jimmy Carter Speaking at a Political Rally in the Rolling Acres Shopping Center in Akron, Ohio - (side 2), 6/3/76
Jimmy Carter speaking at the Shaw High School the Sacred Heart Church, 5/27/76
Jimmy Carter Speaking to Spanish-Speaking Americans in Milwaukee, Wisconsin, 7/2/76
Jimmy Carter Speaking to the Idaho and Georgia Delegation at the Democratic Convention, 7/14/76
Jimmy Carter Speaking to the Latin American Caucus in New York, 7/14/76
Jimmy Carter Speaking to the State Legislative Directors of the United Transportation Union in Washington, DC, 8/31/76
Jimmy Carter Speaking to Volunteer Workers in His Campaign in Atlanta, Georgia, 8/30/76
Jimmy Carter Speech Introduced by Sam Singer in Westville, Georgia, 9/4/76
Jimmy Carter Speaking to Workers in the Voter Education Project in Atlanta, Georgia, 8/30/76
Jimmy Carter Speech in Georgia, 9/6/76
Jimmy Carter's Speech in New Jersey, 6/6/76
Jimmy Carter's Speech in Ohio, 6/6/76
Stuart E. Eizenstat in a News Conference in New York, 7/16/76

Container 4
Carter and Joseph L. Powell, Press Secretary, in a News Conference in Albany, Georgia, 9/9/76
Jimmy Carter and Walter Mondale Speaking at a Meeting of the National Education Association in Washington, DC, 9/17/76

Jimmy Carter in a News Conference and a Fundraiser in Ohio, 9/9/76

Jimmy Carter Speaking at a B'nai B'rith Meeting, 9/8/76

Jimmy Carter speaking at a Fundraiser in Birmingham, Alabama, 9/8/76

Jimmy Carter Speaking at a Gathering on Mexican Independence Day in Saginaw, Michigan and a News Conference in Indianapolis, Indiana, 9/16/76

Jimmy Carter Speaking at a Political Rally in Columbus, Ohio, 6/4/76

Jimmy Carter Speaking at a Political Rally in Kenyon Park in Providence, Rhode Island, 5/31/76

Jimmy Carter speaking at a Political Rally in Kenyon Park in Providence, Rhode Island, 5/31/76

Jimmy Carter Speaking at a Political Rally in Manchester, New Hampshire, 8/3/76

Jimmy Carter Speaking at a Meeting in the Hyatt Regency Hotel in Arizona and a Fundraiser for Morris K. Udall in Arizona, 9/13/76

Jimmy Carter Speaking at a Meeting in the Hyatt Regency Hotel in Norman, Oklahoma, 9/13/76

Jimmy Carter Speaking at a Meeting of B'nai B'rith in Washington, DC, 9/8/76

Jimmy Carter Speaking at a Meeting of the Alabama Small Businessmen's Association in Birmingham, Alabama and at a Political Rally in Century Plaza, 9/13/76

 Jimmy Carter Speaking at a News Conference in Indianapolis, Indiana, 9/16/76

Jimmy Carter Speaking at a Political Rally and a Fundraiser in South Dakota, 9/14/76

Jimmy Carter Speaking at a Political Rally at an Airport and a Fundraiser, 9/14/76

Jimmy Carter Speaking at a Political Rally in Phoenix, Arizona and Jimmy Carter Speaking to Students at the University of Oklahoma in Norman, Oklahoma, 9/13/76

Jimmy Carter Speaking at a Political Rally in the Medinah Temple in Chicago, Illinois, 9/9/76

Jimmy Carter Speaking at a Political Rally in the Medinah Temple in Chicago, Illinois, 10/9/76

Jimmy Carter Speaking at a Meeting in the Hyatt Regency Hotel in Arizona and a Fundraiser for Morris K. Udall in Arizona, 9/13/76

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Jimmy Carter Speaking at a News Conference in Indianapolis, Indiana, 9/16/76

Jimmy Carter Speaking at a Political Rally and a Fundraiser in South Dakota, 9/14/76

Jimmy Carter Speaking at a Political Rally at an Airport and a Fundraiser, 9/14/76

Jimmy Carter Speaking at a Political Rally in Phoenix, Arizona and Jimmy Carter Speaking to Students at the University of Oklahoma in Norman, Oklahoma, 9/13/76

Jimmy Carter Speaking at a Political Rally in the Medinah Temple in Chicago, Illinois, 9/9/76

Jimmy Carter Speaking at a Political Rally in the Medinah Temple in Chicago, Illinois, 10/9/76

Jimmy Carter Speaking at a Political Rally in William Penn Square (side 1) and a Neighborhood in Pittsburg, Pennsylvania, 9/8/76

Jimmy Carter Speaking at a Political Rally in William Penn Square in Pittsburg, Pennsylvania - (side 2), 9/8/76

Jimmy Carter Speaking at an Airport in Wilkes-Barre, Pennsylvania, 9/7/76

Jimmy Carter speaking at the Airport in Pennsylvania, 9/7/76

Jimmy Carter speaking at the Brooklyn College of the City University of New York, 9/7/76

Jimmy Carter Speaking at the Caterpillar Factory in Peoria, Illinois, 9/9/76

Records of the 1976 Campaign Committee to Elect Jimmy Carter 112
Jimmy Carter Speaking in an Interview on Radio or Television, 4/76
Jimmy Carter Speaking in Evergreen Mall at a Political Rally in Chicago, Illinois, 9/10/76
Jimmy Carter Speaking in Scranton, Pennsylvania, 9/8/76
Jimmy Carter Speaking in the Lutheran St. Simeon's Church House in Philadelphia, Pennsylvania, 9/7/76
Jimmy Carter Speaking on a Waterfront at a Political Rally in Biloxi, Mississippi, 9/17/76
Jimmy Carter Speaking to Alabama Small Business's Association in Birmingham, Alabama, 9/13/76
Jimmy Carter Speaking to Machinists Union Leaders in Hollywood, Florida, 9/10/76
Jimmy Carter Speaking to Volunteer Workers in His Campaign in Atlanta, Georgia, 8/30/76
Jimmy Carter Speech in Hot Springs, Arkansas, 9/17/76
Jimmy Carter Talking and Shaking Hands Outside of the Baptist church and Jimmy and Rosalynn Carter Speaking on Main Street and at Railroad Depot in Plains, Georgia, 9/5/76
Edmund G. Brown, Cesar Chavez and Jimmy Carter Speaking to a Gathering of Mexican-Americans in Los Angeles, California, 9/25/76
Jimmy and Rosalynn Carter Speaking to Volunteer Workers in His Campaign in Philadelphia, Pennsylvania, 9/23/76
Jimmy Carter Addressing the "Dallas Forty" at the Fairmont Hotel in Dallas, Texas, 9/23/76
Jimmy Carter and George Christopher Speaking in the Century Plaza Hotel in Los Angeles, California, 9/23/76
Jimmy Carter and Walter Mondale Speaking at a Meeting of the National Educational Association in Washington, DC, 9/17/76
Jimmy Carter Arriving at an Airport in Philadelphia, Pennsylvania, 9/23/76
Jimmy Carter in a News Conference in Bismarck, North Dakota, 9/14/76
Jimmy Carter Rehearsing a Statement for the opening of the State Campaign Headquarters in Wilmington, Delaware, 9/76
Jimmy Carter Speaking at a Breakfast with Members of the Northwestern Region of the AFL-CIO in Portland, Oregon, 9/27/76
Jimmy Carter Speaking at a Convention of the AFL-CIO in Dearborn, Michigan, 9/15/76
Jimmy Carter Speaking at a Luncheon in the Hilton Hotel in Biloxi, Mississippi, 9/17/76
Jimmy Carter Speaking at a Meeting at the Hyatt Regency Hotel in Phoenix, Arizona, 9/13/76
Jimmy Carter Speaking at a Political Rally at an Airport in Indianapolis, Indiana, 9/16/76
Jimmy Carter Speaking at a Political Rally at Ho Jo's in Sioux Falls, South Dakota, 9/14/76
Jimmy Carter Speaking at a Political Rally at Pennsylvania Station in Kansas City, Missouri, 9/20/76
Jimmy Carter Speaking at a Political Rally in Biloxi, Mississippi, 9/17/76
Jimmy Carter Speaking at a Reception for State and Local Candidates for Political Office in Jacksonville, Florida, 9/10/76
Jimmy Carter Speaking at a Whistle-stop of His Train in Johnstown, Pennsylvania, 9/20/76
Jimmy Carter Speaking at a Whistle-stop of His Train in Pennsylvania, 9/20/76
Jimmy Carter Speaking at a Whistle-stop of His Train in Trenton, New Jersey and Harrisburg, Pennsylvania, 9/20/76
Jimmy Carter Speaking at Eastern Montana State College in Billings, Montana, 9/14/76
Jimmy Carter Speaking at Hans Sieverding's Farm in Sioux Falls, South Dakota, 9/15/76

Records of the 1976 Campaign Committee to Elect Jimmy Carter 113
Jimmy Carter Speaking at Memorial Hospital Towers in Phoenix, Arizona, 9/14/76
Jimmy Carter Speaking at Overbrook Station, a Whistle-stop of His Train in Philadelphia, Pennsylvania, 9/20/76
Jimmy Carter Speaking at the Arkansas State Democratic Convention in Hot Springs, Arkansas, 9/17/76
Jimmy Carter Speaking at the Evergreen Shopping Center and Speaking at a News Conference at the Airport in Chicago, Illinois, 9/9/76
Jimmy Carter Speaking at the Truman Day Dinner in St. Louis, Missouri, 9/19/1976
Jimmy Carter Speaking in a News Conference at an Airport in Columbus, Ohio, 9/9/1976
Jimmy Carter Speaking to a Gathering on Mexican Independence Day in Saginaw, Michigan, 9/16/1976
Jimmy Carter Speaking to Residents of St. John's Community and Speaking at a Political Rally on the Federal Plaza in Portland, Oregon, 9/27/76
Jimmy Carter Speaking to Students at the University of Oklahoma in Norman, Oklahoma, 9/13/76
Jimmy Carter Speaking to the City Club of San Diego at the Royal Inn in San Diego, California, 9/24/76
Joseph L. Powell, Jr., and Stuart E. Eizenstat in a News Conference in Plains, Georgia, 9/21/76
Speeches by Daniel Walker and Michael O. Howlett at a Political Rally in Chicago, Illinois, 10/9/76
Thomas Bradley, Loren Green and John V. Tunney Speaking at the Los Angeles County Fair in Pomona, California, 9/25/76
Walter Mondale and Jimmy Carter Speaking at a Whistle-stop of their Train, 9/20/76

**Container 5**

A "correspondent report" entitled, "Carter Campaign Continues", 9/24/76
Actor Warren Beatty and Others Speaking at a Dinner and Jimmy Carter Speaking at a Reception by American Asians in Los Angeles, California, 10/7/76
Actor Warren Beatty and Others Speaking at a Dinner in Los Angeles, California, 10/7/76
Edmund G. Brown, Jr., Jimmy Carter, Robert S. Strauss and John V. Tunney Speaking at Fundraiser in San Francisco, California, 10/6/76
Jimmy and Rosalynn Carter Speaking to Workers in His Campaign in Philadelphia, Pennsylvania, 10/23/76
Jimmy Carter Addressing the Employees of the Moser Bag and Paper Company in Cleveland, Ohio, 10/9/76
Jimmy Carter and Joseph L. Powell, Jr., in a News Conference in Plains, Georgia, 9/29/76
Jimmy Carter and George Christopher Speaking in the Century Plaza Hotel in Los Angeles, California, 9/26/76
Jimmy Carter at a Liberal Party Dinner in New York, 10/14/76
Jimmy Carter at a Meeting with Cook County Democratic Central Committee, 10/11/76
Jimmy Carter at a Political Rally in South Bend, Indiana, 10/10/76
Jimmy Carter at a Political Rally in New York, 10/14/76
Jimmy Carter at AFL-CIO Convention in Wisconsin, 10/11/76
Jimmy Carter at the Wisconsin State Democratic Dinner, 10/11/76
Jimmy Carter at the Wisconsin State Democratic Dinner, 10/11/76
Jimmy Carter in a News Conference at an Airport in Houston, Texas, 9/24/76
Jimmy Carter in an Interview with John Ryor, 6/9/76
Jimmy Carter in an Interview with Ralph Blodgett, Assistant Editor of "These Times", 5/31/76
Jimmy Carter Post Debate Comments in Utah, 10/6/76
Jimmy Carter Post Debate Press Conference in Missouri (Part 1) 10/15/76
Jimmy Carter Post Debate Press Conference in Missouri (Part 2) 10/15/76
Jimmy Carter Speaking at a Breakfast at the Sheraton-Portland Hotel in Portland, Oregon, 9/27/76
Jimmy Carter Speaking at a Breakfast for Labor Leaders in San Francisco, 10/7/76
Jimmy Carter Speaking at a breakfast to Leaders of Labor Unions in Pittsburgh, Pennsylvania, 10/2/76
Jimmy Carter Speaking at a Fundraiser for the Democratic Party at the Ramada Inn in Boston, Massachusetts, 9/30/76
Jimmy Carter Speaking at a Fundraiser for the Democratic Party in the Coliseum of the Civic Center in Hartford, Connecticut, 10/1/76
Jimmy Carter Speaking at a Fundraiser for the Democratic Party, 9/76
Jimmy Carter Speaking at a Fundraiser in Indiana, 10/9/76
Jimmy Carter speaking at a meeting of the conference of Presidents of Major Jewish Organization in Boston, Massachusetts, 9/30/76
Jimmy Carter Speaking at a Political Rally at an Airport in Nashville, Tennessee, 10/1/76
Jimmy Carter Speaking at a Political Rally at Pennsylvania Station or in Madison Square Garden in New York, 9/19/76
Jimmy Carter Speaking at a Political Rally in Dallas, Texas, 9/24/76
Jimmy Carter Speaking at a Political Rally in Houston, Texas, 9/24/76
Jimmy Carter Speaking at a Political Rally in St. Joseph's Parish Hall in Biddeford, Maine, 10/1/76
Jimmy Carter Speaking at a Political Rally on Federal Plaza in Portland, Oregon, 9/27/76
Jimmy Carter Speaking at a Tabernacle Baptist Church Rally, 10/10/76
Jimmy Carter Speaking at a Whistle-stop of His Train in Pennsylvania, 9/20/76
Jimmy Carter Speaking at a Whistle-stop of His Train in Trenton, New Jersey, 9/20/76
Jimmy Carter Speaking at Cleveland Ohio Baptist Church, 10/9/76
Jimmy Carter Speaking at Farmfest "76", an Agricultural Fair in Lake Crystal, Minnesota, 10/15/76
Jimmy Carter Speaking at Memorial Hospital and at a Fundraiser for Morris K. Udall in Phoenix, Arizona, 9/14/76
Jimmy Carter Speaking at Roberts Center at Boston College in Boston, Massachusetts, 9/20/76
Jimmy Carter Speaking at the Bevo Day Festival in St. Louis, Missouri, 9/19/1976
Jimmy Carter Speaking at the Democratic Dinner in Columbus, Ohio, 10/16/1976
Jimmy Carter Speaking at the National Women's Agenda Conference in Washington, DC (Part 1) 10/2/76
Jimmy Carter Speaking at the National Women's Agenda Conference in Washington, DC (part 2) 10/2/76
Jimmy Carter Speaking at the Third Voter-Education Project Fundraising Banquet in Atlanta, Georgia, 8/30/76
Jimmy Carter Speaking in Billings, Montana, 9/14/76
Jimmy Carter Speaking in the Municipal Stadium in Evansville, Indiana, 9/27/76
Jimmy Carter Speaking in the Summer of 76, 9/9/76
Jimmy Carter Speaking to a crowd at the San Diego, California Zoo, 9/25/76
Jimmy Carter Speaking to a Gathering of Mexican-Americans in Los Angeles, California, 9/25/76
Jimmy Carter Speaking to a Gathering of the Elderly in San Diego, California, 9/25/76

Records of the 1976 Campaign Committee to Elect Jimmy Carter
Jimmy Carter Speaking to a Meeting of the National Conference of Catholic Charities in Denver, Colorado, (Side 1) 10/4/76
Jimmy Carter Speaking to a Meeting of the National Conference of Catholic Charities in Denver, Colorado, (Side 2) 10/4/76
Jimmy Carter Speaking to a Meeting of the Utah Educational Association in Salt Lake City, Utah, 10/7/76
Jimmy Carter Speaking to Cook County Democratic Leaders in Chicago, Illinois, 10/11/76
Jimmy Carter Speaking to Leaders of Organized Laborers in New England at the Eastland Hotel in Portland, Maine, 10/1/76
Jimmy Carter Speaking to Leaders of the Polish-American Congress in Philadelphia, Pennsylvania, 9/24/76
Jimmy Carter Speaking to the National Executive Committee of the Lithuanian-American Community in Pittsburg, Pennsylvania, 10/2/76
Jimmy Carter Speaking with Jobless Persons at the Chew and Chat Diner in Buffalo, New York, 9/30/76
Jimmy Carter Talking on the Telephone in Plains, Georgia, 1/18/76
Jimmy Carter's Detroit's Crime Speech in Detroit, Michigan (Part 1) 10/14/76
Jimmy Carter's Detroit's Crime Speech (Part 2) 10/14/76
Jimmy Carter's Telephone Call to Billy Martin and Sparky Anderson in Cincinnati, Ohio, 10/16/76
Jimmy Carter's UEA Speech in Utah, 10/7/76
Jimmy Carter's Women's Speech in Los Angeles, California, 10/7/76
Joseph L. Powell and Patrick Caddell in a News Conference at the Best Western Hotel in Americus, Georgia (part 1), 10/3/76
Joseph L. Powell and Patrick Caddell in a News Conference at the Best Western Hotel in Americus, Georgia (part 2) 10/7/76
Joseph L. Powell and Patrick Caddell in a News Conference at the Best Western Hotel in Americus, Georgia (part 3) 10/7/76
Joseph L. Powell, Jr., and Stuart E. Eizenstat in a News Conference in Plains, Georgia, 9/21/76
Political Rally at an Airport in Texas, 10/8/76
Political Rally at Civic Plaza in Albuquerque, New Mexico, 10/8/76
Portion of Second Debate between Jimmy Carter and Gerald Ford in San Francisco, California, 10/6/76
Portion of the First Debate between Jimmy Carter and Gerald Ford in the Walnut Street Theatre in Philadelphia, Pennsylvania, 10/6/76

**Container 6**

Jimmy Carter and Ford Debate III, 10/22/76
Jimmy Carter and Ford Debate III, 10/22/76
Jimmy Carter and Ford Debate III, 10/22/76
Jimmy Carter and Ford Debate III, 10/23/76
Jimmy Carter and Ford Debate III, 10/23/76
Jimmy Carter and Gerald Ford's 2nd Debate in San Francisco, California, 10/6/76
Jimmy Carter and Gerald Ford's 2nd Debate in San Francisco, California, 10/6/76
Jimmy Carter at a Fundraiser in New York City, 10/6/76
Jimmy Carter at a Liberal Party Dinner in New York, 10/14/76
Jimmy Carter at a Rally at New York Airport, 10/14/76
Jimmy Carter at a Rally in Benton Convention Center in Winston Salem, North Carolina, 10/19/76

Records of the 1976 Campaign Committee to Elect Jimmy Carter 116
Jimmy Carter Press Conference in Kansas City, Missouri, 10/16/76
Jimmy Carter at Jerry Litton Memorial Dinner in Kansas City, Missouri, 10/16/76
Jimmy Carter at Olivet Institutional Baptist Church in Cleveland, Ohio (Part 1) 10/15/76
Jimmy Carter at Olivet Institutional Baptist Church in Cleveland, Ohio (Part 2) 10/15/76
Jimmy Carter Press Conference in Miami, Florida, 10/19/76
Jimmy Carter Speaking at a News Conference at the Hilton Hotel in New York, 3/26/76
Jimmy Carter Speaking at a News Conference in Minnesota, 3/30/76
Jimmy Carter Speaking at a Political Rally at Albany, Georgia Airport, 10/23/76
Jimmy Carter Speaking at a Political Rally at the Kansas City Airport, 10/15/76
Jimmy Carter Speaking at a Political Rally in Florida, 10/18/76
Jimmy Carter Speaking at a Press Conference at the Hilton Airport Inn in Pittsburgh, Pennsylvania, 10/2/76
Jimmy Carter Speaking at a Rally at Chicago Midway Airport, 10/10/76
Jimmy Carter Speaking at a Senior Citizen Rally in Miami, Florida, 10/19/76
Jimmy Carter Speaking at Rally in New Jersey, 10/23/76
Jimmy Carter Speaking at the Democratic Fundraiser in New York City, 10/19/76
Jimmy Carter Speaking at the Democratic Reception in Syracuse, New York, 10/14/76
Jimmy Carter Speaking at the Ohio State Democratic Dinner in Columbus, Ohio, 10/16/76
Jimmy Carter Speech on Ethics in Wisconsin, 3/31/76
Jimmy Carter Speech on the Problems of Elderly to a Group of Senior Citizens, 3/31/76
Jimmy Carter Statement on Farm Problem at Cincinnati Airport, 10/16/76
Jimmy Carter with Rep John Brademas on WSBT-TV in South Bend, Indiana, 10/10/76
Jimmy Carter's Meeting with Black Media in Chevy Chase, Maryland, 10/2/76
Jimmy Carter's Telephone Call to Billy Martin and Sparky Anderson from Cincinnati, Ohio, 10/16/76

Container 7
Jimmy Carter in a news conference at an airport in Buffalo, New York, 4/2/76
Jimmy Carter in a news conference at an airport in Green Bay, Wisconsin, 3/25/76
Jimmy Carter in a news conference at an airport in Rochester, New York, 3/26/76
Jimmy Carter in a news conference at an airport in South Bend, Indiana, 4/6/76
Jimmy Carter in a news conference at an airport in Syracuse, New York, 4/2/76
Jimmy Carter in a news conference at the Hilton Hotel in Buffalo, New York, 3/26/76
Jimmy Carter in a news conference in Eau Claire, Wisconsin, 3/30/76
Jimmy Carter Speaking at a small gathering in Kenosha, Wisconsin, 3/31/76
Jimmy Carter Speaking at the Jefferson-Jackson Day Dinner, 4/10/76
Jimmy Carter speaking at the Waushara County Teachers' College in Wisconsin, 3/31/76
Jimmy Carter speaking in Lacrosse, Wisconsin, 3/31/76
Jimmy Carter speaking to elderly people in Manitowoc, Wisconsin, 3/31/76
Jimmy Carter, Cyrus Vance and Peter Flaherty at a news conference in New York, 4/1/76
Jimmy Carter, Robert Strauss and Morris K. Udall speaking at conference of Democratic Mayors, 4/1/76

Container 8
Jimmy Carter and the Chairman of the state's Democratic Party speaking at a Democratic gathering in Wisconsin, 3/24/76
Jimmy Carter and Walter Daniels speaking at the University of Missouri at Columbia, 4/4/76
Jimmy Carter in a news conference at the LaGuardia Airport, 4/2/76
Jimmy Carter speaking at a rally of the Democratic committee of Marion County in Indiana, 4/6/76
Jimmy Carter speaking at the Moravian College in Bethlehem, Pennsylvania, 4/8/76
Jimmy Carter speaking at the University of Missouri at Columbia, 4/4/76
Jimmy Carter speaking at Union College in New York, 4/2/76
Jimmy Carter speaking to Cleveland City Club in Columbus, Ohio, 4/9/76
Jimmy Carter speaking to the Political Science Association in Stevens Point, Wisconsin, 4/5/76
Carter-Mondale Campaign Committee. Field Office

Office Summary

Creator: Carter-Mondale Campaign Committee. Field Office

Title: Records of the 1976 Campaign Committee to Elect Jimmy Carter

Dates: 1972-1976

Office Description: The Campaign Field Office, headed by Tim Kraft, served as conduit to information between the state offices and the campaign headquarters. In addition to the administrative staff, there were ten regional desk people who served as the direct link between the regional and state coordinators and the Atlanta office. Regional field coordinators were responsible for managing store and staffing store fronts in their territory; and worked closely with local Carter Citizen Committees and the local political structure. They also work closely with the Director of Field Operations on operational campaign efforts, such as voter registration, literature distributions, volunteer organization, targeting data on local political races, budgets, and scheduling events.

System of Arrangement:

The records of the Carter-Mondale Campaign Committee Field Office are divided into thirteen series:

<table>
<thead>
<tr>
<th>Series Title</th>
<th>National Archives Identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tim Kraft’s Subject Files As Field Operations Director</td>
<td>1367198</td>
</tr>
<tr>
<td>Moira Egan’s Subject Files</td>
<td>1600924</td>
</tr>
<tr>
<td>Scott Burnett’s Subject Files</td>
<td>1600957</td>
</tr>
<tr>
<td>George Reg’s Subject Files</td>
<td>1600958</td>
</tr>
<tr>
<td>Margaret McKenna’s Northeast Region Subject Files</td>
<td>1700422</td>
</tr>
<tr>
<td>Ted Celete’s Mid-Industrial Region Subject Files</td>
<td>1700459</td>
</tr>
<tr>
<td>Catherine Scott’s Border State Files</td>
<td>72015770</td>
</tr>
<tr>
<td>Jay Wades’s Southern States Files</td>
<td>72015771</td>
</tr>
<tr>
<td>Tim Davis’ Midwest States Files</td>
<td>72015772</td>
</tr>
<tr>
<td>Willis Jones’ Northwestern States Files</td>
<td>72015773</td>
</tr>
<tr>
<td>Rob Firth’s California Regional Files</td>
<td>72015777</td>
</tr>
<tr>
<td>Sandy Libby’s Midwest State Files</td>
<td>72015781</td>
</tr>
<tr>
<td>John Carlin’s Southwest State Files</td>
<td>7660621</td>
</tr>
</tbody>
</table>

Detailed Description of the Series

Tim Kraft’s Subject Files as Field Operations Director
Scope and Content: Containers 410-414. This series was opened in November 2004. The series contains field office reports, correspondence, daily political reports, memorandums, lists of state delegates, personnel, and state coordinators, field staff de-briefing information, and Get Out the Vote (GOTV) budget and operations. Arranged alphabetically by subject.

Moira Egan’s Subject Files
Scope and Content: Containers 415-416. This series was opened in December 2004. The series consists of correspondence and memoranda written to Moira Egan and Richard Hatcher. Also included is information on delegates and alternates from Massachusetts, New Jersey, New York, and Utah. Arranged alphabetically by subject.

Scott Burnett’s Subject Files
Scope and Content: Container 417. This series was opened in January 2005. This series consists of briefings, correspondence, news clippings, mailing lists, telephone logs, and area surveys. Arranged alphabetically by subject.

George Reg’s Subject Files
Scope and Content: Container 418. This series was opened in January 2005. The series consists of delegate and alternate slates, Congressional District Reports, campaign consultation information, and district delegate materials. This material is related to state campaigns in Virginia, South Dakota, Arkansas, and Kansas. Also included is finance manual from the Arkansas National Committee. Arranged alphabetically by subject.

Margaret McKenna’s Northeast Region Subject Files
Scope and Content: Containers 419-421. This series was opened in February 2005. The series consists of correspondence, news clippings, and press releases relating to northeast regional issues. Topics include consumer affairs, promotions, taxes, minority affairs, fundraising, neighborhood and urban policy, business conventions, a Get out the Vote (GOTV) report, and Jimmy Carter's interview with Bill Moyers. Also included are lists of delegates, personnel, state coordinators, contributors, the press, mailing, and support. Arranged alphabetically by subject.

Ted Celete’s Mid-Industrial Region Subject Files
Scope and Content: Containers 422-426. This series was opened in March 2005. The series consists of daily political reports, correspondence, news clippings, and press releases relating to the Mid-Industrial region election issues. Also included are lists of delegates, personnel, state coordinators, contributors, press, mailing, and support. States mainly covered are New Jersey, Pennsylvania, and Ohio. Arranged alphabetically by subject.

Catherine Scott’s Border State Files
Scope and Content: Containers 427-436. This series was opened in June, 2017. The series consists of correspondence, memorandums, news clippings, newspapers, contact lists, handwritten notes, voter registration data sheets, and oversized banners and posters. The materials mainly relate to voter registration efforts in specific, regional areas. Also included is general type campaign materials regarding scheduling of speakers, issue statements, canvassing statistics, and instructions for field staff. Arranged alphabetically by subject.
Jay Wade’s Southern State Files
Scope and Content: Container 437. This series was opened in June, 2017. The series consists of correspondence, memorandums, and notes. The materials mainly relate to speaker invitations, and scheduling requests for events. Also included are handwritten notes of telephone calls, and phone bank information. Arranged alphabetically by subject.

Tim Davis’ Midwest States Files
Scope and Content: Containers 438-442. This series was opened in June, 2017. The series consists of correspondence, memorandums, reports, and news clippings. The materials mainly relate to background political information on state candidates, and delegate selection information. Also included is general campaign material regarding speakers, scheduling, issues, and finance. Arranged alphabetically by subject.

Willis Jones’ Northwestern States Files
Scope and Content: Containers 443-447. This series was opened in July, 2017. The series consists of correspondence, memorandums, reports, and news clippings. The materials include debate reaction sheets from voters, delegate information, general campaign information for field staffs, speaker schedules and a voluminous amount of clipping from northwestern states. Arranged alphabetically by subject.

Rob Firth’s California Regional Files
Scope and Content: Containers 448-464. This series was opened in July, 2017. The series consists of correspondence, memorandums, handwritten notes, reports, daily political reports, news clippings and state government publications. The material relates to campaign strategies, scheduling of speakers, issues, and delegate selections. The series includes a voluminous amount of various state published books and pamphlets regarding past election statistics, election laws, and congressional districting data. Also included are documents relating to various states delegate credential challenges; and material relating to the Compliance Review Commission. Arranged alphabetically by subject.

Sandy Libby’s Midwest State Files
Scope and Content: Containers 465-481. This series was opened in June, 2017. The series consists of correspondence, memorandums, reports, index cards, computer print-outs, lists, press releases, news clippings, and handwritten notes. The materials mainly relate to campaign organization in specified states, background political information, volunteers, lists of supporters, canvassing, and speaker schedules. Also included are state publications of legislatures and general election laws. Arranged alphabetically by subject.

John Carlin’s Southwest State Files
Scope and Content: Container 482. This series was opened in December, 2017. The series contains New Mexico’s state official returns for the primary and general elections in 1972, 1974, and 1976. Arranged chronologically.

Return to series List
Container List

Tim Kraft’s Subject Files as Field Operations Director

Container 410
Administration
Arizona State Delegates
Budget Information
Closing Field Offices - Information
Colorado State Delegates
Conference
Congressional Liaison
Consumer Legislative Monthly Reports
Correspondence, 7/76-11/76
Daily Political Reports, 8/19/76-9/30/76

Container 411
Daily Political Reports, 10/1/76-10/15/76
Daily Political Reports, 10/18/76-11/1/76
Delegate Selection for Conventions
Election Day
Elsbery, Jim - Memoranda
Federal Election Campaign (FEC) - Legal Information
Field Office - Memoranda
Field Office - Reports
Florida Candidates for DNC [1]

Container 412
Florida Candidates for DNC [2]
GOTV - Budget
GOTV - Operations
Hispanic Affairs
Issues
Kansas State Delegates
Louisiana State Delegates
Maine State Delegates
Massachusetts State Delegates
Montana State Delegates
New Hampshire State Delegates
New York State Delegates

Container 413
North Carolina State Delegates
Organization - Archives
Personnel Lists
Presidential Payroll Register [1-2]
Press - Democratic Caucuses
Republican Almanac
Situation Room
State Coordinators

**Container 414**
Supplement List of Certified Delegates and Alternates
Task Force
Virginia State Delegates
Women - 51.3% Committee
Wyoming State Delegates

*Return to series List*

**Moira Egan’s Subject Files**

**Container 415**
Delegates and Alternates - Massachusetts [1-3]
Delegates and Alternates - New Jersey [1-2]
Delegates and Alternates - Utah
Democratic National Convention - 1976 Guides to New York City

**Container 416**
Democratic National Convention - 1976 Memorabilia
DNC - 1976 Reports, Agenda, Seating Arrangements and Memorandums
District of Columbia State Book
Forms
Memorandum from Moira Egan
Memorandum from Richard Hatcher
Request for At-Large Spots
Statewide Delegate Candidates Listing

*Return to series List*

**Scott Burnett’s Subject Files**

**Container 417**
Agendas and Questionnaires
Agriculture Committee
California for Jimmy Carter
Carter, Jimmy - Staff Materials
Carter, Rosalynn - Political Briefs
Congressional Races
Contingent Political Event for Carter and Mondale
Correspondence
Daily Bulletins
Dole, Bob - Voting Record
Dole, Bob - Speakers
Get Out the Vote (GOTV)
Issues
Leaders for a Change
News Clippings
Playboy Interview
Political Memorabilia
Political Outline - Jimmy Carter
Political Outline - Walter Mondale
Possible People to Hire
References Confirmed
Staff Report
Telephone Logs

Return to series List

George Reg’s Subject Files

Container 418
Congressional District - Virginia
Delegate and Alternate Slates - South Dakota
Democratic National Committee - Campaign Consultation Information
Democratic Presidential Campaign Committee
Financial Administrative Field Manual
Fifth District Delegates - Kansas
Finance Manual - Arkansas

Return to series List

Margaret McKenna’s Northeast Region Subject Files

Container 419
Abortion
Agriculture
American Association of University Women
Atlanta Memos
Business Conventions
Butz, Earl L.
Calendar - Bicentennial Events
Calendar - Primary and Election Dates
Carter - Biographies
Carter - Campaign
Carter - Comments
Carter - Delegates
Carter, Lillian
Carter, Rosalynn - Campaign
Cartoons
Catholic
Civil Rights
Committee - 51.3%
Congressional Liaison
Conservation
Consumer Affairs
Contributors Lists
Correspondence
Cover Letters
Debate
Defense
Democratic National Committee - Election Related Activities
Democratic National Committee - Targeting
Democratic Platform
Directory - Atlanta Staff
Directory - State Campaign Headquarters and Local Office
Disabled Americans
Dole, Robert
Draft Requests
Economy
Education
Energy
Ethnic
Ethnic Heritage Committee

**Container 420**

Family
Ford, Gerald
Foreign Policy
Fundraising
Fundraising - Democratic State Committee
Get Out the Vote
Government
Government Schedule
Health Care and Welfare
Information on Republicans
Interview with Jimmy Carter by Bill Moyer
Invitation - Send-out
Issues [1-2]
Jewish Affairs
Justice
Labor
Lawyers for Carter-Mondale
Lease
Lorber, Richard P.
Materials
Mayors
McCarthy, Eugene J.
Minority Affairs
Mondale, Joan
Mondale, Walter
Neighborhoods and Urban Policy
Nuclear

**Container 421**
Party Affairs Office
Payroll and Budget
Playboy
Polls
Press Lists
Promotions
Rentals
Republican
Rhode Island - Campaign
Rhode Island - Get Out the Vote
Rhode Island - Slocum Residence
Rhode Island - Staff
Senior Citizens
Shipping
Steering Committee
Style
Support Lists
Taxes
Tools
Transportation
Urban Affairs
Veterans
Vietnam Pardon
Visits
Warm Springs, Georgia

[Return to series List](#)

**Ted Celete’s Mid-Industrial Region Subject Files**

Records of the 1976 Campaign Committee to Elect Jimmy Carter
Container 422
Administrative
Biographical Information
Briefings
Brochures
Budgets
Cable Communication
Congressional Candidates
Coordinators
Correspondence [1-2]
Daily Reports - Ted Celeste
Daily Reports - Various
Debate Reactors
Delegates
Democratic Presidential Campaign Committee

Container 423
Directories
Ethnic
Expenditures
Forms
General Information Checklist
Headquarters
Heinz Commercials
In-house Information
Lists
Literature
Media Buys
Memo File [1-2]
Memoranda to Ted Celeste
Mondale Requests
National Education Association State Coordinators
New Jersey

Container 424
Ohio - Campaign Clips, 8/26/1976-10/19/1976 [1-6]

Container 425
Ohio - Correspondence
Ohio - Delegates and Alternates
Ohio - General
Pennsylvania - Correspondence
Pennsylvania - Delegates and Alternates
Pennsylvania - General
Playboy Interview
Position Paper List
Presentations
Progress Reports
Records
Reports
Roper Poll, 11/76

**Container 426**
Scheduling
Speaker Requests
State Indicator Precincts
State Political Office Holders
State Sheets
Survey Articles
Voter Registration Information

[Return to series List](#)

**Catherine Scott’s Border State Files**

**Container 427**
Analysis of Polls, 8/8/76
Campaign Organization Lists and Staff Lists
Candidate Reaction Sheets
Canvasser Service Slips
Carter - Issue Statements
Catholic Hispanic Ethnic Voter Information
Congressional Races, 1976
Democratic National Committee (DNC) - Platform Booklet, 1976
Democratic Presidential Campaign Committee - Field Manual
Dole Voting Record
Election Day - Step by Step Instructions
Ford - Statements and Positions
Get Out the Vote (GOTV) - Activities

**Container 428**
Handwritten Notes, Messages, Contacts
Important Democratic Contact Lists
Letters - Miscellaneous
List of Nominees in West Virginia - Unofficial
Media and Ad Buys
Memorandums for Field Staff, 8/76-9/76
Memorandums for Field Staff, 10/76-11/76
National Field Staff Seminar - Complete Packets, 8/14-17/76
Newspapers - Dawn Magic
Newspapers - Maryland
Newspapers - Prince George
Newspapers - Richmond and Baltimore Afro

**Container 429**
Newspapers - Virginia
Newspapers - Washington Post
Newspapers - West Virginia
Ordering Campaign Supplies - Fliers, Buttons, Brochures
Posters and Banners - Oversized (See Containers 435 and 436)
Press Articles
Rosalynn Carter - News Articles
Senior Citizen’s Efforts
Speakers and Scheduling Information
Unpaid Bills - David Buchanan
Voter Registration Efforts in Washington, D.C.
Voter Registration List - Baltimore, Maryland - Statistics

**Container 430**
Voter Registration List - Baltimore County, Maryland [1]
Voter Registration List - Baltimore County, Maryland [2]
Voter Registration List - Baltimore County, Maryland [3]
Voter Registration List - Baltimore County, Maryland [4]
Voter Registration List - Baltimore County, Maryland [5]

**Container 431**
Voter Registration List - Baltimore County, Maryland [6]
Voter Registration List - Baltimore County, Maryland [7]
Voter Registration List - Baltimore County, Maryland [8]
Voter Registration List - Baltimore County, Maryland [9]
Voter Registration List - Baltimore County, Maryland [10]
Voter Registration List - Baltimore County, Maryland [11]
Voter Registration List - Baltimore County, Maryland [12]

**Container 432**
Voter Registration List - Baltimore County, Maryland [13]
Voter Registration List - Baltimore County, Maryland [14]
Voter Registration List - Baltimore County, Maryland [15]
Voter Registration List - Baltimore County, Maryland [16]
Voter Registration List - Baltimore County, Maryland [17]
Voter Registration List - Baltimore County, Maryland [18]
Voter Registration List - Baltimore County, Maryland [19]
Voter Registration List - Baltimore County, Maryland [20]
Container 433
Voter Registration List - Baltimore County, Maryland [21]
Voter Registration List - Baltimore County, Maryland [22]
Voter Registration List - Baltimore County, Maryland [23]
Voter Registration List - Baltimore County, Maryland [24]
Voter Registration List - Baltimore County, Maryland [25]

Container 434
Voter Registration List - Georgia - Abbeville - Athens
Voter Registration List - Georgia - Atlanta [1]
Voter Registration List - Georgia - Atlanta [2]
Voter Registration List - Georgia - Attapolous - Bostwick
Voter Registration List - Georgia - Bowdon - Carl
Voter Registration List - Georgia - Carlton - Cleveland
Voter Registration List - Georgia - Clifton -Conley
Voter Registration List - Georgia - Conyers - Dalton
Voter Registration List - Georgia - Damascus - Dearing
Voter Registration List - Georgia - Decatur - Dixie
Voter Registration List - Georgia - Doerun - Douglas
Voter Registration List - Georgia - Douglasville - Ellijay
Voter Registration List - Georgia - Ellwood City - Fort Valley
Voter Registration List - Georgia - Fortson - Grantville
Voter Registration List - Georgia - Graves - Hawkinsville

Container 435
Oversized Posters

Container 436
Oversized Banners (2) Transferred from Container 429 *(Transferred to Preservation Area)*

Return to series List

**Jay Wades’s Southern States Files**

Container 437
Bank Draft Records
Calls Completed [1]
Calls Completed [2]
Calls Completed [3]
Completed Invitations - Speakers Bureau [1]
Completed Invitations - Speakers Bureau [2]
Democratic National Committee - Get out the Vote Manuals
Expense Reports - Southern States, 9/76-10/76
Invitations for Speakers Bureau
Memos and Notes

Records of the 1976 Campaign Committee to Elect Jimmy Carter 130
Records of the 1976 Campaign Committee to Elect Jimmy Carter
131
Michigan - State Delegates Book [1]
Michigan - State Delegates Book [2]
Midwest States Book - Governor and Congressional Races, 9/15/76

**Container 441**
Minority Affairs
News Clippings - Illinois [1]
News Clippings - Illinois [2]
News Clippings - Illinois [3]
News Clippings - Illinois [4]
News Clippings - Indiana
News Clippings - Michigan
Political Coordination - Atlanta
Political Viewing Chart
Regional - General

**Container 442**
Religion Affairs Desk
Rural Urban Desks
Scheduling Requests and Information - Speakers and Events [1]
Scheduling Requests and Information - Speakers and Events [2]
State Coordinators
Tim Davis - Suspense File Scheduling Lists
Volunteer Forms
Voter Registration

[Return to series List]

**Willis Jones' Northwestern States Files**

**Container 443**
Analysis of Minnesota in the 1976 Presidential Election
Angus - Oregon
Arvonne Frasier - Memos and Information
Brown, Chris - Letter from Campaign Member
Compilation of Demographic Data from the 1970 Census - Iowa, Minnesota, Wisconsin
Congressmen - Congressional Races
Correspondence - Portland, Oregon
Debate Watcher Sheets - Alaska
Debate Watcher Sheets - Hawaii
Debate Watcher Sheets - Iowa
Debate Watcher Sheets - Minnesota
Debate Watcher Sheets - Nevada
Debate Watcher Sheets - Oregon
Debate Watcher Sheets - Washington
Debate Watcher Sheets - Wisconsin
Delegate Candidates - Minnesota
Delegates - Washington
Democratic National Committee - Analysis of Polls
Diane Anderson - Alaska
Dick Edelman - Nevada
Dixon, Bill - Wisconsin
Election Day Manual
Election Laws of Hawaii, 1974
Elections in Wisconsin - Sixth Congressional District, by Murray Bevan
Field Office - Delegate Information
Field Office - Iowa [1]

**Container 444**
Field Office - Iowa [2]
Field Office - Minnesota
Field Office - Nevada
Field Office - Oregon
Field Office - Washington
Field Office and Delegates - Alaska
Field Office and Delegates - Wisconsin
Ford/Dole
Gary Caufield - State Coordinator Honolulu
Information for Field Officers - Willis Jones
Jay Pearson - Washington State
John Devereaux - Iowa
Memorandums

**Container 445**
Memorandums - Daily Political Reports, 9/76-10/76
Mike Freeman - Minnesota
News Clippings - Hawaii
News Clippings - Iowa
News Clippings - Minnesota [1]
News Clippings - Minnesota [2]
News Clippings - Nevada
News Clippings - Oregon [1]
News Clippings - Oregon [2]

**Container 446**
News Clippings - Oregon [3]
News Clippings - Oregon [4]
News Clippings - Oregon [5]
News Clippings - Oregon [6]
News Clippings - Wisconsin
Newspaper - Oregon “Civism”
Newspaper - Wisconsin “Democrat”
Rafshoon - Media Buys
Scheduling Requests

**Container 447**
Speakers
State of Washington Official Voter’s Pamphlet
State of Wisconsin Official Blue Book, 1975
State Reporting Precinct Sheets - Alabama - Minnesota
State Reporting Precinct Sheets - Mississippi - Wyoming
Student Report - Scrapbook on Jimmy Carter
Supplies
Voter Registration

Return to series List

**Rob Firth’s California Regional Files**

**Container 448**
Alabama - Election Data
Alaska - Election Data, Blue Book, 1975
Arizona - Election Data
Arkansas - Election Data
Cable Television Industry
California - Breakdown of Congressional Districts
California - Campaign Press Releases
California - Congressional Data, Strategy Memos
California - Congressional Races
California - Election Date, Statement of Vote, 11/5/74
California - Election Strategy, 6/76
California - Gene McCarthy’s Status
California - General Information
California - Herb Hafif
California - Key Contact Information
California - List of Names with Information

**Container 449**
California - Media Buys
California - Old Handwritten Daily Reports
California - Old Letters, VIP’s
California - Political Book File
California - Rodney Kennedy-Minott File
California - Telegrams from Jimmy Carter

Records of the 1976 Campaign Committee to Elect Jimmy Carter
Campaign - General Administrative
Campaign - Literature Distribution
Carter/Mondale - Campaign and Democratic National Committee Directories
Caucus Chairpersons - Floor Structure and Convention Agenda
Caucus Results
Colorado - Primary Credentials Challenge
Connecticut - Election Data
Credential Challenges - Attorneys
Credential Challenges - General

Container 450
Credential Challenges - Summary of [1]
Credential Challenges - Summary of [2]
Credentials Committee - Challenges and Answers
Credentials Committee - Compliance Review Commission
Credentials Committee - Internal Rules
Credentials Committee - Motion to Intervene
Credentials Committee - Rules of Procedure, Compliance Review Commission
Daily Political Reports, 3/76-6/76
Daily Political Reports, 8/76-10/76
Delaware - Election Data
Delegate Arrangements - Arrival Caucuses
Delegate Counts
Delegate Filing [1]

Container 451
Delegate Filing [2]
Delegate Selection Plan - Democrats Abroad
Delegate Selection Time Tables
Delegates - Compliance Review Commission Documents [1]
Delegates - Compliance Review Commission Documents [2]
Democratic National Convention - Delegate Statistics
Democratic National Convention - Floor Passes
Democratic National Convention - General Information
Democratic National Convention - General Passes, Political Coordination
Democratic National Convention Committees [1]
Democratic National Convention Committees [2]
District of Columbia - Election Data

Container 452
Docket Book of Challenges - Rob Firth
Docket Book of Challenges - Rob Firth, 4/76-6/76
Docket Book of Challenges - Rob Firth, 8/76-10/76
Florida - Election Data, Election Laws, 1968-1973
Florida - Irate Primary Credentials Challenge
Container 457
Mississippi Election Laws of 1972 and Congressional Data Directory
Mississippi - Primary Credentials Challenge
Missouri - Election Data
Missouri - Election Data, Election Laws, 1973-1974
Missouri - Primary Credentials Challenge
Montana - Election Data, Election Laws, 1970
Montana - Election Data, Election Laws Supplements

Container 458
National NTA, Inc., - Get out the Vote and Phone Banks
Nebraska - Election Data
Nevada - Election Data, Election Laws, 1974
New Hampshire - Election Data, Election Laws, 1976
New Hampshire - Primary Credentials Challenge
New Mexico - Election Data
News Articles, 1/76-2/76
News Clippings - California [1]
News Clippings - California [2]
News Clippings - California [3]

Container 459
Newspaper Clippings - Puerto Rico, 1975-1976
New York - Election Data
New York - Election Data, Election Laws, 1974
New York - Primary Credentials Challenge
North Carolina - Election Data
North Carolina - Primary Credentials Challenge, Lawsuit
North Dakota - Election Data, Election Laws, 1967
Ohio - Election Data, Election Statistics, 1971-1972

Container 460
Oklahoma - Election Data
Old Campaign Letters [1]
Old Campaign Letters [2]
Old Campaign Letters [3]
Oregon - Election Data, Election Laws, 1974-1975
Oregon - Election Data, Official Abstract of Votes, 1968-1972
Pennsylvania - Primary Credentials Challenge [1]
Pennsylvania - Primary Credentials Challenge [2]

Records of the 1976 Campaign Committee to Elect Jimmy Carter
**Container 461**
Political Desk - Memos and Information
Precinct Sheets - Indicators
Press Clips - Debate
Proposition 14
Puerto Rico - Primary Credentials Challenge [1]
Puerto Rico - Primary Credentials Challenge [2]
Rhode Island - Election Data
Rhode Island - Primary Credentials Challenge
Scheduling Requests

**Container 462**
South Carolina - Election Data
South Carolina - Primary Credentials Challenge
South Dakota - Election Data
Spanish Speaking Americans
Speaker’s Bureau - Requests
Special Task Force on Telephones (SWAT)
Special Task Force on Telephones (SWAT) - Old Notes
Special Task Force on Telephones (SWAT) - Targeting
Staff Conference - Agenda
Staff Conference - Housing Manifests and Billing
Staff Conference - Invitees
Staff Conference, 8/14-17/76 [1]
Staff Conference, 8/14-17/76 [2]

**Container 463**
Staff Reports - What we have to Say
Supporters List
Surrogate Speakers
Task Forces
Telephone Log Sheets
Tennessee - Election Data
Utah - Election Data, Election Laws, 1973
Vermont - Election Data
Vermont - Primary Credentials Challenge
Virginia - Election Data
Virgin Islands - Primary Credentials Challenge
Voter Registration Data
Washington - Election Data
Western States Campaign Committee
West Virginia - Election Data, Election Laws [1]
Container 464
West Virginia - Election Data, Election Laws [2]
Wisconsin - Election Data
Wyoming - Election Data, Election Codes, 1975

Return to series List

Sandy Libby’s Midwest State Files

Container 465
Agriculture - Midwest Notebook
Bios, Photos - for Press
Bob Dole
Campaign Material
Campaign Memorabilia by Varying Companies
Carter Children Bios
Central States - Jack Cassidy’s Notes
Daily Memos, 8/76-10/76
David Buchanan’s Notebook - North Dakota, South Dakota, Nebraska
Delegate Selection Rules for the Democratic National Committee, 1976
GOP Activity
Idaho - Campaign Organization and General Information
Inner Office Memos [1]

Container 466
Inner Office Memos [2]
Inner Office Memos [3]
Inner Office Memos [4]
Issues
Jimmy Carter Luncheon, 9/76
Joe McCarter’s Memos
Joe McCarter’s Notebook - Idaho, Utah, Montana, Wyoming
Kansas - Campaign Organization and General Information
Lease of Space
Letters to the Editor
Mark Hogan
Memorandums to Field Staff
Miscellaneous List of Names and Addresses

Container 467
Missouri - Book: “Lafayette Square - An Urban Renaissance”
Missouri - Campaign Organization and General Information [1]
Missouri - Campaign Organization and General Information [2]
Missouri - Campaign Press Releases
Missouri - Campaign Press Releases, Articles, Issue Statements
Missouri - Campaign Staff Structure Lists by County
Missouri - Canvassing Report, John Byrne, Sandy Turner
Missouri - Canvassing Statistics
Missouri - Carter/Mondale Victory Poster
Missouri - Citizens for Carter/Mondale in St. Louis

Container 468
Missouri - Computer Printout - Contributor List [1]
Missouri - Computer Printout - Contributor List [2]
Missouri - Computer Printout - Contributor List, History File
Missouri - Computer Printout - List of Names [1]
Missouri - Computer Printout - List of Names [2]
Missouri - Computer Printout - List of Names [3]
Missouri - Computer Printout - List of Names [4]

Container 469
Missouri - Computer Printout - Senator Eagleton’s Telephone Worksheets [1]
Missouri - Computer Printout - Senator Eagleton’s Telephone Worksheets [2]
Missouri - Computer Printout - Senator Eagleton’s Telephone Worksheets [3]
Missouri - Computer Printout - Senator Eagleton’s Telephone Worksheets [4]
Missouri - Computer Printout - Senator Eagleton’s Telephone Worksheets [5]
Missouri - Computer Printout - Senator Eagleton’s Telephone Worksheets [6]
Missouri - Computer Printout - Supporter List Added, 9/2/76
Missouri - Computer Printout - Supporter List, St. Louis County
Missouri - County and Townships Map

Container 470
Missouri - County Committee Officers
Missouri - Delegate Lists
Missouri - Delegate Lists and Information
Missouri - Democratic Clubs and Organizations
Missouri - Democratic County Chairpersons or Vice Chairpersons
Missouri - Democratic County Chairpersons and Vice Chairs, Congressional Officers, County Coordinators
Missouri - Final Schedules and Events
Missouri - General Correspondence to Sandy Libby, 6/76-8/76
Missouri - General Correspondence to Sandy Libby, 8/76-9/76
Missouri - General Correspondence to Sandy Libby, 9/76

Container 471
Missouri - General Correspondence to Sandy Libby, 10/76-11/76
Missouri - Guest Registers
Missouri - Instructions and Memos for Campaign Workers
Missouri - Jefferson County Maps
Missouri - Jimmy Carter Trip, 9/19/76
Missouri - Labor Support
Missouri - Lists of Names by District
Missouri - Lists of Supporters, Contacts, Contributors
Missouri - Mailing Lists
Missouri - Maps of Districts
Missouri - Memos from Bill Romjue to Tim Kraft
Missouri - Miscellaneous Business Cards Received

**Container 472**
Missouri - Miscellaneous Names of Wards
Missouri - National Meeting - State Agencies for the Blind, St. Louis, 10/76
Missouri - Neighborhood Headquarters Information
Missouri - News Clippings Sent to Sandy Libby [1]
Missouri - News Clippings Sent to Sandy Libby [1]
Missouri - Non Targeted Counties List of Names
Missouri - Official Registration List for Delegate Selection, 4/76
Missouri - Press Clippings
Missouri - Regional Issues [1]
Missouri - Regional Issues [2]

**Container 473**
Missouri - Regional Issues [3]
Missouri - Requests for Information on Campaign or Literature
Missouri - Roster of State District and County Officers
Missouri - Schedules of Events and Speakers, 10/76
Missouri - Scheduling in Progress
Missouri - Scheduling of Family in Progress
Missouri - Scheduling Requests
Missouri - Scheduling Speakers, General Information
Missouri - Special Celebrities
Missouri - St. Louis Suburban Teachers Association Book
Missouri - State District County Officers, 1975-1976

**Container 474**
Missouri - State Wide Candidates
Missouri - Supporter Index Cards [1]
Missouri - Supporter Index Cards [2]
Missouri - Volunteer Cards

**Container 475**
Missouri - Volunteer Index Cards, Active
Missouri - Volunteer Index Cards, Contributors
Missouri - Volunteer Index Cards, from Rolodex
Missouri - Volunteer Index Cards, Inactive
Missouri - Volunteer Index Cards, St. Louis City

**Container 476**
Missouri - Volunteer Lists
Missouri - Voter Call Lists [1]
Missouri - Voter Call Lists [2]
Missouri - Voter Call Lists [3]
Missouri - Voter Call Lists [4]
Missouri - Voter Call Lists [5]

**Container 477**
Missouri - Voter Registration Information, Voting Statistics
Missouri - Voting Statistics
Montana - Campaign Organization and General Information
Montana - News Clippings, 8/22/76-9/12/76
Montana - News Clippings, 9/13/76-9/21/76
Montana - News Clippings, 9/22/76-9/30/76
Montana - News Clippings, 10/1/76-10/10/76
Montana - News Clippings, 10/11/76-10/14/76
Montana - News Clippings, 10/15/76-10/21/76

**Container 478**
Montana - News Clippings, 10/22/76-10/31/76
Montana - News Clippings, 11/1/76
Nebraska - Campaign Organization and General Information
North Dakota - Book 1, Karen Voight
North Dakota - Book 2, Karen Voight
North Dakota - Budget
North Dakota - Campaign News Releases
North Dakota - Campaign Organization and General Information
North Dakota - Contributor Printout
North Dakota - District Officers
North Dakota - Flyers, Ads, Bumper Stickers, Pamphlets

**Container 479**
North Dakota - General Information
North Dakota - News Clippings
Notebook - Kansas, Oklahoma, Missouri
Oklahoma - Campaign Organization and General Information [1]
Oklahoma - Campaign Organization and General Information [2]
Pamphlet - Unmasking President Ford’s Foreign Policy
Political Briefs, 9/76-10/76
Scheduling and Speaker Requests
Scheduling Requests
Selected State Officials and the Legislatures, 1975

**Container 480**
South Dakota - Campaign Organization and General Information
South Dakota - Legislative Manual, 1973
State Maps
Statements on the Issues
Steering Committee Coordinators
Surrogate Speaker Requests
Telephone Calling Instructions
Telephone Statistics
Utah - Campaign Organization and General Information
Western States, Dick Beuhler’s Notes
Wyoming - Anne Humberson’s Correspondence
Wyoming - Campaign Organization and General Information
Wyoming - Correspondence
Wyoming - Farm Forum, 10/21/76

**Container 481**
Wyoming - Gun Control
Wyoming - Judy Carter Visit, 9/76
Wyoming - Official Directory and 1974 Election Returns
Wyoming - Polls
Wyoming - Press Releases
Wyoming - Supporter List
Yellow Pads - Sandy Libby’s Handwritten Notes [1]
Yellow Pads - Sandy Libby’s Handwritten Notes [2]

**John Carlin’s Southwest State Files**

**Container 482**
State of New Mexico Official Returns - Primary and General Election, 1972, 1974, 1976

Return to Series List

Return to Office Description

Return to Collection Summary
Carter-Mondale Campaign Committee. Administration Office.

Office Summary

Creator: Carter-Mondale Campaign Committee. Administration Office

Title: Records of the 1976 Campaign Committee to Elect Jimmy Carter

Dates: 1972-1976

Office Description: The Administration Office, headed by Paul Hemmann, had responsibility for all support activities of the Atlanta headquarters and field offices. National agreements with telephone service, vehicle rentals, leases, space and equipment rentals and other related services are negotiated and monitored by this staff. All financial records and reports dealing with the primary election campaign are prepared by this office.

The correspondence section is responsible for distributing inter-office mail, responding to routine campaign requests, and collaborating with the issues staff answering inquiries on specific questions. This section also provided support to other campaign offices by preparing special mailings. Additionally, the administrative staff provided local courier services, issued airline tickets, arranged car rentals, maintained a data processing capability, prepared and distributed supporter lists, ordered and shipped campaign materials, and coordinated the efforts of local Atlanta area volunteers.

System of Arrangement:
The records of the Carter-Mondale Campaign Committee Administration Office are divided into four series:

<table>
<thead>
<tr>
<th>Series Title</th>
<th>National Archives Identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Mail Files</td>
<td>77451384</td>
</tr>
<tr>
<td>Paul Hemmann's Subject Files</td>
<td>77451388</td>
</tr>
<tr>
<td>John Martin’s Files</td>
<td>77451890</td>
</tr>
<tr>
<td>Betty Mizek’s Files</td>
<td>77451891</td>
</tr>
</tbody>
</table>

Detailed Description of the Series

Public Mail Files
Scope and Content: Containers 483-587. This series was opened January 2018. The series consists of personal and public correspondence sent to Jimmy Carter, some newspaper clippings, postcards, and congratulatory letters. The correspondence contains public mail that reflects the ideas, feelings, and comments of the general public. Topics include abortion, housing, foreign policy, education, employment, and energy. The correspondence was handled by Willie Barges and his staff. Arranged alphabetically by state.
Paul Hemmann’s Subject Files
Scope and Content: Containers 588-634. This series was opened in February, 2018. This series consists of correspondence, memos, reports, staffing outlines, brochures, press releases, resumes, computer print outs, receipts, purchase orders, and vouchers. The material relates to the administrative functions of the campaign such as office space, supplies, and equipment; budgeting, monthly expenses, and staffing needs. In addition, this series includes quarterly expenditure and receipt reports for the Federal Election Commission (FEC). Also included is state correspondence sent to Jimmy Carter, and state requests for campaign advertising materials. This series also contains materials from other staff members including Walter Kallaur, Gary Packingham, Skip Holcombe, Gary Avery, and Steve Slade. Arranged alphabetically by subject.

John Martin’s Files
Scope and Content: Containers 635-654. This series was opened in February, 2018. This series consists of correspondence, memos, lists, reports, cancelled checks, and index cards. The majority of materials consists of supporter cards, contributor letters, and cancelled checks from Jimmy Carter’s 1970 gubernatorial campaign. Also included are state supporter index cards from the 1974 Democratic National mini convention. The series also contains material related to the campaign’s Minority Enterprise Task Force, campaign schedules, and staffing lists and directories. Arranged alphabetically by subject.

Betty Mizek’s Files
Scope and Content: Containers 655-669. This series was opened in February, 2018. This series consists of correspondence, cards, resumes, schedules, and reports. The materials mainly relate to the campaign’s correspondence office procedures for answering and sorting public mail. Also included are Christmas cards received from the 1970 gubernatorial campaign, mailgrams, and volunteer tally sheets concerning how much daily mail was sorted and received. Arranged alphabetically by subject.

Return to Series List
Container List

Public Mail Files

Container 483
Alabama [1]
Alabama [2]
Alabama [3]
Alabama [4]

Container 484
Alabama [5]
Alabama [6]
Alabama [7]

Container 485
Alabama [8]
Alaska
Arizona [1]
Arizona [2]

Container 486
Arizona [3]
Arizona [4]
Arizona [5]
Arizona [6]

Container 487
Arizona [7]
Arizona [8]
Arizona [9]
Arizona [10]

Container 488
Arkansas [1]
Arkansas [2]
Arkansas [3]
Arkansas [4]

Container 489
Arkansas [5]
Arkansas [6]
Arkansas [7]
Arkansas [8]
Arkansas [9]

**Container 490**
California [1]
California [2]
California [3]

**Container 491**
California [4]
California [5]
California [6]

**Container 492**
Colorado [1]
Colorado [2]
Colorado [3]
Colorado [4]

**Container 493**
Colorado [5]
Congratulatory Letters [1]
Congratulatory Letters [2]
Congratulatory Letters [3]

**Container 494**
Connecticut [1]
Connecticut [2]
Connecticut [3]

**Container 495**
Connecticut [4]
Connecticut [5]
Connecticut [6]
Delaware [1]

**Container 496**
Delaware [2]
Delaware [3]
Florida [1]
Florida [2]

**Container 497**
Florida [3]
Florida [4]
Florida [34]
Florida [35]

**Container 506**
Florida [36]
Florida [37]
Florida [38]
Florida [39]

**Container 507**
Florida [40]
Foreign Countries [1]
Foreign Countries [2]
Foreign Countries [3]
Foreign Countries [4]

**Container 508**
Foreign Countries [5]
Foreign Countries [6]
Foreign Countries [7]
Foreign Countries [8]

**Container 509**
Georgia [1]
Georgia [2]
Georgia [3]
Georgia [4]

**Container 510**
Georgia [5]
Georgia [6]
Georgia [7]
Georgia [8]

**Container 511**
Georgia [9]
Georgia [10]
Georgia [11]
Georgia [12]

**Container 512**
Georgia [13]
Georgia [14]
Georgia [15]
Georgia [16]
Illinois [3]

**Container 520**
- Illinois [4]
- Illinois [5]
- Illinois [6]
- Illinois [7]

**Container 521**
- Indiana [1]
- Indiana [2]
- Indiana [3]
- Indiana [4]

**Container 522**
- Indiana [5]
- Indiana [6]
- Iowa [1]
- Iowa [2]

**Container 523**
- Iowa [3]
- Iowa [4]
- Iowa [5]
- Iowa [6]

**Container 524**
- Iowa [7]
- Iowa [8]
- Iowa [9]

**Container 525**
- Iowa [10]
- Kansas [1]
- Kansas [2]
- Kansas [3]

**Container 526**
- Kansas [4]
- Kentucky [1]
- Kentucky [2]
- Kentucky [3]

**Container 527**
- Kentucky [4]
- Kentucky [5]
Kentucky [6]

**Container 528**
Louisiana [1]
Louisiana [2]
Louisiana [3]
Louisiana [4]
Maine [1]
Maine [2]
Maine [3]

**Container 529**
Maryland [1]
Maryland [2]
Maryland [3]
Maryland [4]

**Container 530**
Maryland [5]
Maryland [6]
Massachusetts [1]
Massachusetts [2]
Massachusetts [3]

**Container 531**
Massachusetts [4]
Massachusetts [5]
Michigan [1]
Michigan [2]
Michigan [3]

**Container 532**
Michigan [4]
Michigan [5]
Michigan [6]

**Container 533**
Michigan [7]
Michigan [8]
Michigan [9]

**Container 534**
Minnesota [1]
Minnesota [2]
Minnesota [3]
New Hampshire [5]

**Container 542**
New Jersey [1]
New Jersey [2]
New Jersey [3]
New Jersey [4]

**Container 543**
New Jersey [5]
New Jersey [6]
New Jersey [7]
New Jersey [8]

**Container 544**
New Mexico [1]
New Mexico [2]
New Mexico [3]

**Container 545**
New Mexico [4]
New Mexico [5]
New York [1]
New York [2]
New York [3]

**Container 546**
New York [4]
New York [5]
New York [6]
New York [7]

**Container 547**
North Carolina [1]
North Carolina [2]
North Carolina [3]
North Carolina [4]

**Container 548**
North Carolina [5]
North Carolina [6]
North Dakota [1]
North Dakota [2]
North Dakota [3]
Container 557
Pennsylvania [1]
Pennsylvania [2]
Pennsylvania [3]

Container 558
Pennsylvania [4]
Pennsylvania [5]
Pennsylvania [6]
Pennsylvania [7]

Container 559
Pennsylvania [8]
Pennsylvania [9]
Pennsylvania [10]
Pennsylvania [12]

Container 560
Pennsylvania [13]
Puerto Rico [1]
Puerto Rico [2]
Puerto Rico [3]
Rhode Island [1]

Container 561
Rhode Island [2]
Rhode Island [3]
Rhode Island [4]
South Carolina [1]
South Carolina [2]

Container 562
South Carolina [3]
South Carolina [4]
South Dakota [1]
South Dakota [2]

Container 563
Tennessee [1]
Tennessee [2]
Tennessee [3]

Container 564
Tennessee [4]
Tennessee [5]
Tennessee [6]
Texas [1]
Texas [2]

**Container 565**
Texas [3]
Texas [4]
Texas [5]

**Container 566**
Texas [6]
Texas [7]
Texas [8]
Texas [9]

**Container 567**
Texas [10]
Texas [11]
Texas [12]

**Container 568**
Utah [1]
Utah [2]
Utah [3]
Various States [1]
Various States [2]

**Container 569**
Various States [3]
Various States [4]
Various States [5]
Various States [6]

**Container 570**
Various States [7]
Various States [8]
Various States [9]

**Container 571**
Various States [10]
Various States [11]
Various States [12]

**Container 572**

*Records of the 1976 Campaign Committee to Elect Jimmy Carter*
Washington [2]
Washington [3]
Washington [4]

**Container 581**
Washington [5]
Washington [6]
Washington [7]

**Container 582**
Washington [8]
Washington [9]
Washington [10]

**Container 583**
Washington [12]
Washington [13]
Washington [14]

**Container 584**
Washington [15]
Washington [16]
Washington [17]
Washington [18]

**Container 585**
Washington [19]
Washington [20]
Washington [21]

**Container 586**
Washington [22]
West Virginia [1]
West Virginia [2]

**Container 587**
Wisconsin [1]
Wisconsin [2]
Wisconsin [3]
Wisconsin [4]

[Return to Series List]

**Paul Hemmann’s Subject Files**

Records of the 1976 Campaign Committee to Elect Jimmy Carter
Container 588
Account Deposits and Advances
Accounts Payable, 1976
Administration Department - Budget, 9/76-10/76
Administration Department - Payroll Reports, 6/76-10/76
Administration Department - Staffing Plan and Division Positions
Administrative Staff - Final Reports, 10/29/76-11/2/76
Administrative Staff - Weekly Reports, 8/76
Administrative Staff - Weekly Reports, 9/76
Administrative Staff - Weekly Reports, 10/76

Container 589
Advertising Brochures - Soliciting Businesses [1]
Advertising Brochures - Soliciting Businesses [2]
Affirmative Action Policy, 8/76
Air Charter Reference
Analysis of Change in Surplus Funds and Expense Reports, 9/30/70
Archives Committee Memos - 1976 Campaign Materials, 10/76
Audit
Avis Car Rental - Bills
Bank Accounts
Bank Correspondence
Bills - Telephone, Sanitation, etc.
Blacks and Jimmy Carter
Blank Forms - Drafts of
Blank Forms - Miscellaneous
Briefing with Chip Carter - James Fallows
Brochures, Buttons, and Poster Orders
Budget - Gary Avery, 6/76-9/76

Container 590
Budget and Finance - Department Memos
Budget Printouts
Businesses - Concerns Selling Carter/Mondale Items
California - Abzug, Bella
California - Advertising Info
California - Birch Bayh Visit, 10/1/76
California - Boggs, Lindy, 10/76 [1]
California - Boggs, Lindy, 10/76 [2]
California - Campaign Instructions
California - Campaign News Clippings
California - Campaign Staff List
California - Carter, Jeff and Annette’s Schedule
California - Chip Carter Visit, 9/76
California - Church, Frank
California - Closed Schedules
California - Coleman Young Visit, 10/21/76
California - Coretta Scott King Visit, 10/5/76
California - Democratic Candidates List
California - Election Day Instructions for Get out the Vote
California - Election Night
California - Get out the Vote Staff and Structure
California - Governor Apodaca Visit, 10/14/76

Container 591
California - Harris, Fred and Ladonna’s Schedule
California - Jewish Leaders Announcement, 10/21/76
California - Jill Volner and Mary King Bourne Visit, 10/26-27/76
California - Jimmy Carter Visits, 10/76
California - Judy Carter Visit, 9/76-10/76
California - Key Press Mailing List
California - Media Mailing Lists
California - Media Mailing Lists - Masters
California - Media Mailing Lists by Congressional Districts
California - Media Mailing Lists by Name of Person
California - Miss Lillian Carter Visit, 10/76
California - News Clippings on Issues
California - News Release Businessmen
California - News Release Carter Women for Mondale
California - News Release Consumer Committee
California - News Release County Chairs
California - News Release Religious Leaders
California - News Release Seniors
California - News Release Veteran’s Day, 10/22/76
California - News Release Viva Carter Rally
California - News Releases from Atlanta, 10/76
California - News Releases from Los Angeles
California - News Releases, 9/76-10/76
California - Newspaper and Radio Mailing Lists
California - Paul Warnke Visit, 10/14/76
California - Pending Schedule
California - Press Advisory, Jimmy Carter Schedule, 9/76
California - Press Briefing, 9/27/76
California - Press Clips Briefing Information
California - Press Media Mailing Labels
California - Press Notes
California - Raul Castro Visit, 10/31/76
California - Rosalynn Carter’s Schedule, 10/14/76
California - Secret Service Information
California - Senator Scoop Jackson, 10/27/76
California - Terry O’Connell Visit, 10/14/76
California - Walter Mondale Labor Day Visit, 9/6/76

**Container 592**
California - Walter Mondale Visit, 8/76
California - Walter Mondale Visits, 10/19-20/76
California - Woman’s Leaflet
Campaign Issues Reference Book, 3/15/76
Campaign Letters to Employees - Paul Hemmann, 11/76
Campaign Literature - Newspaper Clippings
Campaign Literature - Rapid Copy
Campaign Material Memos - Steve Elkin and Curtis Allen
Campaign Materials - Closed Orders [1]
Campaign Materials - Closed Orders [2]
Campaign Materials - Memos
Campaign Materials - Open Orders
Campaign Materials - Ordered List
Campaign Materials - Requests
Campaign Materials - Requests by States, Alabama - Idaho

**Container 593**
Campaign Materials - Requests by States, Florida, Iowa, New Hampshire
Campaign Materials - Requests by States, Indiana - Montana
Campaign Materials - Requests by States, Nebraska - Oregon
Campaign Materials - Requests by States, Pennsylvania - Wisconsin
Campaign Materials - Requests Filled
Campaign Materials - Requests For
Campaign Materials - Requests to be filled
Campaign Materials - Sent List
Campaign Materials - Status Reports
Campaign Materials - Vendor Quotes
Campaign Name and Address Listing, 10/31/76

**Container 594**
Campaign Planning Management and Democratic National Committee (DNC) Budget, 1974
Campaign Procedures Manual, 1/1/75
Campaign Staff - Name and Address Listing, 10/31/76
Campaign Staff and Committees Listings
Canteen Corporation
Car Rental Files - Agreements
Carter and Mondale Families - Campaign Official Photos
Carter/Mondale - News Releases, 10/76
Carter/Mondale - On the Issues
Carter Telegrams

Records of the 1976 Campaign Committee to Elect Jimmy Carter
Checking Account Balance Memos
Chron File, 8/76-11/76
Citizens for Carter
Civil Service Information
Colony Square Lease - Blueprints of
Colony Square Lease Invoices and Moving Information

**Container 595**
Colony Square Parking Stickers
Colony Square Town Crier, 11/4/76
Committee for Jimmy Carter - Personnel Offices, 3/76
Computer System - Memos and Coding Information
Concessions
Convention 1976 - Press Kits
Convention Arrangements - Staff
Convention Expenditures and Receipts for Charter
Convention Finance Procedures
Convention Hotel Agreements
Convention Memos
Convention Vouchers
Correspondence - Election Win Congratulations
Correspondence - Incoming, 6/76-10/76 [1]
Correspondence - Incoming, 6/76-10/76 [2]
Correspondence - Miscellaneous
Correspondence - Public Mail [1]

**Container 596**
Correspondence - Public Mail [2]
Correspondence - Public Mail [3]
Correspondence - Requests Answered, Checks Returned
Correspondence - Solicitation from Companies
Correspondence - Walter Kallaur
Cost Center - List of Contacts
Cost Center 060 - Payroll File
Courier Services
Credit Authorizations
Daily Contribution Reports - Governor has Seen, 12/74-5/75
Daily Contributor Reports
Daily Deposit Outlay - Operations Report, Fulton National Bank

**Container 597**
Daily Detail Contribution Receipts, 12/75
Daily Detail Contribution Receipts, 1/76 [1]
Daily Detail Contribution Receipts, 1/76 [2]
Daily Political Reports, 4/76-6/76
Delegate Finance

Delivery of the Governor’s Personal Information to Plains, Georgia - Paul Hemmann’s Phone Interview, 9/76

Deposit Reports, 7/76-10/76
Direct Mail and Telethon, 7/76
Direct Mail Reports, 11/75-1/76
DNC - Campaign Training Institute, 2/74 [1]

**Container 598**

DNC - Campaign Training Institute, 2/74 [2]
DNC - Fundraising, 9/20/76
DNC - Radio Feed Bill
Dole Voting Record
End of Campaign Reminders
Equipment - Lanier Text
Equipment Cancellations
Expense Analysis, 4/76-5/76
Fairmont Hotel - Bills and Receipts
FEC (Federal Election Commission) Amended First and Second Quarter, 1976
FEC - Exhibit Schedules, A-N
FEC - Get out the Vote Plans
FEC - Matching Report Guidelines
FEC - Memos, 12/75-6/76
FEC - Notices of Insufficient Documentation
FEC - Proposed Regulations
FEC - Reports of Receipts and Expenditures - Amended Report, 1/76-2/76
FEC - Reports of Receipts and Expenditures, 7/75-9/75

**Container 599**

FEC - Reports of Receipts and Expenditures, 10/75-12/75
FEC - Reports of Receipts and Expenditures, 1/76
FEC - Reports of Receipts and Expenditures, 2/76
FEC - Reports of Receipts and Expenditures, 3/76
FEC - Reports of Receipts and Expenditures, 4/76
FEC - Reports of Receipts and Expenditures, 5/76 [1]
FEC - Reports of Receipts and Expenditures, 5/76 [2]

**Container 600**

FEC - Reports of Receipts and Expenditures, 6/76 [1]
FEC - Reports of Receipts and Expenditures, 6/76 [2]
FEC - Reports of Receipts and Expenditures, 6/76 [3]
FEC - Reports of Receipts and Expenditures, 7/76 [1]
FEC - Reports of Receipts and Expenditures, 7/76 [2]

**Container 601**
FEC - Reports of Receipts and Expenditures, 7/76 [3]
FEC - Schedule A and B - Itemized Receipts, 8/76
FEC - Schedule A and B - Itemized Receipts, 9/76
FEC - Schedule A, 10/5/76
FEC - Schedule B - Itemized Expenditures, 8/76
FEC - Schedule B - Itemized Expenditures, 10/5/76 [1]
FEC - Schedule B - Itemized Expenditures, 10/5/76 [2]

Container 602
FEC - Schedule C - Debts and Obligations
FEC - Schedules B and C, 12/75-4/76
FEC - Second Report Ending, 8/31/76
FEC - State Allocation, 1975 and First Quarter, 1976
FEC - Statement of Accounting Policies - Itemized Expenditures, 9/30/76 [1]
FEC - Statement of Accounting Policies - Itemized Expenditures, 9/30/76 [2]
FEC - Statement of Accounting Policies - Itemized Expenditures, 9/30/76 [3]
FEC - Status Reports - Contribution Reports
FEC - Status Reports - Reports Matching Funds and Certificates

Container 603
Field Budget Revision
Field Leases
Field Offices
Field Offices - Abstract of Lease Forms
Field Organization
Field Staff List
Field Staff Meeting, 6/17/75
Field Staff Seminar at Lake Lanier, 8/76 [1]
Field Staff Seminar at Lake Lanier, 8/76 [2]
Field Status Surveys, 6/76
Field Telephone Canvassing Costs
Finance Committee Meeting Handouts - Summary of Contributions, 12/74-4/76
Financial Organization - Committee for Jimmy Carter, 4/1/76
Financial Outlook Estimates, 1975-1976
Financial Output Computer Codes
Follow up Assignments
Form Letter Examples

Container 604
Fundraising Lists - Walter Kallaur
Fundraising Outlook
Furniture Inventories, 11/76
GAO Reports
Gary Avery - Assignments
Gary Packingham - Bill Payment Problems
General Election - Authorization Letter
General Election Budget - Field Organizations, States
General Election Budget - Field Surveys
General Election Budget - Initial
General Election Budget - Materials and Information, Field Headquarters, 9/10/76

**Container 605**
General Election Budget - Notebook/National Office, 8/76
General Election Budget - Workbooks
General Election Financial System Setup, 6/76-7/76
General Election Organization
General Services Division Files
Georgia Contributor List, 1970 - A-K
Georgia Contributor List, 1970 - L-Z [Plus Businesses]
Georgia Contributor List, 1970 - A-L
Georgia Contributor List, 1970 - M-Z [Plus Businesses]

**Container 606**
Georgia Contributor List, 1970 [All Three Elections] A-L
Georgia Contributor List, 1970 [Annotated] L-Z

**Container 607**
Georgians for Carter
Governor Carter’s Intern Program
Hilton Head - Trip Notes
Housing and Orientation
Housing for Interns
Important Contacts - Drug Abuse Conferences
Important Contacts - Maryland
Important Contacts - Washington, D.C.
Important Contacts - Wisconsin
Information Sources for Key Supporters - Gary Avery
Inner Office Memos, 6/75-6/76 [1]
Inner Office Memos, 6/75-6/76 [2]
Inner Office Memos, 6/75-6/76 [3]
Inner Office Memos, 6/75-6/76 [4]

**Container 608**
Insurance - General Research

Records of the 1976 Campaign Committee to Elect Jimmy Carter
Insurance - Reference File
Issues Packet [1]
Issues Packet [2]
Jimmy and Rosalynn Carter - Official Convention Photos
Jimmy Carter - Quotes
Jimmy Carter Campaign - Administrative Guidelines, 3/76
Jimmy Carter Campaign - Campaign Manual, 12/75
Jimmy Carter Campaign - Financial and Legal Manuals
Jimmy Carter Campaign - Guidelines for Establishing a Local Campaign Operation - Draft, 2/1/76
Jimmy Carter Campaign - Telephone Numbers [1]
Jimmy Carter Campaign - Telephone Numbers [2]

**Container 609**
Jimmy Carter Supporters - Totals
Jimmy Carter’s Campaign Schedule, 6/75-11/75
Jimmy Carter’s Campaign Schedule, 11/75-6/76
Jimmy Carter’s State Correspondence - Alabama
Jimmy Carter’s State Correspondence - Arizona
Jimmy Carter’s State Correspondence - Arkansas
Jimmy Carter’s State Correspondence - California
Jimmy Carter’s State Correspondence - Colorado
Jimmy Carter’s State Correspondence - Connecticut
Jimmy Carter’s State Correspondence - Delaware
Jimmy Carter’s State Correspondence - Florida
Jimmy Carter’s State Correspondence - Georgia
Jimmy Carter’s State Correspondence - Hawaii
Jimmy Carter’s State Correspondence - Idaho
Jimmy Carter’s State Correspondence - Illinois
Jimmy Carter’s State Correspondence - Indiana
Jimmy Carter’s State Correspondence - Iowa
Jimmy Carter’s State Correspondence - Kansas
Jimmy Carter’s State Correspondence - Kentucky
Jimmy Carter’s State Correspondence - Louisiana
Jimmy Carter’s State Correspondence - Massachusetts
Jimmy Carter’s State Correspondence - Michigan

**Container 610**
Jimmy Carter’s State Correspondence - Minnesota
Jimmy Carter’s State Correspondence - Mississippi
Jimmy Carter’s State Correspondence - Missouri
Jimmy Carter’s State Correspondence - Montana
Jimmy Carter’s State Correspondence - Nebraska
Jimmy Carter’s State Correspondence - Nevada
Jimmy Carter’s State Correspondence - New Hampshire
Jimmy Carter’s State Correspondence - New Jersey
Jimmy Carter’s State Correspondence - New Mexico
Jimmy Carter’s State Correspondence - New York
Jimmy Carter’s State Correspondence - North Carolina
Jimmy Carter’s State Correspondence - Ohio
Jimmy Carter’s State Correspondence - Oklahoma
Jimmy Carter’s State Correspondence - Oregon
Jimmy Carter’s State Correspondence - Pennsylvania
Jimmy Carter’s State Correspondence - South Carolina
Jimmy Carter’s State Correspondence - South Dakota
Jimmy Carter’s State Correspondence - Tennessee
Jimmy Carter’s State Correspondence - Texas
Jimmy Carter’s State Correspondence - Virginia
Key Persons List

**Container 611**
Letters Produced on Mag Card Machine
Lipshutz, Zussman, and Sikes - Outstanding Phone Bills
List of Campaign Committees
Lists of Checks Written
Local Fiscal Responsibility
Mahoney, Walter
Mail - Permits
Mail - Procedures - Walter Kallaur
Mail - Reports
Mail - Zip Code Field
Mail Division - Memos, 8/76-11/76
Maramar Association Realtors - Publications for Staff
Master Copies of Forms
Master List - State Expenses
Memo of Understanding - Carter/Mondale Transition and GSA
Memos - General Campaign [1]
Memos - General Campaign [2]
Memos - Outgoing Campaign Supplies, 6/76-10/76
Memos - Political Intelligence, 8/76-10/76
Memos and Weekly Reports - Gary Packingham, 8/76-11/76
Microfilm

**Container 612**
Miscellaneous Material
Mondale Bio
Mondale Family Campaign Photo
National Office - Budget
Newspaper - “The Jimmy Carter Times”
Newspaper Articles for Use in Campaign Newsletters [1]
Newspaper Articles for Use in Campaign Newsletters [2]
Nomination Photo Requests
Office Buildings - Gary Avery
Office Equipment
Office Equipment - APA Typewriter Services
Office Equipment - Artlite

**Container 613**
Office Equipment - Calculators and Copiers
Office Equipment - Computers
Office Equipment - Dictating and Mailing Machines
Office Equipment - Horne Desk Company
Office Equipment - IBM
Office Equipment - Machine Maintenance Reports
Office Equipment - Moving and Storage Companies
Office Equipment - North Dekalb Office Supplies
Office Equipment - Pitney Bowes
Office Equipment - Removal
Office Equipment - Tele-copyer Situation, Gary Avery
Office Equipment - Telecopiers
Office Equipment - Typewriters
Office Equipment - Xerox Service Agreement
Office Equipment and Furniture Leases, Alabama - Wyoming
Office Equipment and Supplies
Office Equipment and Supplies - Miscellaneous Invoices
Office Furniture
Office Management, 8/76-11/76

**Container 614**
Office Paraphernalia
Office Refreshments - Coca Cola
Office Refreshments - Foxie’s Coffee Service
Office Space - Atlanta
Office Space - Information
Office Space - Memos
Office Space - Washington D.C.
Office Space Needs - Gary Avery
Office Supplies - Aaron’s Office Supplies
Office Supplies - Anderson Office Supply Invoices
Office Supplies - Artlite Invoices
Office Supply Requests - Skip Holcombe
Offices and Personnel of the Campaign Committee, 3/30/76
Out of State Deposits

**Container 615**
Oversized Computer Printouts - Carter/Mondale Consolidated Statements of Receipts and Disbursements, 8/15/76
Oversized Computer Printouts - Carter/Mondale Consolidated Statements of Receipts and Disbursements, 10/31/76 [1]
Oversized Computer Printouts - Carter/Mondale Consolidated Statements of Receipts and Disbursements, 10/31/76 [2]
Oversized Computer Printouts - Carter/Mondale Consolidated Statements of Receipts and Disbursements, 10/31/76 [3]
Oversized Computer Printouts - Carter/Mondale Supporter List, Alabama - Arizona
Oversized Computer Printouts - Carter/Mondale Supporter List, California
Oversized Computer Printouts - Carter/Mondale Supporter List, Canada - District of Columbia (D.C)

**Container 616**
Oversized Computer Printouts - Carter/Mondale Supporter List, Florida - Georgia
Oversized Computer Printouts - Carter/Mondale Supporter List, Hawaii - Kansas
Oversized Computer Printouts - Carter/Mondale Supporter List, Kentucky - Massachusetts
Oversized Computer Printouts - Carter/Mondale Supporter List, Michigan - New Jersey
Oversized Computer Printouts - Carter/Mondale Supporter List, New Mexico - New York

**Container 617**
Oversized Computer Printouts - Carter/Mondale Supporter List, North Carolina - Oklahoma
Oversized Computer Printouts - Carter/Mondale Supporter List, Oregon - Tennessee
Oversized Computer Printouts - Carter/Mondale Supporter List, Texas - Virginia
Oversized Computer Printouts - Carter/Mondale Supporter List, Washington - Wyoming
Oversized Computer Printouts - Compiler Symbol Table Address Listing, 9/30/76
Oversized Computer Printouts - Data Processing Content Lists
Oversized Computer Printouts - DOS Ditto Address Listing, 9/16/76

**Container 618**
Paper on Disability
Payee Accounts 123 and 125 - Computer Printouts, 9/76
Payment Vouchers
Payroll and Personnel - Administration Department, Miscellaneous, 8/76-11/76
Payroll Authorization Forms - Curtis Allen - Yates, Martha
Payroll Authorization Forms - Walter Mahoney
Payroll Forms
Payroll Printouts and Analysis, 8/76
Payroll Totals
Payroll Transition
Personal Loans, 1/76-6/76
Personnel - Breakdown and Hiring Practices, 5/76-8/76
Personnel - File of Toomer, Eric
Personnel - Memos to Staff, 8/76
Personnel - Payroll
Plains, Georgia - Campaign Costs, 9/76-10/76
Post-Election Mail Count
Press Advance - Memos

**Container 619**
Primary Closeout Division- Walter Kallaur, 7/76-10/76
Primary Election - Personnel Review
Primary Election Vendor Letter
Primary Payroll - Submissions Pending
Print Layouts for Campaign Flyers
Project 20 Meeting
Public Citizen Information - Consumer Agency
Public Citizen Information - Forum with Ralph Nader, 9/76
Purchase Orders
Purchase Orders - Outstanding [1]
Purchase Orders - Outstanding [2]

**Container 620**
Purchasing Order Forms
Rafshoon - Purchase Orders
Reader’s Digest Article - Jimmy Carter, “What America Means to Me”
Receipts - Airlines
Receipts - UPS
Receipts without Purchase Orders
Recruiting and Hiring Practices of the Jimmy Carter Campaign
Registration for a Committee - Federal Election Board
Rental Agreements
Reports and Memos, 9/76-10/76
Requests for Avis Car Rentals, 9/76-10/76 [1]
Requests for Avis Car Rentals, 9/76-10/76 [2]
Requests for Avis Car Rentals, 10/76-11/76 [1]

**Container 621**
Requests for Avis Car Rentals, 10/76-11/76 [2]
Requests for Campaign Material [1]
Requests for Campaign Material [2]
Requests for Credit Cards
Requests for Credit Cards by Campaign Organizers - Southern Bell
Requests for Employment, 10/76
Requests for New Employees
Requests to Work on Campaign
Resumes
Resumes - Applications, Willie Barge
Resumes - Clerical and Book Keeping
Resumes - Interns Terminated

**Container 622**

Records of the 1976 Campaign Committee to Elect Jimmy Carter 171
Resumes - Pending File
Resumes - Political
Resumes - Presently Employed Staff
Resumes - Press Office
Resumes - School Requirements and Letters
Resumes - (To do List, Bunky)
Resumes - Unknown
Resumes A/1, A-L
Resumes A/1, M-Z
Resumes A/2 and A/3, A-Z
Resumes A/4, A-I
Resumes A/4, J-Z

Container 623
Resumes A/5, A-Z
Resumes A/7, A-Z
Resumes A/9-A/12, A-Z
Resumes B/4 and B/7, A-Z
Resumes C/1, A-Z
Resumes C/2, A-Z
Resumes C/3-C13, A-Z
Resumes D/2, A-Z
Resumes Miscellaneous, A-Z

Container 624
Resumes Miscellaneous, A-K
Resumes Miscellaneous, L-Z
Resumes and Letters for Employment [1]
Resumes and Letters for Employment [2]
Resumes and Letters for Employment [3]
Resumes and Letters for Employment [4]
Revenue and Expenditures Reports, 8/75-2/76
Sale Item Information

Container 625
Sarbanes for Senate - Campaign Costs
Schedules - Jimmy Carter
Scheduling Calendars, 1975
Security, 10/30/76
Security - Burns Security Contract
Security - Check Reports
Security - Login Book
Shipping - Brochures and Information
Shipping by Air - Receipts
Shipping by Truck - Receipts [1]
Shipping by Truck - Receipts [2]  
Shipping Forms  
Sign - Official Jimmy Carter Vehicle  
Solicitation Proposals for Professional Finance Services [1]

**Container 626**  
Solicitation Proposals for Professional Finance Services [2]  
Spaces and Leases  
Staff Assignments Reception Area - Walter Kallaur  
Staff Directory and VIPs’  
Staff Memos - Informational  
Staff Reports and Memos, 8/76-11/76  
Staffing and Hiring Information  
Staffing Lists - Drafts  
State Allocation Forms  
State Allocation Reports  
State Maps  
Statement of Financial Position, 10/31/76

**Container 627**  
Statements on the Issues - Originals  
Status of State Bank Accounts - Agreements  
Status Reports - Expenditure Limitations  
Street Money  
Submissions to Payroll Department  
Summer Interns Program  
Supporter/Contributor Index Cards, Alabama - Illinois

**Container 628**  
Supporter/Contributor Index Cards, Indiana - Wyoming

**Container 629**  
Supporter/Contributor Index Cards - Georgia Only

**Container 630**  
Supporters - Mailing List  
Surplus Copies of News Letters  
Telephone - Answering Machine  
Telephone Bills  
Telephone Bills - Colony Square  
Telephone - Busy Studies  
Telephone Equipment and Service - Independent Companies  
Telephone Orders - Atlanta  
Telephone Service  
Telephone Service - Memos
Telephone Services - Disconnect Orders [1]
Telephone Services - Disconnect Orders [2]
Telephone Services - Field Budget
Telephone Services - Field Budget Supplement Requests, 9/76

**Container 631**
Telephone Services - Jimmy Carter Airport Stops
Telephone Services - Jimmy Carter Overnight Stops
Telephone Services - Number Assignments
Telephone Services - Pending Requests
Telephone Services - Walter Mondale Airport Stops
Telephone Services - Walter Mondale Overnight Stops
Telephone Services - Worksheets
Telephone Services by States, Alabama - Florida
Telephone Services by States, Georgia - Illinois

**Container 632**
Telephone Services by States, Indiana - Maryland
Telephone Services by States, Massachusetts - New York
Telephone Services by States, North Carolina - Oregon
Telephone Services by States, Pennsylvania - Tennessee
Telephone Services by States, Texas - Wyoming
Telephones - Field Offices, Alabama - Indiana
Telephones - Field Offices, Kentucky - Wyoming
Telephones - National Office
Telephones - Out of State Reference
Telephones - Reference

**Container 633**
Telephones Recap - Field Offices
Telethon
Telethon Scripts
Termination Forms - Curtis through Yates
Time Magazine, 9/26/76
Transition, 10/76 [1]
Transition, 10/76 [2]
Transition Act - Amendment Game
Transition Expenses
Transition Notes
Transition Reading Material
Travel Expenses
Travel Expenses and Reports - Walther Kallaur
Trust Company Bank
Visitor Sign in Sheets
Volunteers Program File
Voter Lists - Atlanta Names by District, 1A-1W

**Container 634**
- Voter Lists - Atlanta Names by District, 2B-2S
- Voter Lists - Atlanta Names by District, 3A-3F
- Work Papers - News Articles from Gubernatorial Period
- Workmen’s Comp - Application Forms
- Workmen’s Compensation Agreements by State, Arkansas - Nevada
- Workmen’s Compensation Agreements by State, New Mexico - Wisconsin
- Xerox - Copy Reports

[Return to Series List](#)

**John Martin’s Files**

**Container 635**
- Abortion Related Mailing List from Computer, 7/31/76 [1]
- Abortion Related Mailing List from Computer, 7/31/76 [2]
- Acknowledgement Mailing List from Computer, 10/76
- Background Information on 1970 Contributor Compilation List
- Campaign Contributions before 4/70
- Campaign Files and Direct Mail Report - Working Draft, 1970
- Campaign Fundraising Lists and Letters, 1970
- Campaign Instructions, Procedures, Strategies, 1970
- Campaign Issues Reference Book, 3/15/76
- Campaign Manual, 12/75
- Campaign Schedules, Appointments, Meetings, 1970
- Campaign Staff Lists and Directories - Updated
- Carter/Mondale Supporter List Added, 10/18/76
- Congratulations Mailing List from Computer

**Container 636**
- Contribution Information by Georgia Counties, 1970 [1]
- Contribution Information by Georgia Counties, 1970 [3]
- Contribution Information Letters from Gubernatorial Election, 1970, A
- Contribution Information Letters from Gubernatorial Election, 1970, B
- Contribution Information Letters from Gubernatorial Election, 1970, C
- Contribution Information Letters from Gubernatorial Election, 1970, D
- Contribution Information Letters from Gubernatorial Election, 1970, E-F
- Contribution Information Letters from Gubernatorial Election, 1970, G
- Contribution Information Letters from Gubernatorial Election, 1970, H
- Contribution Information Letters from Gubernatorial Election, 1970, I-K
- Contribution Information Letters from Gubernatorial Election, 1970, L-M

Records of the 1976 Campaign Committee to Elect Jimmy Carter

175
Container 637
Contribution Information Letters from Gubernatorial Election, 1970, N-P
Contribution Information Letters from Gubernatorial Election, 1970, R
Contribution Information Letters from Gubernatorial Election, 1970, S
Contribution Information Letters from Gubernatorial Election, 1970, T
Contribution Information Letters from Gubernatorial Election, 1970, W-Z
Contributor Cancelled Checks Gubernatorial Election, 1970
Contributor Cancelled Checks - Information on [1]
Contributor Cancelled Checks - Information on [2]
Contributor Checks from Gubernatorial Election, 4/70
Contributor Checks from Gubernatorial Election, 5/70
Contributor Checks from Gubernatorial Election, 6/70
Contributor Checks from Gubernatorial Election, 7/70 [1]
Contributor Checks from Gubernatorial Election, 7/70 [2]
Contributor Checks from Gubernatorial Election, 8/70
Contributor Checks from Gubernatorial Election, 9/70
Contributor Checks from Gubernatorial Election, 9/70-10/70 [1]
Contributor Checks from Gubernatorial Election, 9/70-10/70 [2]
Contributor Checks from Gubernatorial Election, 10/70
Contributor Index Cards from Gubernatorial Election, 1970 - Miscellaneous

Container 638
Contributor Index Cards from Gubernatorial Election, 1970, A-K

Container 639
Contributor Index Cards from Gubernatorial Election, 1970, L-Z

Container 640
Contributor List of Cancelled Checks
Contributor List of Cards from Gubernatorial Election, 1970
Contributor Name and Amount Summary, 1970 [1]
Contributor Name and Amount Summary, 1970 [2]
Correspondence Mail Room - Schedule, 9/76-10/76
Correspondence Mail Room - Weekly Work Reports
Correspondence Mail Room - Weekly Work Tallies
Correspondence Mail Room - Work Requests Completed, 8/76-10/76
Correspondence Office - Reading and Sorting Instructions
Correspondence Reading Room - Form Letter Responses [1]

Container 641
Correspondence Reading Room - Form Letter Responses [2]
Daily Bulletins, 11/76
Democratic Advisory Council - Summary of Domestic and Foreign Priorities, 4/2/76
Democratic Elected Officials List for Jefferson County, Colorado
Democratic National Convention - List of Campaign Workers Going

Records of the 1976 Campaign Committee to Elect Jimmy Carter
Final Production Reports - Mail Room
Georgia Supporter Letter #1 from Computer
Governor Carter’s Accomplishments by Georgia Counties - Appling through Crisp, 1970
Governor Carter’s Accomplishments by Georgia Counties - Dade through Harris, 1970
Governor Carter’s Accomplishments by Georgia Counties - Heard through Polk, 1970

Container 642
Governor Carter’s Accomplishments by Georgia Counties - Pulaski through Worth, 1970
Help Mailing List from Computer, 9/16/76
Information on Computers - IBM Memory
Information on Floppy Diskettes
Interview with Paul Hemmann, 9/13/76
Issues and Opinions Mailing List from Computer, 10/76
Jeff Carter’s List from Computer, 9/20/76
Jimmy Carter’s 1970 Gubernatorial Campaign Platform
Lanier Orders Received
Letters Sent - Completed List from Computer
Letters Stored in Memory Typewriter
Lists Sent to Computers
Mailing Lists for Field Use, 1976
Memos - Handling Mail, 1976

Container 643
Mini Convention 1974 - Early Supporter Card List, Alabama - Alaska
Mini Convention 1974 - Early Supporter Card List, Arizona - Arkansas
Mini Convention 1974 - Early Supporter Card List, California [1]
Mini Convention 1974 - Early Supporter Card List, California [2]
Mini Convention 1974 - Early Supporter Card List, Colorado - Connecticut

Container 644
Mini Convention 1974 - Early Supporter Card List, District of Columbia
Mini Convention 1974 - Early Supporter Card List, Florida
Mini Convention 1974 - Early Supporter Card List, Foreign Countries
Mini Convention 1974 - Early Supporter Card List, Georgia
Mini Convention 1974 - Early Supporter Card List, Hawaii
Mini Convention 1974 - Early Supporter Card List, Idaho

Container 645
Mini Convention 1974 - Early Supporter Card List, Indiana
Mini Convention 1974 - Early Supporter Card List, Iowa - Kansas
Mini Convention 1974 - Early Supporter Card List, Kentucky
Mini Convention 1974 - Early Supporter Card List, Louisiana

Records of the 1976 Campaign Committee to Elect Jimmy Carter
Mini Convention 1974 - Early Supporter Card List, Maine – Maryland
Mini Convention 1974 - Early Supporter Card List, Massachusetts

**Container 646**
Mini Convention 1974 - Early Supporter Card List, Minnesota
Mini Convention 1974 - Early Supporter Card List, Mississippi
Mini Convention 1974 - Early Supporter Card List, Missouri
Mini Convention 1974 - Early Supporter Card List, Montana
Mini Convention 1974 - Early Supporter Card List, Nebraska
Mini Convention 1974 - Early Supporter Card List, Nevada

**Container 647**
Mini Convention 1974 - Early Supporter Card List, New Hampshire
Mini Convention 1974 - Early Supporter Card List, New Jersey
Mini Convention 1974 - Early Supporter Card List, New Mexico
Mini Convention 1974 - Early Supporter Card List, North Carolina

**Container 648**
Mini Convention 1974 - Early Supporter Card List, North Dakota
Mini Convention 1974 - Early Supporter Card List, Ohio [1]
Mini Convention 1974 - Early Supporter Card List, Oklahoma
Mini Convention 1974 - Early Supporter Card List, Oregon
Mini Convention 1974 - Early Supporter Card List, Pennsylvania
Mini Convention 1974 - Early Supporter Card List, Rhode Island

**Container 649**
Mini Convention 1974 - Early Supporter Card List, South Carolina - South Dakota
Mini Convention 1974 - Early Supporter Card List, Tennessee
Mini Convention 1974 - Early Supporter Card List, Texas
Mini Convention 1974 - Early Supporter Card List, Utah - Vermont
Mini Convention 1974 - Early Supporter Card List, Virginia

**Container 650**
Mini Convention 1974 - Early Supporter Card List, West Virginia - Wyoming
Minority Economic Development - Dr. Rutherford
Minority Enterprises Task Force - African Methodist Church, “The Review”
Minority Enterprises Task Force - Article
Thank you List to Individuals on 51.3% Committee
Thank you Notes Sent

**Container 654**
Transfer of Campaign Records to Georgia State Archives - Memos and Instructions
Virginia and North Carolina Delegate Pledge Sheets
Volunteer List form La Cross, Wisconsin, 12/22/76
Volunteer Mailing List from Computer, 9/76-10/76
Weather Map for Voting Day - Sent to Jimmy Carter from NBC Nightly News, 11/2/76

[Return to Series List](#)

**Betty Mizek’s Files**

**Container 655**
Applications
Christmas Cards - 1970, A
Christmas Cards - 1970, B [1]
Christmas Cards - 1970, C
Christmas Cards - 1970, D-E
Christmas Cards - 1970, F

**Container 656**
Christmas Cards - 1970, G
Christmas Cards - 1970, H
Christmas Cards - 1970, I-J
Christmas Cards - 1970, K-L
Christmas Cards - 1970, M

**Container 657**
Christmas Cards - 1970, N-P
Christmas Cards - 1970, R
Christmas Cards - 1970, S
Christmas Cards - 1970, T-V
Christmas Cards - 1970, W
Christmas Cards - 1970, X-Z
Container 658
Correspondence - Answered
Correspondence - Campaign Related
Correspondence - Campaign Support
Correspondence - Election Congratulations [1]
Correspondence - Election Congratulations [2]
Correspondence - Feedback Answered
Correspondence - Form Letter Responses
Correspondence - Issues [1]
Correspondence - Issues [2]
Correspondence - Issues [3]

Container 659
Correspondence - Issues [4]
Correspondence - Issues [5]
Correspondence - Issues Feedback [1]
Correspondence - Issues Feedback [2]
Correspondence - Issues Feedback [3]
Correspondence - Issues Feedback [4]
Correspondence - Issues Feedback [5]

Container 660
Correspondence - Issues Mail Tally Sheets
Correspondence - Jimmy Carter has seen [1]
Correspondence - Jimmy Carter has seen [2]
Correspondence - Jimmy Carter has seen [3]
Correspondence - Letters that need Pondering
Correspondence - Miscellaneous [1]
Correspondence - Miscellaneous [2]
Correspondence - Miscellaneous [3]
Correspondence - Negative Feedback

Container 661
Correspondence - Not Answered [1]
Correspondence - Not Answered [2]
Correspondence - Not Answered [3]
Correspondence - Not Answered [4]
Correspondence - Not Answered [5]
Correspondence - Not Answered [6]
Container 662
Correspondence - Not Answered [7]
Correspondence - Not Answered [8]
Correspondence - Not Answered [9]
Correspondence - Not Answered [10]
Correspondence - Not Answered [11]
Correspondence - Pen Pal
Correspondence - Positive Feedback [1]
Correspondence - Positive Feedback [2]

Container 663
Correspondence - Positive Feedback [3]
Correspondence - Positive Feedback [4]
Correspondence - Post Election [1]
Correspondence - Post Election [2]
Correspondence and Mail Unit - Weekly Coverage and Schedules
Correspondence Department - Schedule for Reading and Sorting Mail
Courtesy Staff - Job Description
Democratic National Committee (DNC) - Get out the Vote Publication
Form Letter Responses
Information Answers to Letters - Rough Drafts
Jimmy Carter’s Favorite Books
Letters Sent out for Departments
Letters that Janet and Vicki Answered
Lloyd Corwin’s Desk - Miscellaneous Material [1]
Lloyd Corwin’s Desk - Miscellaneous Material [2]

Container 664
Mailgrams - Carter/Mondale
Mailgrams - Confirmations
Mailgrams - Dot Padgett’s List
Mailgrams - Miscellaneous
Mailgrams, 9/76 [1]
Mailgrams, 9/76 [2]
Mailgrams, 9/76 [3]
Mailgrams, 10/76 [1]
Mailgrams, 10/76 [2]

Container 665
Mailgrams, 10/76 [3]
Mailgrams, 10/76 [4]
Mailgrams, 10/76 [5]
Mailgrams, 10/76 [6]
Memos for Correspondence Staff
Navy Photo and Letter from Klaton Chapman Sent to Jimmy Carter - President Truman on the USS Baltimore, 7/44

**Container 666**
Newsletter Mailing List from Computer [1]
Newsletter Mailing List from Computer [2]
Newsletter Mailing List from Computer [3]

**Container 667**
Paste Up Staff Directory
Photo and Letters Sent to Jimmy Carter from Grace Wegman - Jimmy Carter and Cale Yarborough at Motor Speedway, 9/76
Photo of Jimmy Carter at Whistlestop Tour in Johnstown, Pennsylvania, 9/20/76
Photos - Miscellaneous of Jimmy Carter and 1976 Campaign
Photos - Sent to Jimmy Carter from Hudson Democratic Club
Photos - Sent to Jimmy Carter from Sydney W. Hay, Editor of Newsline 700, Taken at Philadelphia Rally, 10/29/76
Photos (Snapshots) and Letter Sent to Jimmy Carter at a Rally in Philadelphia, Pennsylvania, 6/5/76
Post Card Forms
Post Office - Informational Publications
Post Office - Rates and Information
Reading and Sorting - Category Listing
Reading Room Schedules - Issues Room Schedules
Response Package for Schools
Resume - Paul Weston
Resumes
Resumes - Prospective Correspondence Readers
Rough Draft of Response Letters
Staff Memos
Staff Reports, 10/76
State Headquarters Office List
Status Reports for Plains States
Tally Sheets - Karrass - Poston

**Container 668**
Tally Sheets - Rosenberg - Solhaug
Telegrams
Telegrams - Wayne Rackloff
Thank-you Letters for Support from Jimmy Carter
Volunteer Material - Lists and Contacts
Volunteer Sign-in Book
Volunteer Tally Sheets - Betty, Lloyd, Malinda, and Bud
Volunteer Tally Sheets - By Issues Category [1]
Volunteer Tally Sheets - By Issues Category [2]
Volunteer Tally Sheets - Not Filed [1]
Volunteer Tally Sheets - Not Filed [2]

Container 669
Volunteer Tally Sheets, A-C
Volunteer Tally Sheets, Al Fuller
Volunteer Tally Sheets, Bronaugh Bridges
Volunteer Tally Sheets, D-H
Volunteer Tally Sheets, Evelyn Hall
Volunteer Tally Sheets, I-P
Volunteer Tally Sheets, Rebecca Hollis
Volunteer Tally Sheets, R-S
Volunteer Tally Sheets, T-W
Volunteer Tally Sheets, Vincent Bethel
What the Press had to Say, 6/76

Return to series List

Return to Office Description

Return to Collection Summary
Carter-Mondale Campaign Committee. Scheduling and Advance Office.

Office Summary

Creator: Carter-Mondale Campaign Committee. Scheduling and Advance Office.

Title: Records of the 1976 Campaign Committee to Elect Jimmy Carter

Dates: 1972-1976

Office Description: The Scheduling and Advance Office, directed by Vicki Rogers, was responsible for planning and coordinating all activities pertaining to Governor Carter’s travel and Walter Mondale’s schedules. The responsibilities of this office include responding to a heavy volume of state invitation correspondence, providing briefing information for speaking engagements, and coordinating schedules and events with the state field offices.

System of Arrangement:

The records of the 1976 Carter-Mondale Campaign Scheduling and Advance Office are divided into two series:

<table>
<thead>
<tr>
<th>Series Title</th>
<th>National Archives Identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walter Mondale’s Files</td>
<td>81141112</td>
</tr>
<tr>
<td>Jimmy Carter’s Files</td>
<td>81141107</td>
</tr>
</tbody>
</table>

Detailed Description of the Series

Walter Mondale’s Files
Scope and Content: Containers 670-673. This series was opened in March, 2017. The series consists of public mail, correspondence, and memorandums. The material relates to scheduling, speaking events, and issues information for Walter Mondale. Arranged alphabetically by subject.

Jimmy Carter’s Files
Scope and Content: Containers 674-699. This series was opened in March, 2018. The series mainly consists of letters to Jimmy Carter inviting him to campaign events for both the primary and general election periods. Also included are scheduling files, background information for upcoming trips, and resumes. Arranged alphabetically by subject.
Container List

Walter Mondale’s Files

Container 670
Article - “Ford is not very Bright”
Correspondence - Public Mail [1]
Correspondence - Public Mail [2]
Correspondence - Public Mail [3]
Correspondence - Public Mail [4]
Correspondence - Public Mail [5]

Container 671
Correspondence - Public Mail [6]
Correspondence - Public Mail [7]
Correspondence - Public Mail [8]
Correspondence - Public Mail [9]
Correspondence - Public Mail [10]
Correspondence - Public Mail [11]

Container 672
Correspondence - Public Mail [12]
Event Memos - Political and Local
Events and Speaking Memos [1]
Events and Speaking Memos [2]
Events and Speaking Memos [3]
Information - Child Juvenile System
Information - Department of Defense Procurement and Acquisitions
Information - Foreign Policy
Information - Indian Culture, Leonard Crow Dog [1]

Container 673
Information - Indian Culture, Leonard Crow Dog [2]
Information - Regional Economic Trends
Information - on Energy Forwarded to Mondale
Informational Material for Mondale
Issues - Labor
Issues - Mail
Issues - Small Business
Issues - Suggestion Memos
Issues - Suggestion Memos and Transition
Mondale - Speeches and Remarks
Republican National Committee - Platform
U.S. Senate Telephone Directory, 1976

Return to Series List

**Jimmy Carter’s Files**

**Container 674**
Advance Scheduling Book - Walter Mondale, 8/16/76-9/29/76
Advance Scheduling Book - Walter Mondale, 10/5-27/76
Calendar of Cities Governor Carter Visited
Contacts and Information Books - Alabama - Illinois
Contacts and Information Books - Indiana - Rhode Island
Correspondence - Jimmy Carter
Correspondence - Miscellaneous
Correspondence - Thank You’s
Correspondence - Without Addresses
General Election Event Invitations - Alabama
General Election Event Invitations - Alaska
General Election Event Invitations - Arizona

**Container 675**
General Election Event Invitations - Arkansas
General Election Event Invitations - California [1]
General Election Event Invitations - California [2]
General Election Event Invitations - California [3]
General Election Event Invitations - California [4]
General Election Event Invitations - California [5]
General Election Event Invitations - Colorado

**Container 676**
General Election Event Invitations - Connecticut
General Election Event Invitations - Delaware
General Election Event Invitations - District of Columbia (D.C.) [1]
General Election Event Invitations - District of Columbia (D.C.) [2]
General Election Event Invitations - District of Columbia (D.C.) [3]
General Election Event Invitations - Florida

**Container 677**
General Election Event Invitations - Georgia [1]
General Election Event Invitations - Georgia [2]
General Election Event Invitations - Georgia, 5/76-7/76
General Election Event Invitations - Georgia, 8/76 [1]

**Container 678**
General Election Event Invitations - Georgia, 8/76 [2]
General Election Event Invitations - Georgia, 9/76
General Election Event Invitations - Georgia, 10/76
General Election Event Invitations - Idaho
General Election Event Invitations - Illinois [1]
General Election Event Invitations - Illinois [2]

**Container 679**
General Election Event Invitations - Illinois [3]
General Election Event Invitations - Illinois [4]
General Election Event Invitations - Indiana [1]
General Election Event Invitations - Indiana [2]
General Election Event Invitations - Iowa [1]
General Election Event Invitations - Iowa [2]

**Container 680**
General Election Event Invitations - Kansas
General Election Event Invitations - Kentucky
General Election Event Invitations - Louisiana
General Election Event Invitations - Maine
General Election Event Invitations - Maryland
General Election Event Invitations - Massachusetts [1]
General Election Event Invitations - Massachusetts [2]

**Container 681**
General Election Event Invitations - Michigan [1]
General Election Event Invitations - Michigan [2]
General Election Event Invitations - Minnesota
General Election Event Invitations - Mississippi
General Election Event Invitations - Missouri [1]
General Election Event Invitations - Missouri [2]
General Election Event Invitations - Montana
General Election Event Invitations - Nebraska
General Election Event Invitations - Nevada
General Election Event Invitations - New Hampshire

**Container 682**
General Election Event Invitations - New Jersey [1]
General Election Event Invitations - New Jersey [2]
General Election Event Invitations - New Jersey [3]
General Election Event Invitations - New Mexico
General Election Event Invitations - New York [1]
General Election Event Invitations - New York [2]

**Container 683**
General Election Event Invitations - New York [3]
General Election Event Invitations - New York [7]

**Container 684**
General Election Event Invitations - North Carolina [1]
General Election Event Invitations - North Carolina [2]
General Election Event Invitations - North Dakota
General Election Event Invitations - Ohio [1]
General Election Event Invitations - Ohio [2]
General Election Event Invitations - Ohio [3]
General Election Event Invitations - Oklahoma
General Election Event Invitations - Oregon

**Container 685**
General Election Event Invitations - Pennsylvania [1]
General Election Event Invitations - Pennsylvania [2]
General Election Event Invitations - Pennsylvania [3]
General Election Event Invitations - Rhode Island
General Election Event Invitations - South Carolina
General Election Event Invitations - South Dakota
General Election Event Invitations - Tennessee

**Container 686**
General Election Event Invitations - Texas [1]
General Election Event Invitations - Texas [2]
General Election Event Invitations - Utah
General Election Event Invitations - Vermont
General Election Event Invitations - Virginia [1]
General Election Event Invitations - Virginia [2]
General Election Event Invitations - Washington

**Container 687**
General Election Event Invitations - West Virginia
General Election Event Invitations - Wisconsin
General Election Event Invitations - Wyoming
Primary Election Event Invitations - Alabama
Primary Election Event Invitations - Alaska
Primary Election Event Invitations - Arizona
Primary Election Event Invitations - Arkansas
Primary Election Event Invitations - California [1]
Primary Election Event Invitations - California [2]
Primary Election Event Invitations - California [3]
Primary Election Event Invitations - Colorado
Primary Election Event Invitations - Connecticut
Primary Election Event Invitations - Delaware
Primary Election Event Invitations - District of Columbia (D.C.) [1]
Primary Election Event Invitations - District of Columbia (D.C.) [2]
Primary Election Event Invitations - District of Columbia (D.C.) [3]
Primary Election Event Invitations - Florida [1]
Primary Election Event Invitations - Florida [2]
Primary Election Event Invitations - Florida [3]

Primary Election Event Invitations - Florida [4]
Primary Election Event Invitations - Florida [5]
Primary Election Event Invitations - Florida [6]
Primary Election Event Invitations - Florida [7]
Primary Election Event Invitations - Foreign Countries
Primary Election Event Invitations - Georgia [1]
Primary Election Event Invitations - Georgia [2]

Primary Election Event Invitations - Georgia [3]
Primary Election Event Invitations - Georgia [4]
Primary Election Event Invitations - Georgia, Atlanta [1]
Primary Election Event Invitations - Georgia, Atlanta [2]
Primary Election Event Invitations - Georgia, Atlanta [3]
Primary Election Event Invitations - Georgia, Atlanta [4]

Primary Election Event Invitations - Georgia, Temporary File
Primary Election Event Invitations - Hawaii
Primary Election Event Invitations - Idaho
Primary Election Event Invitations - Illinois [1]
Primary Election Event Invitations - Illinois [2]
Primary Election Event Invitations - Indiana
Primary Election Event Invitations - Iowa
Primary Election Event Invitations - Kansas
Primary Election Event Invitations - Kentucky
Primary Election Event Invitations - Louisiana
Primary Election Event Invitations - Maine

Primary Election Event Invitations - Maryland
Primary Election Event Invitations - Massachusetts
Primary Election Event Invitations - Michigan [1]
Public Health Association
Requests for Others
Resumes - Carter Campaign Employees
Resumes - General
Resumes - Minorities
Resumes - “NO”
Resumes - Not Filed
Resumes - Scheduling Office Seminar
Resumes - Scheduling Staff
Resumes - Special Categories
Resumes - Walter Mondale, Rosalynn Carter
Resumes - White Males
Resumes - Women
Sample Letters
Scheduling and Advance Office - Memos
Scheduling Files - Conservationists
Scheduling Files - Education
Scheduling Files - Environmental Groups

**Container 697**
Scheduling Files - For the DNC
Scheduling Files - Greek Americans
Scheduling Files - Handicapped
Scheduling Files - Hispanic
Scheduling Files - Housing
Scheduling Files - Indians, Youths, Italians
Scheduling Files - Jewish Desk
Scheduling Files - Labor
Scheduling Files - Lebanese, Armenian, Arab Americans
Scheduling Files - Mexican Americans
Scheduling Files - National Association of Broadcasters
Scheduling Files - Religion and Jewish
Scheduling Files - Rural Desk and Senior Citizens
Scheduling Files - Rural Electric Cooperative Association
Scheduling Files - Women and [51.3% Committee]
Scheduling Matters - Memos from the Desks to Fran
Scheduling Memos - Information for Greg Schneider
Scheduling Memos - Stu Eizenstat
Scheduling Office - Budget and Payroll
Scheduling Office - Congressional District Data, A-L
Scheduling Office - Congressional District Data, M-Z
Scheduling Office - Landon/Blum Memos

**Container 698**
Scheduling Office - Memos

Records of the 1976 Campaign Committee to Elect Jimmy Carter 192
Scheduling Office - Personnel
Seminar - Advance Staff
State Congressional Correspondence - California
State Congressional Correspondence - Colorado - Connecticut
State Congressional Correspondence - Illinois - Missouri
State Congressional Correspondence - Indiana
State Congressional Correspondence - Montana - New York
State Congressional Correspondence - Oregon - Virginia
Supporter List - Names and Addresses
Tom Tatum - Mayors
Trip Book - Governor Carter’s Original Schedule

Container 699
Trip Book - Jimmy Carter, 8/22-25/76
Trip Book - Jimmy Carter, 10/24-27/76
Trip Book - Jimmy Carter, Informational, 9/6-27/76
Trip Book - Jimmy Carter, Informational, 9/30/76-10/20/76
Trip Book - Jimmy Carter, Informational, 10/22/76-11/2/76
Trip Book - Washington D.C. and New York
Women - Cooki Lutkefedder

Return to Series List

Return to Office Summary

Return to Collection Summary

Office Summary

Creator: Carter-Mondale Campaign Committee. Family Support Office

Title: Records of the 1976 Campaign Committee to Elect Jimmy Carter

Dates: 1972-1976

Office Description: The Family Support Office’s main function was responding to Jimmy Carter’s and family member’s mail and to expedite any mail requiring his personal attention. Governor Carter’s personal secretary, Maxie Wells, and his corresponding secretary, Miriam Congdon, handled these responsibilities. This office also acted as a mail drop for staff members sending papers to Governor Carter or his personal secretary. Rosalynn Carter’s personal secretary, Madeline MacBean, and correspondence secretary, Helen Dougherty, coordinated her campaign for the fall election including scheduling, press events, issue information, and replying to a large amount of personal correspondence.

System of Arrangement:
The records of the 1976 Carter-Mondale Campaign Family Support Office is divided into four series:

<table>
<thead>
<tr>
<th>Series Title</th>
<th>National Archives Identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rosalynn Carter’s Family Support Staff Files</td>
<td>95118398</td>
</tr>
<tr>
<td>Rosalynn Carter’s Family Support Press Files</td>
<td>95118400</td>
</tr>
<tr>
<td>Jimmy Carter’s Family Support Files</td>
<td>98961574</td>
</tr>
<tr>
<td>Rosalynn Carter’s Family Support Audio Visual Files</td>
<td>107702682</td>
</tr>
</tbody>
</table>

Detailed Description of the Series

Rosalynn Carter’s Family Support Staff Files
Scope and Content: Containers 700 to 756. This series was opened in April 2018. This series mainly consists of personal and public correspondence sent to Rosalynn Carter, including newspaper clippings, postcards, and congratulatory letters. The correspondence contains public mail that reflects the ideas, feelings, and comments of the general public. Topics include abortion, aging, mental health, social security, education, employment. The correspondence was handled by Rosalynn Carter’s personal secretary, Helen Dougherty, and her staff. Arranged alphabetically by subject.

Rosalynn Carter’s Family Support Press Files
Scope and Content: Containers 757-769. This series was opened in March 2018. This series consists of memos, correspondence, schedules, speeches, and speech drafts and notes. Also included are lists of key persons by state; requests and invitations for appearances and interviews; and background briefing files for state visits. The files were compiled by Rosalynn Carter’s personal assistant, Madeline McBean. Arranged alphabetically by subject.
**Jimmy Carter’s Family Support Files**
Scope and Content: Containers 770-777. This series was opened in May 2018. The series consists of speeches, speech drafts and notes, schedules and itineraries, and scheduling requests and invitations. Of particular importance, the series contains many of Jimmy Carter’s handwritten drafts and background notes for key campaign speeches; and his preparation notes before the debates. Arranged alphabetically by subject.

**Rosalynn Carter’s Family Support Audio Visual Files**
Scope and Content: Containers 1-2. This series was opened in April, 2018. The series contains audio cassette tapes and record albums of campaign songs created and sent to Jimmy Carter. Unarranged.

Return to Series List
Container List

Rosalynn Carter’s Family Support Staff Files

Container 700
Correspondence - Answered [1]
Correspondence - Answered [2]
Correspondence - Answered [3]
Correspondence - Answered [4]
Correspondence - Answered [5]

Container 701
Correspondence - Answered [6]
Correspondence - Answered [7]
Correspondence - Answered [8]
Correspondence - Answered [9]
Correspondence - Answered [10]

Container 702
Correspondence - Answered [11]
Correspondence - Answered [12]
Correspondence - Answered [13]
Correspondence - Answered [14]

Container 703
Correspondence - Answered [15]
Correspondence - Answered [16]
Correspondence - Answered [17]
Correspondence - Answered [18]
Correspondence - Answered [19]

Container 704
Correspondence - Answered [20]
Correspondence - Answered [21]
Correspondence - Answered [22]
Correspondence - Answered [23]
Correspondence - Answered [24]

Container 705
Correspondence - Answered [25]
Correspondence - Answered [59]

**Container 712**
Correspondence - Answered [60]
Correspondence - Answered [61]
Correspondence - Answered [62]
Correspondence - Answered [63]
Correspondence - Answered [64]

**Container 713**
Correspondence - Answered [65]
Correspondence - Answered [66]
Correspondence - Answered [67]
Correspondence - Answered [68]
Correspondence - Answered [69]

**Container 714**
Correspondence - Answered [70]
Correspondence - Answered [71]
Correspondence - Answered [72]
Correspondence - Answered [73]

**Container 715**
Correspondence - Answered [74]
Correspondence - Answered [75]
Correspondence - Answered [76]
Correspondence - Answered [77]
Correspondence - Answered [78]

**Container 716**
Correspondence - Answered [79]
Correspondence - Answered [80]
Correspondence - Answered [81]
Correspondence - Answered [82]
Correspondence - Answered [83]

**Container 717**
Correspondence - Answered [84]
Correspondence - Answered [85]
Correspondence - Answered [86]
Correspondence - Answered [87]
Correspondence - Answered [88]

**Container 718**
Correspondence - Answered [89]
Correspondence - Answered [90]
Correspondence - Answered [91]
Correspondence - Answered [92]
Correspondence - Answered [93]

**Container 719**
Correspondence - Answered [94]
Correspondence - Answered [95]
Correspondence - Answered [96]
Correspondence - Answered [97]
Correspondence - Answered [98]

**Container 720**
Correspondence - Answered [99]
Correspondence - Answered [100]
Correspondence - Answered [101]
Correspondence - Answered [102]
Correspondence - Answered [103]
Correspondence - Answered [104]

**Container 721**
Correspondence - Answered [105]
Correspondence - Answered [106]
Correspondence - Answered [107]
Correspondence - Answered [108]
Correspondence - Answered [109]

**Container 722**
Correspondence - Answered [110]
Correspondence - Answered [111]
Correspondence - Answered [112]
Correspondence - Answered [113]

**Container 723**
Correspondence - Answered [114]
Correspondence - Answered [115]
Correspondence - Answered [116]
Correspondence - Answered [117]

**Container 724**
Correspondence - Answered [118]
Correspondence - Answered [119]
Correspondence - Answered [120]
Correspondence - Answered [121]
Correspondence - Answered [122]
Correspondence - Answered [185]
Correspondence - Answered [186]

**Container 739**
Correspondence - Answered [187]
Correspondence - Answered [188]
Correspondence - Answered [189]
Correspondence - Answered [190]

**Container 740**
Correspondence - Answered [191]
Correspondence - Answered [192]
Correspondence - Answered [193]
Correspondence - Answered [194]

**Container 741**
Correspondence - Answered [195]
Correspondence - Answered [196]
Correspondence - Answered [197]
Correspondence - Answered [198]

**Container 742**
Correspondence - Answered [199]
Correspondence - Answered [200]
Correspondence - Answered [201]

**Container 743**
Correspondence - Biographical Sketches
Correspondence - Congrats
Correspondence - Debates
Correspondence - Dress Patterns
Correspondence - George Washington Connection
Correspondence - Georgia Loves Jimmy Carter Telethon
Correspondence - Gifts Given [1]
Correspondence - Gifts Given [2]
Correspondence - Gifts Given [3]

**Container 744**
Correspondence - Gifts Given [4]
Correspondence - Gifts Given [5]
Correspondence - Gifts Given [6]
Correspondence - Gifts Given [7]
Correspondence - Invitations
Correspondence - Issues Statements
Correspondence - Mental Health
Container 757
Background Files
Campaign Material [1]
Campaign Material [2]
Campaign Research Material
Carter Media Statements
Completed Schedules, 9/76

Container 758
Completed Schedules, 10/76
Completed Schedules, 11/76
Correspondence - Advance/General
Correspondence - Draft Speeches
Correspondence - Miscellaneous and Not Filed

Container 759
Delegate Information
Early Supporter Card File [1]
Early Supporter Card File [2]
Field Staff
Finished Schedules [1]

Container 760
Finished Schedules [2]
Interview Requests
Interview Requests before Campaign
Issues

Container 761
Key Persons - Alabama - California, 1971-1975
Key Persons - Colorado - Florida, 1971-1975
Key Persons - Communication, 1971-1975
Key Persons - Georgia - Kansas, 1971-1975
Key Persons - Kentucky - Michigan, 1971-1975

Container 762
Key Persons, Minnesota - New Hampshire, 1971-1975
Key Persons, New Jersey - Ohio, 1971-1975
Key Persons, Oklahoma to Tennessee, 1971-1975
Key Persons, Texas to Washington, D.C., 1971-1975
Key Persons, West Virginia - Miscellaneous Persons/Japan, 1971-1975
Letters and Regrets

Container 763
Mail Logs
Media
Memos and Invitations
Poll Information
Press Coverage
Press Releases [1]

**Container 764**
Press Releases [2]
Public Reactions
Public Responses

**Container 765**
Public Responses and Staffing Information
Reference Materials and Individual Letters [1]
Reference Materials and Individual Letters [2]
Regrets - State Invitations
Schedules
Scheduling and Expenses
Scoops and Issues

**Container 766**
Speeches and Notes, 1975 [1]
Speeches and Notes, 1975 [2]
Speeches and Notes, 1975 [3]
Speeches and Notes, 1976
Speeches and Remarks
Staff Information
State Invitations, Alabama - Georgia

**Container 767**
State Invitations, Illinois - New Jersey
State Invitations, New York - Wisconsin
Summary of Campaign Issues - Conservation-Government
Summary of Campaign Issues - Health Care-Women’s Rights
Telegrams
Travel Books - Houston, 10/10/76
Travel Books - San Francisco, 10/6/76-10/7/76

**Container 768**
Travel Requests
Trip Books
Trip Books, 8/76-10/76
Trip Books, 9/76
Trip Books, 10/76
**Container 769**
Trip Books - Indiana Trip, 9/76
Trip Books - Philadelphia and Wilmington, 1976
Trip Books - Oakland and Fresno, 1976

[Return to Series List](#)

**Rosalynn Carter’s Support Office Audio Visual Files**

**Container 1**
Cassettes, sheet music, and high fidelity record tape sent to Jimmy Carter from the public. Transferred to AV.

**Container 2**
45 RPM, sheet music, and high fidelity record tape sent to Jimmy Carter from the public. Transferred to AV.

[Return to Series List](#)

**Jimmy Carter’s Family Support Files**

**Container 770**
AFL-CIO Speech - Dearborn, Michigan - Draft
AFL-CIO Speech - Drafts and Notes
Al Smith Democratic Dinner Speech - Draft
American Bar Association Speech - Drafts
American Legion Speech - Handwritten Draft and Memos, 8/15/76
American Public Health Association Speech - Draft
B’nai B’rith Speech - Drafts
Biographical Material - Carter Family
Bios and Pictures - Caron, Jeff and Annette Carter, and Sissy Dolvin
Bios and Pictures - Jack Carter
Bios and Pictures - Judy, Chip, and Amy Carter
Budget Information
Campaign Letters - Unfiled [1]
Campaign Letters - Unfiled [2]
Campaign Memos
Campaign Prayers

**Container 771**
Campaign Stationary
Campaign Telephone Calls - Messages
Carter Family Schedules
Carter, Jack - Gainesville, Georgia, 12/22-23/75
Carter, Jack - Greenville, South Carolina, 9/16/75

**Records of the 1976 Campaign Committee to Elect Jimmy Carter** 207
Carter, Jack - Miscellaneous
Carter, Jack - National Youth Campaign
Carter, Jack - New Hampshire, 9/29/75-10/4/75
Carter, Jack - New Mexico, Nebraska, Kansas, and Louisiana, 9/3-8/75
Carter, Jack - Ohio, 1975
Carter, Jack - Wyoming, Colorado, and Ohio, 12/12-20/75
Carter, Jack and Chip - Miami, Florida, 10/20-24/75
Carter, Jimmy - Personal Facts
Carter, Rosalynn - Articles
Catholic Charities Speech - Draft
Charlotte Wilen - Health Care
Cities and States that Carter Family Campaigned In
Closed Government - Speech Insert
Contribution Thank You # 2 Form
Crime Speech - Drafts
Endorsements
Farm Speech - Drafts
Farm Workers - Statement

**Container 772**
First Debate - Notes and Memos, 9/76
Form Letters
Fourth of July Speech - Draft
Government Reorganization Statement - Draft
Hofstra University Speech - Draft
Honorary Degrees
Houston Speech on Economy - Draft
I See an American Ending Speech
Issues and Speeches
Issues of the Daily Bulletin
Italian American Dinner Speech - Draft
Jimmy Carter Speech Notes - General
Jimmy Carter’s Plains Baptist Church Statement, 10/31/76
Liberal Party Speech - Drafts
List of Emergency Medical Doctors while Traveling
Manchester Rally Speech - Draft
Mayors Conference Speech - Draft and Memo
Media - Miscellaneous
Medicaid Statement, 10/14/76
New York Rally Speech - Carter’s Handwritten Draft
Nomination Acceptance Speech - Handwritten Drafts and Notes [1]
Nomination Acceptance Speech - Handwritten Drafts and Notes [2]
Notre Dame Speech - Memos
People Rule Ending - Draft


**Container 773**

- Phone Call Messages - Maxie Wells
- Phone Call Messages, Madeline
- Photographs for Jimmy Carter
- Pictures - Carter Family
- Press - Carter Relatives
- Press - Media Interviews and Requests
- Press Releases - Carter Family
- Property Tax Statement, 9/26/76
- Public Citizen’s Forum, 8/10/76
- Pulaski Day Dinner Speech - Draft
- Reader’s Digest Article - Carter’s Handwritten Draft
- Schedules - Aunt Sissy
- Schedules - Caron Carter
- Schedules - Chip Carter
- Schedules - Hugh Carter
- Schedules - Jack Carter
- Schedules - Jeff and Annette Carter

**Container 774**

- Schedules - Jeff and Annette Carter and Aunt Sissy Dolvin, 1976
- Schedules - Judy Carter
- Schedules - Lillian Carter
- Scheduling Requests
- Scheduling Requests - For Possible Family Engagements [1]
- Scheduling Requests - For Possible Family Engagements [2]
- Second Debate - Notes and Memos
- Senior Citizens Day Speech
- Small Business Speech - Drafts and Memos, 9/13/76
- Social Security Statement, 8/14/76
- Speech Memos
- Speech Notes - Miscellaneous, Fall Campaign

**Container 775**

- Speech Notes – Unmarked
- Stapleton, Ruth Carter
- State Press - Rosalynn and Carter Family
- States - Background Information - Alabama thru Idaho
- States - Background Information - Illinois thru Montana
- States - Background Information - Nevada thru Pennsylvania
- States - Background Information - Rhode Island thru Wisconsin
- Supporter List [1]
- Supporter List [2]
- Supporter List [3]
Container 776
Supporter List [4]
Tax Statement
The Communication Company - “Ask Jimmy Carter”
Third Debate - Notes and Memos, 10/76
Town Hall Forum Speech - Drafts, 8/23/76
Travel and Expense Forms
United Nations Speech, Nuclear Energy and World Order - Drafts
Volunteerism Speech - Draft
Voter Education Project Dinner Speech - Draft and Memo
Warm Springs Speech - Drafts, 9/6/76
Warm Springs Speech - Drafts, Fall Campaign
What the Press Had to Say - Amy Carter, Ruth Stapleton, and Miss Lillian
What the Press Had to Say - Caron Carter
What the Press Had to Say - Chip Carter

Container 777
What the Press Had to Say - Jack Carter
What the Press Had to Say - Jeff and Annette Carter
What the Press Had to Say - Judy Carter
What the Press Had to Say - Sissy Dolvin
What the Press Had to Say, 9/15/76-10/10/76
What the Press Had to Say, 10/12-20/76
What the Press Had to Say, 10/20-28/76
What the Press Had to Say, 10/28/76-11/1/76
Women’s Speech - Drafts

Return to Series List

Return to Office Summary

Return to Collection Summary

Last modified: 7/12/2018
Carter-Mondale Campaign Committee. State Headquarters Office.

Office Summary


Title: Records of the 1976 Campaign Committee to Elect Jimmy Carter

Dates: 1972-1976

Office Description: The State Headquarters Office served as the primary liaison between the physically located state field offices and the campaign headquarters in Atlanta. The office was responsible for supplying field offices with voter data, contact and volunteer lists, campaign supplies, and campaign financial assistance. This office also provided polling data, scheduling of speakers for local events, ensuring legal adherence to state election laws, and updating field offices concerning local campaign issues and local political elections.

System of Arrangement:

The records of the 1976 Carter-Mondale Campaign State Headquarter Office is divided into three series:

<table>
<thead>
<tr>
<th>Series Title</th>
<th>National Archives Identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Records of the 1976 Campaign Committee to Elect Jimmy Carter</td>
<td>211</td>
</tr>
</tbody>
</table>
Detailed Description of the Series

**State Headquarters – State Office Files**
Scope and Content: Containers 778 to 820. This series was opened in July 2018. The series consists of correspondence, event and travel planning materials, position papers, handwritten notes, reports, speeches, briefing papers, and campaign literature. Also included are opposition research materials, press releases, newspaper and magazine articles, and lists of donors, campaigners, and other supporters. The material details campaign strategy on both the local and state levels, as well as the work involved in the administration of a large campaign field office. Arranged alphabetically by state, and thereunder by subject.

**Chuck Parrish’s Texas Office Files**
Scope and Content: Containers 821 to 848. This series was opened in July 2018. The series consists of correspondence, event and travel planning materials, position papers, handwritten notes, reports, speeches, briefing papers, campaign literature. Also included are opposition research materials, press releases, newspaper and magazine articles, and lists of donors, campaigners, and other supporters. The materials details campaign strategy on both the local and state levels, as well as the work involved in the administration of a large campaign field office. Arranged alphabetically by subject.

**State Headquarters Office Audio Visual Files**
Scope and Content: Containers 1-3. This series was opened in July 2018. The series contains audio tapes and audio cassettes of various radio advertising spots; and photographs taken at different state campaign events. Arranged alphabetically by state.

[Return to Series List]
Container List

State Headquarters – State Office Files

Container 778
Connecticut - America Goes to the Polls
Connecticut - Business Convention Kit
Connecticut - Campaigner Speaking Engagements by Date
Connecticut - Campaigner Speaking Engagements by Name
Connecticut - Catholic and Ethnic Voters
Connecticut - Congressional Districts - 1st, 2nd, 3rd
Connecticut - Congressional Districts - 4th, 5th, 6th
Connecticut - Contributions
Connecticut - Correspondence
Connecticut - Correspondence - Cardozo
Connecticut - Counsel
Connecticut - Delegates
Connecticut - Democratic National Committee
Connecticut - District Chairmen and State Coordinators

Container 779

Records of the 1976 Campaign Committee to Elect Jimmy Carter

213
Connecticut - Events [1]
Connecticut - Events [2]
Connecticut - Expenses - Cardozo
Connecticut - Federal Election Commission
Connecticut - 51.3% Committee
Connecticut - Get out the Vote [1]
Connecticut - Get out the Vote [2]
Connecticut - Get out the Vote [3]
Connecticut - Labor
Connecticut - Media Buys
Connecticut - Memos - Jesse George
Connecticut - Minorities/Senior Citizens

**Container 780**
Connecticut - Miscellaneous Voting Statistics
Connecticut - Newspaper Clippings
Connecticut - Newspaper Clippings - Hartford Times/Courant
Connecticut - Office Administration
Connecticut - Phone Canvassing
Connecticut - Poll Development and Instructions
Connecticut - Poll #1
Connecticut - Poll #2 - Eastern Polling Area
Connecticut - Poll #2 - Fairfield and New Haven
Connecticut - Poll #2 - Hartford

**Container 781**
Connecticut - Poll #2 - Northwest
Connecticut - Polls - General
Connecticut - Press Releases
Connecticut - Promotional Materials
Connecticut - Radio Spots
Connecticut - Resumes - Staff and Volunteers
Connecticut - Schaffer, Gloria
Connecticut - State Democratic Candidates
Connecticut - State Register and Manual, Airport Directory

**Container 782**
Connecticut - State Steering Committee
Connecticut - Supporters/Speakers Bureau
Connecticut - Survey Tabulations
Connecticut - Targeting [1]
Connecticut - Targeting [2]
Connecticut - Targeting [3]
Connecticut - Targeting - Democratic National Committee
Connecticut - Targeting Worksheets
Connecticut - Teachers
Container 783
Connecticut - Town Coordinators and Chairmen [1]
Connecticut - Town Coordinators and Chairmen [2]
Connecticut - United Jewish Council of Greater Bridgeport
Connecticut - Youth Campaign
Delaware - Canvassing
Delaware - Community Issues
Delaware - Contributors
Delaware - Correspondence
Delaware - Delegates and District Committees
Delaware - Democratic State and National Committees [1]
Delaware - Democratic State and National Committees [2]
Delaware - Democratic Telethon

Container 784
Delaware - Dover Map (chart on back)
Delaware - Events
Delaware - Issues and Responses
Delaware - Issues - Staff Only
Delaware - Office Administration
Delaware - Officials and Supporters
Delaware - PACE Campaign Workshop
Delaware - Polling
Delaware - Promotional Materials
Delaware - Representative District Statistics
Delaware - Senior Citizens
Delaware - State Information
Delaware - Volunteer Materials
Delaware - Volunteers
Delaware - Voter Registration
District of Columbia - Campaign Finance
District of Columbia - Canvassing
District of Columbia - Correspondence

Container 785
District of Columbia - Delegates
District of Columbia - Early Supporters
District of Columbia - Electors
District of Columbia - Endorsements
District of Columbia - Events
District of Columbia - Executive and Steering Committees
District of Columbia - Field Operations
District of Columbia - Field Operations Manual
District of Columbia - Forms
District of Columbia - Fund Raising
District of Columbia - Harris, Fred
District of Columbia - Issues
District of Columbia - Issues - Hatch Act
District of Columbia - Newspaper Clippings
District of Columbia - Office Administration
District of Columbia - Press Releases
District of Columbia - Promotional Materials
District of Columbia - Resumes

**Container 786**
District of Columbia - Social Services Groups
District of Columbia - Useful Names and Phone Numbers
District of Columbia - Volunteers [1]
District of Columbia - Volunteers [2]
District of Columbia - Volunteers - Colleges and Universities
District of Columbia - Volunteers - “Must Contact”
District of Columbia - Volunteers (Unable)
District of Columbia - Ward Support Committees [1]

**Container 787**
District of Columbia - Ward Support Committees [3]
Louisiana - Canvassing
Louisiana - Correspondence
Louisiana - Democratic Committees
Louisiana - Employment Applications and Resumes
Louisiana - Energy Conservation
Louisiana - Events
Louisiana - 51.3% Committee
Louisiana - Labor
Louisiana - Legal
Louisiana - Media
Louisiana - Memos and Notes
Louisiana - Office Administration
Louisiana - Officials
Louisiana - Press Releases
Louisiana - Promotional Materials

**Container 788**
Louisiana - Radio Spots
Louisiana - Regional Coordinators [1]
Louisiana - Regional Coordinators [2]
Louisiana - Republicans
Louisiana - Smith, Garry

Records of the 1976 Campaign Committee to Elect Jimmy Carter 216
Louisiana - Speakers Bureau and Spokesmen
Louisiana - Staff
Louisiana - Supporters and Volunteers
Louisiana - Voter Registration
Maryland - Ballot and Election Notice
Maryland - Business Convention Literature
Maryland - Contributors
Maryland - Democratic Clubs and Democrats
Maryland - District Coordinators and Precinct Leaders
Maryland - Events
Maryland - Expenses
Maryland - Hispanic Campaign

**Container 789**
Maryland - Jewish Organizations and Affairs
Maryland - Labor
Maryland - Media Addresses
Maryland - Memos
Maryland - Newspaper Clippings [1]
Maryland - Newspaper Clippings [2]
Maryland - Phone Canvassing [1]
Maryland - Phone Canvassing [2]
Maryland - Phone Canvassing [3]
Maryland - Phone Canvassing [4]

**Container 790**
Maryland - Precinct Files [1]
Maryland - Precinct Files [2]
Maryland - Precinct Files [3]
Maryland - Promotional Materials
Maryland - Resumes [1]
Maryland - Resumes [2]
Maryland - Speakers [1]
Maryland - Speakers [2]

**Container 791**
Maryland - Volunteer Cards
Maryland - Volunteers
Maryland - Voter Cards [1]
Maryland - Voter Cards [2]
Maryland - Voter Registration Drive
Maryland - Voter Registration Lists [1]

**Container 792**
Maryland - Voter Registration Lists [2]
Massachusetts - Requests for Employment/Resumes

**Container 797**
Massachusetts - Senior Citizens
Massachusetts - Speakers Bureau Correspondence
Massachusetts - Speakers Bureau Events [1]
Massachusetts - Speakers Bureau Events [2]
Massachusetts - Speakers Bureau Speakers
Massachusetts - Speakers Bureau Speakers - Educators [1]
Massachusetts - Speakers Bureau Speakers - Educators [2]
Massachusetts - Staff
Massachusetts - State Officials

**Container 798**
Massachusetts - Supporters and Volunteers [1]
Massachusetts - Supporters and Volunteers [2]
Massachusetts - Volunteer Cards [1]
Massachusetts - Volunteer Cards [2]
Massachusetts - Volunteer Cards [3]

**Container 799**
Massachusetts - Volunteer Cards [4]
Massachusetts - Volunteer Cards [5]
Massachusetts - Volunteer Cards [6]
Massachusetts - Volunteer Cards [7]
Massachusetts - Volunteer Cards [8]

**Container 800**
Massachusetts - Volunteers - Assignments
Massachusetts - Volunteers by District
Massachusetts - Volunteers - College and University
Massachusetts - Volunteers - Materials
Massachusetts - Voting
Michigan - Abortion
Michigan - Campaign Mailings
Michigan - Carter Georgia Record
Michigan - Catholics
Michigan - Correspondence
Michigan - Ethnic Communities

**Container 801**
Michigan - Ford, Dole Records
Michigan - Headquarters
Michigan - Legal Materials
Michigan - Memos
Michigan - Minority Affairs
Michigan - Newspaper Clippings
Michigan - Phone Bank
Michigan - Polls
Michigan - Press Releases
Michigan - Promotional Materials
Michigan - Speech Notes for Wayne County
Michigan - Staff Materials
Michigan - Student Packet
Michigan - Supporters

Container 802
Michigan - Volunteer Cards [1]
Michigan - Volunteer Cards [2]
Michigan - Volunteer Cards [3]
Michigan - Volunteer Cards [4]

Container 803
Michigan - Volunteer Cards [5]
Michigan - Volunteer Cards [6]
Michigan - Volunteer Cards [7]
Michigan - Volunteer Cards [8]
Michigan - Volunteer Cards [9]

Container 804
Michigan - Volunteers
Montana - Headquarters
New Hampshire - Campaign Management
New Hampshire - Canvassing
New Hampshire - Contributors
New Hampshire - Correspondence and Memos
New Hampshire - County Organization Directory
New Hampshire - Events
New Hampshire - Newspaper Clippings
New Hampshire - Office Administration
New Hampshire - Press Credentials
New Hampshire - Press Releases
New Hampshire - Promotional Materials
New Hampshire - Volunteers
New York - Academic Papers (Excerpts)
New York - Agriculture
New York - Anderson, Wendell
New York - Ballot Challenges
New York - Bayh, Birch

Records of the 1976 Campaign Committee to Elect Jimmy Carter
Container 805
New York - Black Issues
New York - Bradley, Thomas “Tom”
New York - Campaign Logistics
New York - Carey, Hugh
New York - Catholics
New York - Central Park Community Fund
New York - Church, Frank
New York - Contenders for Vice President
New York - Correspondence and Memos [1]
New York - Correspondence and Memos [2]
New York - Correspondence and Memos [3]
New York - DelBello, Alfred
New York - Delegate ’76 (Bicentennial Edition)

Container 806
New York - Delegates and Alternates
New York - Delegates - Challenges
New York - Delegates - Transfers
New York - Democrats
New York - Dukakis, Michael
New York - Election Petition
New York - Employment and Volunteer Correspondence
New York - Endorsements
New York - Ethnic Groups
New York - Events - Carters
New York - Events - Democratic National Convention
New York - Events - Other

Container 807
New York - Events - Scheduling and Logistics
New York - Federal Lawsuit File
New York - 51.3% Committee
New York - Flaherty, Peter
New York - Gilligan, John
New York - Glenn, John
New York - Holtzman, Elizabeth
New York - Jackson, Henry “Scoop”
New York - Jewish Support
New York - Jordan, Barbara
New York - Kennedy, Edward
New York - Lawyers for Carter
New York - Liberal Party
New York - Mead, Margaret
New York - Media
New York - Mondale, Walter
New York - Muskie, Edmund
New York - New Yorkers for Carter/Mondale (Citizens Committee)

**Container 808**
New York - Newspaper Clippings [1]
New York - Newspaper Clippings [2]
New York - 1976: The Independent Vote
New York - Northern Ireland
New York - Peppard, George
New York - POW/MIAS [1]
New York - POW/MIAS [2]

**Container 809**
New York - POW/MIAS [3]
New York - Press Releases
New York - Press Requests
New York - Promotional Materials
New York - Rodino, Peter
New York - Senior Citizens
New York - Speakers Bureau
New York - Staff and Volunteers

**Container 810**
New York - Supporters
New York - Task Force on the New York City Crisis
New York - Udall, Morris “Mo”
New York - Urban Affairs
New York - Voter Registration
New York - Writers for Carter
New York - Young, Andrew
North Carolina - Audiovisual Materials
North Carolina - Newspaper Clippings
North Carolina - Opposition and Supporters
North Dakota - Delegates
North Dakota - Headquarters
Ohio - Promotional Materials
Oklahoma - Headquarters
South Dakota - Audiovisual Materials
South Dakota - Canvassing
South Dakota - Contributors and Supporters

**Container 811**
South Dakota - Correspondence and Memos
South Dakota - County and State Coordinators
South Dakota - Delegates
South Dakota - Democrats
South Dakota - Events
South Dakota - Issues
South Dakota - Newspaper Clippings
South Dakota - Office Administration
South Dakota - Polls
South Dakota - Press Releases
South Dakota - Resumes
South Dakota - Returns
Utah - Correspondence
Vermont - Campaign Logistics
Vermont - Contributors and Supporters
Vermont - Correspondence
Vermont - Events
Vermont - Issues
Vermont - Newspaper Clippings
Vermont - Peanut Brigade
Vermont - Press Releases

**Container 812**
Washington - Correspondence [1]
Washington - Correspondence [2]
Washington - Correspondence [3]
Washington - Correspondence [4]
Washington - Correspondence [5]

**Container 813**
Washington - Correspondence [6]
Washington - Correspondence [7]
Washington - Correspondence [8]
Washington - Correspondence [9]
Washington - Correspondence [10]

**Container 814**
Washington - Correspondence [11]
Washington - Correspondence [12]
Washington - Correspondence [13]
Washington - Correspondence [14]
Washington - Correspondence - Bremerton - Labor Association
Washington - Personnel Office
West Virginia - Correspondence
Wisconsin - Campaign Data
Wisconsin - Correspondence [1]
Wisconsin - Correspondence [2]

**Container 815**
- Wisconsin - Employers, 6th District
- Wisconsin - Endorsements
- Wisconsin - Events
- Wisconsin - Expenses
- Wisconsin - Field Office Reports
- Wisconsin - Fond du Lac Card File
- Wisconsin - Food and Agriculture Task Force
- Wisconsin - Get out the Vote
- Wisconsin - Issues
- Wisconsin - Joe Smith for Congress
- Wisconsin - Letters to the Editor (Drafts)

**Container 816**
- Wisconsin - Literature for Office Staff [1]
- Wisconsin - Literature for Office Staff [2]
- Wisconsin - Media
- Wisconsin - Milwaukee Districts
- Wisconsin - Memos and Notes
- Wisconsin - Newspaper Clippings
- Wisconsin - 1972 Election
- Wisconsin - Oshkosh Office

**Container 817**
- Wisconsin - Press Releases
- Wisconsin - Promotional Materials
- Wisconsin - Speakers Bureau
- Wisconsin - Supporters and Volunteers
- Wisconsin - Voters and Voting Registration
- Wyoming - Names and Phone Numbers

**Container 818 (Oversized Material)**
- Maryland - Contributors
- Maryland - Voter Registration Lists - Baltimore County [1]
- Maryland - Voter Registration Lists - Baltimore County [2]
- Maryland - Voter Registration Lists - Baltimore County [3]

**Container 819 (Oversized Material)**
- Maryland - Voter Registration Lists - Baltimore County [4]
- Maryland - Voter Registration Lists - Baltimore County [5]
- Maryland - Voter Registration Lists - Baltimore County [6]
- Maryland - Voter Registration Lists - Baltimore County [7]
Container 820 (Oversized Material)
Maryland - Voter Registration Lists - Baltimore County [8]
Maryland - Voter Registration Lists - Baltimore County [9]
Maryland - Voter Registration Lists - Baltimore County [10]
Maryland - Voter Registration Lists - Baltimore County [11]
Wisconsin - Promotional Materials (Oversized)

Return to Series List

Chuck Parrish’s Texas Headquarters Files

Container 821
Agriculture
Agriculture - Farmers Union
American Family
American Indians
Americans with Disabilities
A. Philip Randolph Institute Leadership
Arts and Humanities
Beaumont/Port Arthur Black Leaders
Black Issues
Black Leaders across the State for Special Mailing List
Briscoe for Governor
Busing
Campaign - General
Campaign Literature
Carlin, John [1]
Carlin, John [2]
Carlin, John [3]

Container 822
Carlin, John [4]
Carlin, John [5]
Carlin, John - Communication with Southwest Desk
Carter Biography - General
Carter - Issues [1]
Carter - Issues [2]
Carter - Issues [3]
Carter/Mondale Campaign Atlanta Office Personnel
Carter/Mondale County Leadership
Carter/Mondale Desks National Affairs and Issues
Carter Speech Texts - General (Chronological) (audiotape of Women’s Agenda Conference speech transferred to A/V)
Catholic Issues [1]
Container 827
Correspondence - Requests Re Issues
Counties - Anderson County
Counties - Andrews County
Counties - Angelina County
Counties - Aransas County
Counties - Archer County
Counties - Armstrong County
Counties - Atascosa County
Counties - Austin County
Counties - Bailey County
Counties - Bandera County
Counties - Bastrop County
Counties - Baylor County
Counties - Bee County
Counties - Bell County
Counties - Bexar County [1]
Counties - Bexar County [2]
Counties - Blanco County
Counties - Borden County
Counties - Bosque County
Counties - Bowie County
Counties - Brazoria County
Counties - Brazos County
Counties - Brewster County
Counties - Briscoe County
Counties - Brooks County
Counties - Brown County
Counties - Burleson County
Counties - Burnet County
Counties by Region
Counties - Caldwell County
Counties - Calhoun County
Counties - Callahan County

Container 828
Counties - Cameron County
Counties - Camp County
Counties - Carson County
Counties - Cass County
Counties - Castro County
Counties - Chambers County
Counties - Cherokee County
Counties - Childress County
Counties - Clay County
Counties - Cochran County
Counties - Coke County
Counties - Coleman County
Counties - Collin County
Counties - Collingsworth County
Counties - Colorado County
Counties - Comal County
Counties - Comanche County
Counties - Concho County
Counties - Cooke County
Counties - Coryell County
Counties - Cottle County
Counties - Crane County
Counties - Crockett County
Counties - Crosby County
Counties - Culberson County
Counties - Dallam County
Counties - Dallas County [1]
Counties - Dallas County [2]
Counties - Dallas County [3]

Container 829
Counties - Dallas County [4]
Counties - Dawson County
Counties - Deaf Smith County
Counties - Delta County
Counties - Denton County
Counties - De Witt County
Counties - Dickens County
Counties - Dimmit County
Counties - Donley County
Counties - Duval County
Counties - Eastland County
Counties - Ector County
Counties - Edwards County
Counties - Ellis County
Counties - El Paso County
Counties - Erath County
Counties - Falls County
Counties - Fannin County
Counties - Fayette County
Counties - Fisher County
Counties - Floyd County
Counties - Foard County
Counties - Fort Bend County
Counties - Franklin County
Counties - Freestone County
Counties - Frio County
Counties - Gaines County
Counties - Galveston County
Counties - Garza County
Counties - General
Counties - Gillespie County

**Container 830**
Counties - Glasscock County
Counties - Goliad County
Counties - Gonzales County
Counties - Gray County
Counties - Grayson County
Counties - Gregg County
Counties - Grimes County
Counties - Guadalupe County
Counties - Hale County
Counties - Hall County
Counties - Hamilton County
Counties - Hansford County
Counties - Hardeman County
Counties - Hardin County
Counties - Harris County [1]
Counties - Harris County [2]
Counties - Harris County [3]
Counties - Harrison County
Counties - Hartley County
Counties - Haskell County
Counties - Hays County
Counties - Hemphill County
Counties - Henderson County
Counties - Hidalgo County
Counties - Hill County
Counties - Hockley County
Counties - Hood County
Counties - Hopkins County
Counties - Houston County
Counties - Howard County
Counties - Hudspeth County
Counties - Hunt County
Counties - Hutchinson County
Counties - Irion County
Counties - Jack County
Containers - Jackson County

Container 831
Counties - Jasper County
Counties - Jeff Davis County
Counties - Jefferson County
Counties - Jim Hogg County
Counties - Jim Wells County
Counties - Johnson County
Counties - Jones County
Counties - Karnes County
Counties - Kaufman County
Counties - Kendall County
Counties - Kenedy County
Counties - Kent County
Counties - Kerr County
Counties - Kimble County
Counties - King County
Counties - Kinney County
Counties - Kleberg County
Counties - Knox County
Counties - Lamar County
Counties - Lamb County
Counties - Lampasas County
Counties - La Salle County
Counties - Lavaca County
Counties - Lee County
Counties - Leon County
Counties - Liberty County
Counties - Limestone County
Counties - Lipscomb County
Counties - Live Oak County
Counties - Llano County
Counties - Loving County
Counties - Lubbock County
Counties - Lynn County
Counties - Madison County
Counties - Marion County
Counties - Martin County
Counties - Mason County
Counties - Matagorda County
Counties - Maverick County
Counties - McCulloch County
Counties - McLennan County
Counties - McMullen County

Records of the 1976 Campaign Committee to Elect Jimmy Carter
Container 832
Counties - Medina County
Counties - Menard County
Counties - Midland County
Counties - Milam County
Counties - Mills County
Counties - Mitchell County
Counties - Montague County
Counties - Montgomery County
Counties - Moore County
Counties - Morris County
Counties - Motley County
Counties - Nacogdoches County
Counties - Navarro County
Counties - Newton County
Counties - Nolan County
Counties - Nueces County
Counties - Ochiltree County
Counties - Oldham County
Counties - Orange County
Counties - Palo Pinto County
Counties - Panola County
Counties - Parker County
Counties - Parmer County
Counties - Pecos County
Counties - Polk County
Counties - Potter County
Counties - Presidio County
Counties - Rains County
Counties - Randall County
Counties - Reagan County
Counties - Real County
Counties - Red River County
Counties - Reeves County
Counties - Refugio County
Counties - Roberts County
Counties - Robertson County
Counties - Rockwall County

Container 833
Counties - Runnels County
Counties - Rusk County
Counties - Sabine County
Counties - San Augustine County
Counties - San Jacinto County
Counties - San Patricio County
Counties - San Saba County
Counties - Schleicher County
Counties - Scurry County
Counties - Shackelford County
Counties - Shelby County
Counties - Sherman County
Counties - Smith County
Counties - Somervell County
Counties - Starr County
Counties - Stephens County
Counties - Sterling County
Counties - Stonewall County
Counties - Sutton County
Counties - Swisher County
Counties - Tarrant County
Counties - Taylor County
Counties - Terrell County
Counties - Terry County
Counties - Throckmorton County
Counties - Titus County
Counties - Tom Green County
Counties - Travis County
Counties - Trinity County
Counties - Tyler County
Counties - Upshur County
Counties - Upton County
Counties - Uvalde County
Counties - Val Verde County
Counties - Van Zandt County
Counties - Victoria County
Counties - Walker County
Counties - Waller County
Counties - Ward County
Counties - Washington County

**Container 834**
Counties - Webb County
Counties - Wharton County
Counties - Wheeler County
Counties - Wichita County
Counties - Wilbarger County
Counties - Willacy County
Counties - Williamson County
Counties - Wilson County
Counties - Winkler County
Counties - Wise County
Counties - Wood County
Counties - Yoakum County
Counties - Young County
Counties - Zapata County
Counties - Zavala County
County Books - Dallas/Fort Worth [1]
County Books - Dallas/Fort Worth [2]
County Books - Dallas/Fort Worth [3]
County Books - El Paso
County Books - Houston [1]
County Books - Houston [2]

**Container 835**
County Books - Houston [3]
County Books - Panhandle [1]
County Books - Panhandle [2]
County Books - Panhandle [3]
County Books - Rio Grande Valley Area
County Books - West [1]
County Books - West [2]
County Books - West [3]
Debates
Defense-Military-Veterans
Economy
Education
Energy - General [1]
Energy - General [2]

**Container 836**
Energy - Nuclear
Energy - Oil
Environment/Natural Resources
Events - Democratic Unity Day [1] (contact sheets transferred to A/V)
Events - Democratic Unity Day [2]
Events - Democratic Unity Day [3]
Events - Democratic Unity Day [4]
Events - Get Out the Vote [1]
Events - Get Out the Vote [2]
Events - Get Out the Vote [3]
Events - Scheduling [1]

**Container 837**

Records of the 1976 Campaign Committee to Elect Jimmy Carter
Events - Scheduling [2]
Events - Scheduling [3]
Events - Scheduling [4]
Events - Scheduling [5]
Events - Scheduling [6]
Events - Scheduling [7]
Events - Scheduling [8]
Events - Scheduling [9]

**Container 838**

Events - Scheduling [10]
Events - Scheduling [11]
Events - Scheduling [12]
Events - Scheduling [13]
Events - Scheduling [14]
Events - Scheduling [15]
Events - Scheduling [16]
Federal Election Law
Field Reports

**Container 839**

51.3% Committee
Ford and Dole Positions
Foreign Relations
Fund Raising
Guest Book, Texas State Headquarters Open House, October 10, 1976
Guns and Hunting
Health/Medical
Housing
Houston Black Citizens Chamber Of Commerce
Houston - Greater Northside Task Force for Community Improvement
Houston Medical Forum (Black)
Issues Papers [1]
Issues Papers [2]
Issues Papers [3]
Issues Reference Book
Jewish Issues

**Container 840**

Jimmy Carter History File List (Donors)
Justice/Crime/Judicial Reform
Labor
McCarthy, Eugene
Mexican-American Carter/Mondale Supporters
Minority Affairs
National Democratic Platform
Newspaper Clippings, July 2-September 27, 1976
Newspaper Clippings, September 28-October 14, 1976
Newspaper Clippings, October 15-20, 1976
Newspaper Clippings, October 21-23, 1976

**Container 841**
Newspaper Clippings, October 24-27, 1976
Newspaper Clippings, October 28-30, 1976
Newspaper Clippings, October 31-November 3, 1976
Newspaper Clippings (undated, 1976)
1976 Democratic Presidential Campaign Committee State Offices Directory
Office Administration
Office Administration - Receipts - No Payment (Shipments from Atlanta)
Office Administration - Sources of Campaign Materials
Office Floor Plans
Office Procedures
Office Space and Equipment
Peanut Brigade [1]

**Container 842**
Peanut Brigade [2]
Peanut Brigade - Bus Trip
Peanut Brigade - Texas Data
*Penthouse Magazine*, November 1976
Personnel
Phone and Address Book
Platform
*Playboy* Interview
Polling
Precinct-Carter Name Files [1]
Precinct-Carter Name Files [2]
Precinct-Carter Name Files [3]
Press Release Art
Press Releases - August 23-October 13, 1976

**Container 843**
Press Releases - October 14-November 2, 1976 (and undated)
Profitt, (Tony) - Reading File
Purvis, Hoyt [1]
Purvis, Hoyt [2]
Regions - Central [1]
Regions - Central [2]
Regions - Central [3]
Regions - Corpus Area [1]
Regions - Corpus Area [2]

**Container 844**
Regions - East Texas [1]
Regions - East Texas [2]
Regions - Harris County
Regions - San Antonio
Regions - West Texas [1]
Regions - West Texas [2]

**Container 845**
Republicans [1]
Republicans [2]
Resumes [1]
Resumes [2]
Social Programs
Southwest Regional State Coordinators
Speakers Bureau
Staff and Volunteers
Stock Photos for Press (photos transferred to A/V)
Strauss-Jordan Meeting - Dallas
Student Demonstrations (Kent State)
Texas Almanac
Texas Association of Tonsorial Artists (TAOTA) Local Presidents
Texas Attorneys on Carter List
Texas Briefing
Texas - Candidates for Texas Senate and House

**Container 846**
Texas Data
Texas - Delegates to National Convention [1]
Texas - Delegates to National Convention [2]
Texas - Democratic County Chairmen
Texas - Democratic Primary Returns
Texas - Elected Officials and National Democratic Delegates
Texas Labor
Texas Maps [1]
Texas Maps [2]
Texas Maps [3]
Texas Maps [4]

**Container 847**
Texas Maps [5]
Texas Maps [6]
Texas Maps [7]
Texas Maps [8]
Texas Media [1]
Texas Media [2]
Texas Media [3]

**Container 848**
Texas Media [4]
Texas Media - Television
Texas Newsletters and List
Texas Presidential Steering Committee
Texas Regional Coordinators by Map
Texas Representatives by Region
Texas Senate - 64th Legislature
Texas Senior Citizens
Texas - State Associations
Texas - State Convention
Texas - State Democratic Executive Committee
Texas - State Senators by Regions
Transportation
Travis County Black Masons
Udall, Morris
Urban Affairs
Vietnam Pardon
Voter Registration
Women
Young Democratic Clubs of Texas

[Return to Series List]

**State Headquarters Audiovisual Materials**

**Container 1**
Connecticut - Radio Spots: (1 reel-to-reel audiotape - “Dempsey/Ribicoff/Dodd”)
Connecticut - Radio Spots: (2 audiocassettes - “Carter National,” “Carter Connecticut”)
Louisiana - Radio Spots: (2 reel-to-reel audiotapes - Martin Luther King Sr., Barbara Johnson)
Maryland - Labor: (photograph of unknown man pulling donkey)
Maryland - Promotional Materials: (45rpm audio disk - “Why Not the Best?”)
Massachusetts - Ethnic Radio: (2 reel-to-reel audiotapes - “Ethnic Radio” ads)
Massachusetts - 51.3% Committee: (2 contact sheets - Rosalynn Carter at Committee Event)
Massachusetts - Media Materials [1]: (2 reel-to-reel audiotapes - Carter promo and unknown; 5 photos of state headquarters opening -“Tip” O’Neill, Joseph P. Kennedy; 9 photos of Carter family members; 1 photo of Carter “Great Pumpkin”)
Massachusetts - Newspaper Clippings [4]: (2 contact sheets - Rosalynn Carter at unknown event; 1 photograph, radio interviewer with unidentified woman)
Michigan - Headquarters: (1 reel-to-reel audiotape - unknown content)
Michigan - Headquarters: (1 reel-to-reel audiotape, from Democratic National Committee, unknown content)

**Container 2**
Michigan - Headquarters: (3 photographs, Jeff and Annette Carter with local officials)
Michigan - Headquarters: (1 reel-to-reel audiotape, “Malvina Hauk Abonyi for Jimmy Carter”)
Michigan - Headquarters: (1 reel-to-reel audiotape, “Lucien Nedzi - Polish Commercial”)
Michigan - Headquarters: (4 reel-to-reel audiotapes, unknown content)
Michigan - Headquarters: (1 reel-to-reel audiotape, “Jimmy Carter Radio - 6 Spots”)
New York - Events: (Carters - 36 negatives, Rosalynn Carter in Harlem)
North Carolina: (1 audiocassette, Dr. Arthur S. Flemming, Terry Sanford)
North Carolina: (1 reel-to-reel audiotape, “Democratic Get out the Vote Promo Spots”)

**Container 3**
North Carolina: (1 audiocassette, Robert McArthur)
North Carolina: (2 reel-to-reel audiotapes, “Jimmy Carter, North Carolina”)
North Carolina: (1 reel-to-reel audiotape, “Jimmy Carter for President,” includes “Governor Wallace for Jimmy Carter”)
South Dakota: (1 reel-to-reel audiotape, “Jimmy Carter for President,” KISD)
South Dakota: (1 reel-to-reel audiotape, “Jimmy Carter for President”)
South Dakota: (1 reel-to-reel audiotape, unknown content)
Wisconsin: Events (1 photo, “Aunt Sissy” Dolvin; 1 photo, Walter Mondale at Great Lakes Research Facility; 2 photos, Arvonne S. Fraser)

[Return to Series List](#)

[Return to Office Summary](#)

[Return to Collection Summary](#)
Carter-Mondale Campaign Committee. Finance and Budget Division.

Office Summary

**Creator:** Carter-Mondale Campaign Committee. Finance and Budget Division.

**Title:** Records of the 1976 Campaign Committee to Elect Jimmy Carter

**Dates:** 1972-1976

**Office Description:** The Finance and Budget Division is mainly responsible for devising an extensive campaign budget; implementing financial reporting procedures concerning election laws; creating and filing all reports to the Federal Election Committee; documenting individual contributions; and documenting all receipts and expenditures.

**System of Arrangement:**

The records of the 1976 Carter-Mondale Campaign State Headquarter Office is divided into three series:

<table>
<thead>
<tr>
<th>Series Title</th>
<th>National Archives Identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robert Lipshutz’s Budget and Finance Files</td>
<td>99086836</td>
</tr>
<tr>
<td>Budget and Finance Subject Files</td>
<td>592866</td>
</tr>
</tbody>
</table>

**Detailed Description of the Series**

**Robert Lipshutz’s Budget and Finance Files**
Scope and Content: Containers 849-877. This series was opened in July, 2018. This series consists of memos, correspondence, reports, legal documents, contracts, lease agreements, and cancelled checks. The materials relate to securing bank loans, setting up bank accounts, overseeing daily and weekly contributions, direct mail fundraising, reporting to the Federal Election Committee, and budgeting for the Democratic National Convention and other events. As Robert Lipshutz was an early campaign advisor to Governor Carter, this series also includes materials such as correspondence concerning campaign issues, recommendations regarding possible contributors and advisors, and state daily political reports. Arranged alphabetically by subject.

**Budget and Finance Subject Files**
Scope and Content: Containers 878-917. This series was opened in July, 2018. This series consists of correspondence, reports, memos, computer printouts, lists, and ledgers. The bulk of material in this
series contains detailed Federal Election Committee compliance reports, amended reports, and oversized detailed contributor reports. Other material includes general election budgets, cash reports, receipts and expenditure statements, and advertising costs. Arranged alphabetically by subject.
Container List

Robert Lipshutz’s Budget and Finance Files

Container 849
Accounts Payable
Accounts Payable - Financing Projections
Airline Charters [1]
Airline Charters [2]
Airline Charters - Accounts Payable
Airlines Commercial - Pre Convention
American Bar Association - Atlanta
American Bar Association - Convention
Arthur Anderson and Company
Avis Car Rental

Container 850
Bank Accounts
Bank Accounts - C&S of Americus, Georgia
Bank Accounts - Statements to FEC
Bank Loans
Bank Loans - National Bank of Atlanta
Burns Security
Business Desk
Cambridge Survey Research Inc.
Carter Campaign Washington D.C. Office - Atlantic Region
Carter Family - Taxes and Real Estate
Carter, Jimmy - Contributions by Candidate or Family Members
Carter, Jimmy - Legal Name, Jimmy or James
Carter, Jimmy - Miscellaneous
Carter, Jimmy - Presidential Library Plans, 12/76-1/77
Carter, Jimmy - Trip to Israel, 1973
Carter/Mondale Campaign Committee Corporation
Cattle for Carter - Donations
Check Stubs - Paid to, 1970 [1]

Container 851
Check Stubs - Paid to, 1970 [2]
Chickens for Carter - Donations
Citizens for Carter
Citizens Research Council
Class of 1974
Closed Correspondence
Contribution and Support Letters
Contribution Letters [1]
Contribution Letters [2]
Contribution Letters (Dead)
Convention - Budget, Expense Controls
Convention - Closed Items
Convention - Pending Issues
Convention - Requests for Passes, Pending Social Events
Convention - Telephone, Floor Operations, Personnel
Correspondence - Abraham - Bourne

**Container 852**
Correspondence - Abrams, Morris
Correspondence - Braunstein - Brookter
Correspondence - Bronfman, Edgar
Correspondence - Brown, Ben - Brown, Chris
Correspondence - Caddell, Pat - Califano, Joe
Correspondence - Chung - Cohen, Richard
Correspondence - Conway - Curry
Correspondence - Dees, Morris
Correspondence - Derian, Pat - Elsberry, James
Correspondence - Feldman, Trude
Correspondence - Fisher, Steve - Glazer, Guilford
Correspondence - Goldstein, B.B. - Guthman, Jack
Correspondence - Gwirtzman, Milton - Jagoda, Barry
Correspondence - Jones, Ted
Correspondence - Kroloff, Rabbi Charles H. - Norman, Paul

**Container 853**
Correspondence - Langenkamp, R. Doibe - Krim, Arthur
Correspondence - Petrie, Donald - Pettigrew, Richard
Correspondence - Porter, Paul - Seith, Alex
Correspondence - Shaw, Michael - Stein, Jay
Correspondence - Stevenson, Adali - Wilson, Bernie
Correspondence - Wilson, Henry Hall - Zuckerburg, Paul
Daily and Weekly Contribution Summaries, 1/1/76-1/19/76
Daily and Weekly Contribution Summaries, 1/20/76-1/30/76
Daily and Weekly Contribution Summaries, 2/76

**Container 854**
Daily and Weekly Contribution Summaries, 3/76
Daily and Weekly Contribution Summaries, 4/76
Daily and Weekly Contribution Summaries, 5/1/76-5/9/76
Daily and Weekly Contribution Summaries, 5/10/76-5/30/76
Daily and Weekly Contribution Summaries, 6/76
Daily Bank Summaries, 8/76

Records of the 1976 Campaign Committee to Elect Jimmy Carter 242
Direct Mail - Atlanta Groups
Direct Mail - Campaigns and Fall Prospect
Direct Mail - Contributions, Cancelled Checks

**Container 855**
Direct Mail - First Person Running from Georgia, Letter Drafts
Direct Mail - Fundraising
Direct Mail - Georgia Bar Association
Direct Mail - Jewish
Direct Mail - Sisk Mailing Service
Direct Mail - Solicitations Denied
Direct Mail - Temple Sinai Membership
Direct Mail Campaign - Accounts Payable, Rebates, and Loan, 1/76-2/76
Direct Mail Campaign - Loan Repayment, 1/76-2/76
Democratic National Committee (DNC) - Correspondence, Reports
DNC - Cotton Contributions, April and May
DNC - Daily Cash Report, 8/76-11/76
DNC - Daily Political Summaries and Reports

**Container 856**
DNC - Debates, Carter/Ford
DNC - Delegate Selection
DNC - Finances and Fundraising [1]
DNC - Finances and Fundraising [2]
DNC - Fundraising, General Election
DNC - National Campaign Steering Committee
DNC - Senatorial Campaign Committee
FEC (Federal Election Campaign) - All Contributions thru 3/10/76
FEC - Campaign Acts, Amendments, and Regulations

**Container 857**
FEC - Campaign Laws, Reporting Guides and Book Keeping
FEC - Complaint: Anthony R. Martin versus Carter/Mondale
FEC - Complaint - Georgia Publications
FEC - Forms for Candidates
FEC - Kentucky Labor Union’s Expenditure Question
FEC - Legal File - 1971 and 1974 Statutes and Amendments
FEC - Legal File - Audits
FEC - Legal File - Delegate Selection Financing Restrictions
FEC - Legal File - Federal Register
FEC - Legal File - FICA, Withholding Tax, Practical Reports
FEC - Legal File - Income Tax Laws
FEC - Legal File - Incorporation of Committee
FEC - Legal File - Limitations per State
FEC - Legal File - Matching Funds (Gross versus Net)
FEC - Legal File - News Releases

**Container 858**
- FEC - Legal File - Opinions, Published Code Sections, Cases
- FEC - Legal File - Political Action Committees, Advisory Committee, Bank Loans
- FEC - Legal File - Procedures
- FEC - Matching Funds, Correspondence, and Information, 10/75-2/76
- FEC - Matching Funds, Correspondence, and Information, 3/76-10/76
- FEC - Primary Closeout and Information, 1/76-8/76
- FEC - Primary Closeout and Information, 9/76-12/76
- FEC Reports, 2/75-6/75

**Container 859**
- FEC Reports, 9/75-12/75 [1]
- FEC Reports, 9/75-12/75 [2]
- FEC Reports, 1/76
- FEC Reports, 2/76
- FEC Reports, 3/76 [1]

**Container 860**
- FEC Reports, 3/76 [2]
- FEC Reports, 4/76 [1]
- FEC Reports, 4/76 [2]
- FEC Reports, 4/76 [3]
- FEC Reports, 5/76 [1]
- FEC Reports, 5/76 [2]

**Container 861**
- FEC Reports, 5/76 [3]
- FEC Reports, 5/76 [4]
- FEC Reports, 6/76 [1]
- FEC Reports, 6/76 [2]
- FEC Reports, 6/76 [3]
- FEC Reports, 6/76 [4]

**Container 862**
- FEC Reports, 7/76 [1]
- FEC Reports, 7/76 [2]
- FEC Reports, 7/76 [3]
- FEC Reports, 7/76 [4]
- FEC Reports, 8/76 [1]
- FEC Reports, 8/76 [2]

**Container 863**
- FEC Reports, 8/76 [3]
FEC Reports, 9/76
FEC Reports, 10/76-11/76
FEC - Reports and Receipts
FEC - Reports of Receipts and Expenditures, 1/76-7/76
FEC - Reports - Reform Proposal for Carter Campaign
FEC - Resubmission Summary Sheets

**Container 864**
FEC - Supreme Court Case, Buckley versus Boleo, Secretary of the Senate, 11/10/75
FEC - Unions
FEC - Vagueness of Complaint, Disbursement
FEC - Volunteer Lawyers Service
Finance - Compliance Fund
Finance - General Election and FEC Act Regulations
Finance - General Election Budget
Finance - General Election Pending [1]
Finance - General Election Pending [2]
Finance - General Election, Miscellaneous Other
Franklin’s Mint Corporation

**Container 865**
Fundraiser - Allman Brothers Concert
Fundraiser - Marshall Tucker Band
Fundraisers - Bands
Fundraising [1]
Fundraising [2]
Fundraising - Concerts, Dinners, Grass Roots
Fundraising - Solicitations and Contributions
General Ledger, 1970
Israel, State of
Issue Suggestions - Abortion
Issue Suggestions - Amnesty, Pardons
Issue Suggestions - Arms to Egypt
Issue Suggestions - Banking Industry
Issue Suggestions - Catholics
Issue Suggestions - China

**Container 866**
Issue Suggestions - Church State Relationships
Issue Suggestions - Consumer Affairs
Issue Suggestions - Defense Policy
Issue Suggestions - Democratic National Committee, Issues
Issue Suggestions - Deregulation of Trucking Industry
Issue Suggestions - Economy
Issue Suggestions - Elderly
Issue Suggestions - Employment
Issue Suggestions - Energy
Issue Suggestions - Environment
Issue Suggestions - Equal Opportunities
Issue Suggestions - Food and Agriculture
Issue Suggestions - Foreign Policy
Issue Suggestions - Government Reorganization, Long Term Planning
Issue Suggestions - Gun Control
Issue Suggestions - Housing
Issue Suggestions - Income Maintenance
Issue Suggestions - Israel, Mideast, and Energy
Issue Suggestions - Jewish Issues, Carter’s Press Reports and Articles
Issue Suggestions - Judiciary
Issue Suggestions - Labor
Issue Suggestions - National Health Insurance
Issue Suggestions - Position Papers
Issue Suggestions - Soviet Jewry
Issue Suggestions - Summary of Issue Papers
Issue Suggestions - Tax Reform
Issue Suggestions - Urban Problems
Issue Suggestions - Vocational Rehabilitation
Jewish Affairs - Background Information

Container 867
Jewish Affairs - Newspaper Clippings
Jewish Affairs - Sheldon Toib
Jewish Affairs - Statements, Articles, Speeches
Jewish Affairs - Various Correspondence
Jewish Issues - Organizational Microstructure
Jewish Voters
Latest Survey Data - Pat Caddell, 10/16/76
Lease - 1625 Massachusetts Avenue, Northwest Corporation
Lease - Colony Square, Atlanta, Georgia
Leases for Space Rental
Legal File #2
Letter from Carter Concerning Spiro Agnew’s Remarks
Lipshutz - California Trip, 5/17-18/76

Container 868
Loans Payable Schedule, 5/76
Maritime Industry - Contributions
Master Printers of America versus Carter/Mondale Campaign, 8/76
Melvin Kranzberg
Memos to Jimmy Carter from Lipshutz, 1976
Miscellaneous Receipts and Information

Records of the 1976 Campaign Committee to Elect Jimmy Carter 246
National Jewish Leadership - Chuck Hofberger
National Jewish Leadership - Support Correspondence
National Steering Communities
National Telephone Advertising [1]
National Telephone Advertising [2]
Newsletter - “Panorama”
Notes and Letters - Miscellaneous
Orlan A. Saucke versus James Earl Carter, State of Georgia
Pending
Pending Mail to be Answered, 1976
Personnel

**Container 869**
Personnel - John Watson
Personnel - Knox Pitts
Personnel - Paul Hemmann
Personnel - Richard Crohn
Personnel - Tim Kraft
Plains, Georgia - Peanut Farm Inc.
Postal Rate Litigation
Postal Service - Republican Suit versus Unions
Proposal to Design an Accounting and Management Information System
Rafshoon Advertising Agency
Rebates of Contributions
Receipts - Miscellaneous
Republican Party Activity in States
Republican Party Purported FEC Violations
Resumes and Offers of Support
Returned Correspondence
Robert Ash Wallace - Illinois Campaign
Scheduling
Secret Service
Speaker Bureau
Staff Reports - Daily Bulletins
Staff Reports - Primary Campaign
Staffing Information
States - Alabama - Daily Political Reports
States - Alaska - Daily Political Reports

**Container 870**
States - Arizona - Daily Political Reports
States - Arkansas - Daily Political Reports
States - California - Budget
States - California - Correspondence, Ann Eliaser
States - California - Correspondence, Donaldson thru Wyman

Records of the 1976 Campaign Committee to Elect Jimmy Carter
States - California - Correspondence, Dr. Roger Lewis
States - California - Correspondence, Ed Sanders
States - California - Correspondence, Harold Willens
States - California - Correspondence, Herbert Hafif
States - California - Correspondence, Rodney and Polly Minott
States - California - Correspondence, Terry Utterbach
States - California - Daily Political Reports

**Container 871**
States - Canal Zone - Daily Political Reports
States - Colorado - Daily Political Reports
States - Connecticut - Daily Political Reports
States - Delaware - Daily Political Reports
States - District of Columbia - Daily Political Reports
States - Florida - Ben Brown and Jerry Cox, Budget
States - Florida - Dade County
States - Florida - Daily Political Reports
States - Florida - Huger, Jim and Stein, Jay
States - Florida - Palm Beach County
States - Georgia - Daily Political Reports
States - Guam - Daily Political Reports
States - Hawaii - Daily Political Reports
States - Idaho - Daily Political Reports
States - Illinois - Daily Political Reports [1]

**Container 872**
States - Illinois - James Wall
States - Indiana - Daily Political Reports
States - Iowa - Daily Political Reports
States - Kansas - Daily Political Reports
States - Kentucky - Daily Political Reports
States - Louisiana - Daily Political Reports
States - Maine - Daily Political Reports
States - Maryland - Daily Political Reports
States - Massachusetts - Daily Political Reports
States - Michigan - Daily Political Reports

**Container 873**
States - Minnesota - Daily Political Reports
States - Mississippi - Daily Political Reports
States - Missouri - Daily Political Reports
States - Montana - Daily Political Reports
States - Nebraska - Daily Political Reports
States - Nevada - Daily Political Reports
States - New Hampshire - Daily Political Reports
States - New Jersey - Daily Political Reports
States - New Mexico - Daily Political Reports

Container 874
States - New York - Daily Political Reports [1]
States - New York - Finance, Cancelled Checks [1]
States - New York - Finance, Cancelled Checks [2]
States - North Carolina - Daily Political Reports
States - North Dakota - Daily Political Reports

Container 875
States - Ohio - Daily Political Reports
States - Oklahoma - Daily Political Reports
States - Oregon - Daily Political Reports
States - Pennsylvania - Daily Political Reports
States - Primaries and Caucuses
States - Puerto Rico - Daily Political Reports
States - Rhode Island - Campaign Finance
States - Rhode Island - Daily Political Reports
States - South Carolina - Daily Political Reports
States - South Dakota - Daily Political Reports
States - Tennessee - Daily Political Reports

Container 876
States - Texas - Daily Political Reports
States - Utah - Daily Political Reports
States - Vermont -Daily Political Reports
States - Virgin Islands - Daily Political Reports
States - Virginia - Daily Political Reports
States - Washington - Daily Political Reports
States - West Virginia - Daily Political Reports
States - Wisconsin - Daily Political Reports
States - Wyoming - Daily Political Reports
Supporters and Potential Fund Raisers
Telephone Services
Telethon Fundraiser
Transition Planning

Container 877
Travel Schedules - Jimmy Carter, 1975
Vice Presidency - Selection
Vice Presidency - Senator Adlai Stevenson
Victory Party, 10/76
Budget and Finance Subject Files

Container 878
American Institute of Certified Accountants
Arthur Anderson and Company - Proposal for Professional Finance Services, 6/76
Automatic Data Processing (ADP)
Banking Arrangements
Banks - Alabama - Arizona
Banks - Americus, Georgia, C&S Bank
Banks - D.C. - Florida
Banks - Fulton National Bank - Contributions and Deposit Slips, 1974
Banks - Georgia C&S Bank, Transportation Records
Banks - Georgia Citizens Trust Bank
Banks - Georgia First National Bank
Banks - Georgia First National Bank - Payroll [1]

Container 879
Banks - Georgia First National Bank - Payroll [2]
Banks - Georgia, Proofs of Cash
Banks - National Bank of Georgia
Banks - Trust Company of Georgia
Blank Batch Forms
Blank Reporting Forms
Campaign Wrap-up [1]
Campaign Wrap-up [2]
Campaign Wrap-up - Budgeting and Finance

Container 880
Campaign Wrap-up - Correspondence
Campaign Wrap-Up - Reporting, Expenses, Disbursements, Memos and Correspondence
Checks Awaiting Action, 2/24/77
Citizens Committee for Democrats - Accounts Payable, Miscellaneous
Citizens Committee for Democrats - Budget and Expenses, 1974 [1]
Citizens Committee for Democrats - Budget and Expenses, 1974 [2]
Citizens Committee for Democrats - Fundraising, Employees, Georgia Reports
Citizens Committee for Democrats - IRS and GAO Reports, 1974

**Container 881**
Colony Square Leases
Committee for Jimmy Carter - Bank Account Records
Committee for Jimmy Carter - Bank Deposits, 1/75-11/75
Committee for Jimmy Carter - Daily and Weekly Contribution Summaries, 7/75
Committee for Jimmy Carter - Daily and Weekly Contribution Summaries, 8/75
Committee for Jimmy Carter - Daily and Weekly Contribution Summaries, 9/75

**Container 882**
Committee for Jimmy Carter - State Bank Account Records - California - Connecticut
Committee for Jimmy Carter - State Bank Account Records - Indiana - Mississippi
Compliance, 1/1/77-3/31/77
Compliance - Cash Position Statement
Compliance - Contributions
Compliance Fund - Batch Lists, 10/7-11/76
Compliance Fund - Batch Lists, 10/13-29/76
Compliance Fund - Batch Lists, 11/1-10/76

**Container 883**
Compliance Fund - Batch Lists, 11/11/77-2/11/77
Compliance Fund - Batch Lists - Cancelled Checks, 10/12/76
Compliance Fund - FEC Report, 10/19/76-11/22/76
Compliance - Memos

**Container 884**
Computer Printouts - ADP Expense Reports, Rob Anderson, 10/5-14/76
Computer Printouts - ADP Expense Reports, Rob Anderson, 10/16-28/76
Computer Printouts - ADP Expense Reports, Rob Anderson, 10/30/76
Computer Printouts - ADP Expense Reports, Rob Anderson, 11/0-16/76
Computer Printouts - ADP Expense Reports, Rob Anderson, 11/10-16/76
Computer Printouts - ADP Expense Reports, Rob Anderson, 11/18-19/76
Computer Printouts - ADP Expense Reports, Rob Anderson, 11/22/76-2/10/77
Computer Printouts - ADP Names and Addresses List, Rob Anderson, 10/31/76

**Container 885**
Computer Printouts - Check Register Report for July, 1976
Computer Printouts - DNC Expense Statements, 6/1/76-1/31/77
Computer Printouts - DNC Expense Statements, 8/1-15/76
Computer Printouts - DNC Expense Statements, 8/1-15/76 - Second Run
Computer Printouts - DNC Expense Statements, 8/16-31/76 [1]
Computer Printouts - DNC Expense Statements, 8/16-31/76 [2]
Computer Printouts - DNC Expense Statements, 9/1-15/76

**Container 886**
Records of the 1976 Campaign Committee to Elect Jimmy Carter
Computer Printouts - DNC Expense Statements, 9/16-30/76
Computer Printouts - DNC Expense Statements, 10/1-16/76
Computer Printouts - DNC Expense Statements, 10/17-30/76
Computer Printouts - DNC Expense Statements, 11/1-22/76 [1]

**Container 887**
Computer Printouts - DNC Expense Statements, 12/76
Computer Printouts - DNC Expense Statements, 1/77
Computer Printouts - DNC Expense Statements, 2/77

**Container 888**
Computer Printouts - FEC Compliance Report, Bank Activity and Cash Control Records
Computer Printouts - FEC Compliance Report, Alpha Contributor List - Final Printout, 3/11/77
Computer Printouts - FEC Compliance Report, Alpha Contributor List - 11/76-1/77
Computer Printouts - FEC Compliance Report, Alpha Contributor List - 12/07/76 and 12/08/76
Computer Printouts - FEC Compliance Report, Transportation Receipts
Computer Printouts - Outstanding Vouchers List, 8/13/76 [1]
Computer Printouts - Outstanding Vouchers List, 8/13/76 [2]
Computer Printouts - Outstanding Vouchers List, 8/13/76 [3]

**Container 889**
Consolidated Cash Control Records, 1975
Contribution Information - Early Supporters
Contribution Ledger
Contribution Records - All Other States, Under $100.00 to $1,000.00 [1]
Contribution Records - All Other States, Under $100.00 to $1,000.00 [2]
Contribution Records - Georgia, Under $100.00 to $1,000.00 [1]
Contribution Records - Georgia, Under $100.00 to $1,000.00 [2]
Detail Daily Contribution Reports, 1/75-3/75
Detail Daily Contribution Reports, 4/75

**Container 890**
Detail Daily Contribution Reports, 5/75-6/75
Detail Daily Contribution Reports, 10/75
Detail Daily Contribution Reports, 11/75
Detail Daily Contribution Reports, 12/75
Direct Mail - Contribution Records, 4/75
Direct Mail - Contribution Records, 5/75

**Container 891**
Direct Mail - Contribution Records, 6/75
Direct Mail - Contribution Records - Weekly Reports, KRC Associates, 7/75-9/75
Election Registration Form
Election Night - Victory Party Planning and Finance
Expenditures, Vouchers, 1974
Expense Report, Larry Hayes
FEC - Campaign Control Records, Schedule A and C, 10/76-11/76
FEC - Committee for Jimmy Carter - Receipts and Disbursements, 4/76 [1]
FEC - Committee for Jimmy Carter - Receipts and Disbursements, 4/76 [2]
FEC - Committee for Jimmy Carter - Receipts and Disbursements, 5/76 [1]

Container 892
FEC - Committee for Jimmy Carter - Receipts and Disbursements, 5/76 [2]
FEC - Computer Printouts before Corrections with Voucher Numbers, 8/31/76
FEC - Computer Printouts before Corrections with Voucher Numbers, 9/30/76 [1]
FEC - Computer Printouts before Corrections with Voucher Numbers, 9/30/76 [2]
FEC - Computer Printouts before Corrections with Voucher Numbers, 10/18/76 [1]
FEC - Computer Printouts before Corrections with Voucher Numbers, 10/18/76 [2]

Container 893
FEC - Computer Printouts before Corrections with Voucher Numbers, 10/18/76 [3]
FEC - Computer Printouts before Corrections with Voucher Numbers, 11/22/76-3/31/77
FEC - Reporting Forms
FEC Reports, 1/75-2/75
FEC Reports, 3/75-6/75
FEC Reports, 7/75-9/75

Container 894
FEC Reports, 10/75-12/75 [1]
FEC Reports, 10/75-12/75 [2]
FEC Reports, 1/76
FEC Reports, 2/76 [1]
FEC Reports, 2/76 [2]
FEC Reports, 3/76 [1]

Container 895
FEC Reports, 3/76 [2]
FEC Reports, 4/76 [1]
FEC Reports, 4/76 [2]
FEC Reports, 4/76 [3]
FEC Reports, 5/76 [1]

Container 896
FEC Reports, 5/76 [2]
FEC Reports, 5/76 [3]
FEC Reports, 5/76 [4]
FEC Reports, 6/76 [1]
FEC Reports - Filed 1/79 for Quarter Ending, 10/78-12/78
FEC Reports - Form 3 Reports of Receipts and Expenditures
FEC Reports - Legal - Contribution Activity
FEC Reports - Letters of Receipt for Received Documents
FEC Reports - Salary Advances - Amendments, Kaye Billup
FEC Reports - Salary Advances - Information for Reconciliation of Account with Kaye Billups

Container 902
FEC Reports - Salary Advances - Receipts and Disbursements, Disclosure Amendments, 1/79
FEC Reports - Salary Advances - Work Papers, 12/79
FEC Reports - Schedule A Itemized Receipts, 10/76-11/76
FEC Reports - Schedule B Itemized Expenditures, 10/76-11/76 [1]
FEC Reports - Schedule B Itemized Expenditures, Amended, 10/76-11/76 [2]
FEC Reports - Schedule B Itemized Expenditures, Amended, 4/10/77 and 12/1/78
FEC Reports - Schedule B Itemized Expenditures, Amended, Year End Report, 1/31/77

Container 903
FEC Reports - Schedule B Itemized Expenditures, Payees, A-C
FEC Reports - Schedule B Itemized Expenditures, Payees, C-E
FEC Reports - Schedule B Itemized Expenditures, Payees, F-H
FEC Reports - Schedule B Itemized Expenditures, Payees, H-K
FEC Reports - Schedule B Itemized Expenditures, Payees, L-M

Container 904
FEC Reports - Schedule B Itemized Expenditures, Payees, N-S
FEC Reports - Schedule B Itemized Expenditures, Payees, S-W
FEC Reports - Schedule B Itemized Expenditures, Payees, W-Z

Container 905
FEC Reports - Schedule B Itemized Expenditures, Payees, A-S
FEC Reports - Schedule B Itemized Expenditures, Payees, S-Z
FEC Reports - Schedule C Debts and Obligations, 8/76-10/76
FEC Reports - Working Papers, 11/22/76
FEC Reports - Working Papers, 11/23/76-12/31/76

Container 906
FEC Summary Reports, 1974
FEC Summary Reports, 2/75-3/75
FEC Summary Reports, 6/75
FEC Summary Reports, 9/75
FEC Summary Reports, 12/75
Formal Designation of the Official Campaign Committee, 12/12/74

Records of the 1976 Campaign Committee to Elect Jimmy Carter
Container 910
General Election Budget - Volume I, Revision 3, 7/9/76
General Election Budget - Volume I, Revision 3, 8/3/76
General Election Budget - Volume I, Revision 4 [1]
General Election Budget - Volume I, Revision 4 [2]
General Election Budget - Volume I, Revision 5 [1]
General Election Budget - Volume I, Revision 5 [2]

Container 911
General Election - Campaign Wrap-up, Miscellaneous To Do Points
General Election - Certified Public Accountants
General Election - Correspondence, 8/76-3/77
General Election - Current Budget, 12/76-2/77
General Election - Daily Cash Reports, 7/76-1/77
General Election - Daily Cash Reports, 8/76-10/76
General Election - End of Campaign Memos
General Election - Financial, Memos and Guidelines
General Election - Personnel
General Election - Potential Employees
General Election - Rafshoon Advertising Contract
General Election - Resumes

Container 912
General Election - Transportation Air Travel Costs
General Ledger - Arthur Anderson by Accounts, 11/1-30/77
Georgia Fundraising
Georgia Individual Contribution Records, A-B
Georgia Individual Contribution Records, C-D
Georgia Individual Contribution Records, E-G
Georgia Individual Contribution Records, H-J
Georgia Individual Contribution Records, K-L

Container 913
Georgia Individual Contribution Records, M-N
Georgia Individual Contribution Records, O-Q
Georgia Individual Contribution Records, R-S
Georgia Individual Contribution Records, T-Z
Individual Contribution Records, Alabama - Hawaii
Individual Contribution Records, Idaho - Maine
Individual Contribution Records, Maryland - New Mexico

Container 914
Individual Contribution Records, New York - Pennsylvania
Individual Contribution Records, Rhode Island - Wisconsin (Includes Washington D.C.)
In-Kind Legal Services - Contributions, Line 15 Other Income
Letters to Contributors in Excess of $100.00
Letters for Returned Checks
Lists of Names for Typists to Return Checks, 10/76
Occupation Requests for Donors over $100.00
Payroll
Personnel Directory
Print-outs - Run Order Forms
Rafshoon Advertising Agency - FEC - Advertising Contract [1]

**Container 915**
Rafshoon Advertising Agency - FEC - Advertising Contract [3]
Rafshoon Advertising Agency - Invoices, 9/76
Rafshoon Advertising Agency - Invoices, 10/76 [1]
Rafshoon Advertising Agency - Invoices, 10/76 [2]
Refund Reports, 7/76-9/76 [1]
Refund Reports, 7/76-9/76 [2]

**Container 916**
Registration Forms and Statement of Organization for a Campaign Committee
Requests for Refunds
Responses to Thank You Letters for Contributors
Returned Money for Campaign Materials
Source Code List for Computers
Transition File [1]
Transition File [2]
Transition - Payroll Advance Data
Trust Company Bank - Contributions Returned

**Container 917**
Unmatched Drafts - Advance Office
Various FEC Material
VIP and Supporter Lists - Memos and Billing
Volunteers for Certified Public Accountants
Wall Street Journal Article - Documentation on Questions Raised

[Return to Series List]
Carter-Mondale Campaign Committee. Campaign Wrap-up.

Office Summary

Creator: Carter-Mondale Campaign Committee. Campaign Wrap-up.

Title: Records of the 1976 Campaign Committee to Elect Jimmy Carter

Dates: 1972-1976

Office Description: The Campaign Wrap-up materials are not technically part of an official office or division within the overall campaign structure. The materials represent various subject matters that should have been filed with the corresponding field office, administrative office, etc. As campaign offices were closing up after the election, this material was found and then brought together with the other files, but was never properly interfiled by division or office. The material was processed and arranged by topic in a separate series.

System of Arrangement:

The records of the 1976 Carter-Mondale Campaign Wrap-up Files contains one series:

<table>
<thead>
<tr>
<th>Series Title</th>
<th>National Archives Identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>End of Campaign Files</td>
<td>99187940</td>
</tr>
</tbody>
</table>

Detailed Description of the Series

End of Campaign Files
Scope and Content: Containers 918-982. This series was opened in August, 2018. The series consists of correspondence and memoranda; mailing, contact, and contributor lists; election guide books, political reports, issue papers; press clippings, and magazine articles. The series contains a wide-ranging compilation of campaign files that were not located and stored until after the election. Material includes papers from the foreign policy task force, rural desk, issues office, the Peanut Brigade, gubernatorial guest registers, and a large amount of computer print-outs of voter and contributor data. Also included are state files including delegate and political information; Democratic National Convention plans and arrangements; and materials from the field staff training seminar. Arranged alphabetically by subject.
Container List

End of Campaign Files

Container 918
Articles and Press Clippings
Bunky Clark - Comparison of Men and Women’s Salaries, 8/76
Bunky Clark - Health Planning Publications, Georgia Coastal Area [1]
Bunky Clark - Health Planning Publications, Georgia Coastal Area [2]
Bunky Clark - Letters to be Sent
Bunky Clark - Miscellaneous
Bunky Clark - Resumes Sent
Carter/Mondale Transition - Transportation Task Force [1]
Carter/Mondale Transition - Transportation Task Force [2]

Container 919
Cathy Scott’s Border States - Daily Political Reports
Cathy Scott’s Border States - Delaware
Cathy Scott’s Border States - Maryland
Cathy Scott’s Border States - Regional Campaign
Cathy Scott’s Border States - Scheduling Speakers
Cathy Scott’s Border States - Virginia
Cathy Scott’s Border States - West Virginia
Caucuses, 4/76-6/76
Certified Public Accountants (CPA) Project - AICPA Meeting, 8/30/76
CPA Project - Atlanta Volunteer Letters and Information
CPA Project - Campaign Advisors Project General Information
CPA Project - General Correspondence
CPA Project - Hawkinson Report
CPA Project - Information Packets

Container 920
CPA Project - List of Names
CPA Project - List of Names on Index Cards
CPA Project - Marshall Mitchell’s Material - American Institute of CPA’s
CPA Project - Richard Harden, Backgrounds of Nominees
CPA Project - Schedules
CPA Project - Steve Jacobs
CPA Project - Tim Kraft, Campaign Guide Information
Church of Scientology of California [1]
Church of Scientology of California [2]
Records of the 1976 Campaign Committee to Elect Jimmy Carter
Computer Printouts - History File of Contribution Lists by Month, 5/5-22/76
Computer Printouts - History File of Contribution Lists by Month, 5/23-30/76
Computer Printouts - History File of Contribution Lists by Month, 6/7-15/76

Container 932
Computer Printouts - History File of Contribution Lists by Month, 6/16-24/76
Computer Printouts - History File of Contribution Lists by Month, 6/25/76-7/6/76
Computer Printouts - Jimmy Carter’s Schedule of Contributors giving $500.00 and over
Computer Printouts - Jimmy Carter’s Schedule of Contributors giving $1,000.00 and over
Computer Printouts - Master List of Delegates, 3/21/76 and 4/23/76
Computer Printouts - Master List of Delegates, 6/27/76 [1]

Container 933
Computer Printouts - Master List of Delegates and Alternates - King County, Washington, 3/18/76
Computer Printouts - Political Action Committee - List of Contributors
Computer Printouts - Young Democrats - List of Contributors

Container 934
Computerized Mailing List - Georgia, 1L-2C
Computerized Mailing List - Georgia, 3P-4A
Computerized Mailing List - Georgia, 4B
Computerized Mailing List - Georgia, 6/A-7A
Computerized Mailing List - Georgia, 7B-7F
Computerized Mailing List - Georgia, 7G-7J

Container 935
Computerized Mailing List - Georgia, 7K-7P
Computerized Mailing List - Georgia, 7R-8B
Computerized Mailing List - Georgia, 8C-8H
Computerized Mailing List - Georgia, 8J-8X
Computerized Mailing List - Georgia, 9A-9E

Container 936
Computerized Mailing List - Georgia, 9F-9N
Computerized Mailing List - Georgia, 9P-10C
Computerized Mailing List - Georgia, 10D-10H
Computerized Mailing List - Georgia, 10J-10M
Computerized Mailing List - Georgia, 10N-11G

Container 937
Computerized Mailing List - Georgia, 11H-11R
Computerized Mailing List - Georgia, 11S-12G
Computerized Mailing List - Georgia, 12H-12N
Computerized Mailing List - Georgia, 12P-12T

Records of the 1976 Campaign Committee to Elect Jimmy Carter 262
Doug Huron’s Files - Volunteers and Federal Election Laws
Election Guide Books - Congressional District Data Book, 88th Congress

**Container 942**
Election Guide Books - Encyclopedia of Associations, Volume 1

**Container 943**
Election Guide Books - Encyclopedia of Associations, Volume 2
Election Guide Books - Federal/State Election Law Survey, 7/1/73
Election Guide Books - Federal/State Election Law Survey, 10/1/73
Election Guide Books - Federal/State Election Law Survey, 9/1/74
Election Guide Books - Guide to the ’72 Elections

**Container 944**
Election Guide Books - New Hampshire Manual for the General Court, Number 41, 1969
Election Guide Books - New Hampshire Manual for the General Court, Number 43, 1973

**Container 945**
Election Guide Books - South Carolina State Telephone Directory, 1975

**Container 946**
Election Guide Books - Wisconsin Election Laws, 12/75
Election Law Booklet, 6/76
Employment Application - George Willis
Field Reports, 1975
Foreign Policy and Defense Task Force, 10/75-8/76
Foreign Policy and Defense Task Force, 6/76
Foreign Policy and Defense Task Force, 7/76
Foreign Policy and Defense Task Force, 8/76-9/76
Foreign Policy and Defense Task Force - American Values and Foreign Policy
Foreign Policy and Defense Task Force - Asia

**Container 947**
Foreign Policy and Defense Task Force - Canada
Foreign Policy and Defense Task Force - China

*Records of the 1976 Campaign Committee to Elect Jimmy Carter* 264
Foreign Policy and Defense Task Force - Defense Spending
Foreign Policy and Defense Task Force - Eastern Europe, Sonnenfeld Doctrine
Foreign Policy and Defense Task Force - Food Corps
Foreign Policy and Defense Task Force - Intelligence
Foreign Policy and Defense Task Force - Israel, Palestine, Lebanon
Foreign Policy and Defense Task Force - Korea
Foreign Policy and Defense Task Force - Japan
Foreign Policy and Defense Task Force - Latin America
Foreign Policy and Defense Task Force - Making Government Work
Foreign Policy and Defense Task Force - Members, Outlines, Issues, Interviews
Foreign Policy and Defense Task Force - Military Bases
Foreign Policy and Defense Task Force - Minutes and Notes of Meeting, 5/24/76
Foreign Policy and Defense Task Force - Multinational and U.S. Corporations
Foreign Policy and Defense Task Force - Nuclear Disarmament and SALT II

Container 948
Foreign Policy and Defense Task Force - Panama and Cuba
Foreign Policy and Defense Task Force - Quick Reaction Statements
Foreign Policy and Defense Task Force - Radio Free Europe
Foreign Policy and Defense Task Force - South Africa
Foreign Policy and Defense Task Force - Speech Drafts
Foreign Policy and Defense Task Force - U.S. Navy Issues
Form Letters for Answering Mail
Form Letters Responses on Tape 1 and 2
Form Letters Responses on Tape 3 and 4
Form Letters Responses on Tape 5
Form Letters Responses on Tape 6
Form Letters Responses on Tape 7 and 8
General Campaign Reporting Forms
General Correspondence (includes photo of JC at Wilkes Barr Rally)
General Election Budget - by Campaign Offices, 7/76
General Election Budget - by Campaign Offices, 9/76
General Election - Miscellaneous
Georgia - “A State in Action”

Container 949
Georgia State Administration - Jimmy Carter’s Contribution
Guest Registers from the Governor’s Mansion, 7/71-9/71
Guest Registers from the Governor’s Mansion, 10/71-12/71
Guest Registers from the Governor’s Mansion, 12/71-4/72
Guest Registers from the Governor’s Mansion, 4/72-7/72
Guest Registers from the Governor’s Mansion, 7/72-1/73

Container 950
Guest Registers from the Governor’s Mansion, 1/73-6/73
Guest Registers from the Governor’s Mansion, 7/73-10/73
Guest Registers from the Governor’s Mansion, 1/73-7/74
Guest Registers from the Governor’s Mansion, 7/74-9/74
Important Correspondence
Issues Office - Aging Report - “Beyond Youth, 3/72”
Issues Office - American Legion Briefing for Candidates

Container 951
Issues Office - “Building on Innovation”
Issues Office - Community Approach to Delivering Social Services, 4/2/74
Issues Office - Comparison between Small and Large Research and Development Companies, 1976
Issues Office - Comprehensive National Ocean Policy for the U.S.
Issues Office - Correspondence, A
Issues Office - Correspondence, B [1]
Issues Office - Correspondence, B [2]

Container 952
Issues Office - Correspondence, C [1]
Issues Office - Correspondence, C [2]
Issues Office - Correspondence, D [1]
Issues Office - Correspondence, D [2]
Issues Office - Correspondence, E
Issues Office - Correspondence, F [1]
Issues Office - Correspondence, F [2]

Container 953
Issues Office - Correspondence, G [1]
Issues Office - Correspondence, G [2]
Issues Office - Correspondence, H [1]
Issues Office - Correspondence, H [2]
Issues Office - Correspondence, I
Issues Office - Correspondence, J
Issues Office - Correspondence, K [1]
Issues Office - Correspondence, K [2]
Issues Office - Correspondence, L [1]

Container 954
Issues Office - Correspondence, L [2]
Issues Office - Correspondence, M [1]
Issues Office - Correspondence, M [2]
Issues Office - Democratic Reports, Midterm Conference Issues Seminars, 1975
Issues Office - Directory of Consulting Specialists, 1973
Issues Office - Economic Development and Minority Land Owners, 3/76
Issues Office - Education of Handicapped Children
Issues Office - Election Guide
Issues Office - Executive Magazines Energy Symposium
Issues Office - Fiscal Systems of New Hampshire and Vermont, 1940-1974
Issues Office - Land Use Technical Reports, Georgia

**Container 955**
Issues Office - Meeting the Challenge: A New Choice in Education
Issues Office - Minority Affairs, Women and Blacks
Issues Office - National Association of Counties, Welfare Reform
Issues Office - National Data Needs
Issues Office - Oil and Gas Industry
Issues Office - One Third of the Nation’s Land, 6/70
Issues Office - Questions and Answers, Speeches and Positions on
Issues Office - Small Producers for Energy Independence, 7/76
Issues Office - State Land Use Programs, 1974
Issues Office - Statements

**Container 956**
Issues Office - Statements and Speeches
Issues Office - U.S. General Accounting Office - Study of State and Local Voter Registration Systems, 8/74
Jackson for President - Contact Lists and Delegates [1]
Jackson for President - Contact Lists and Delegates [2]
Jackson for President - Contact Lists and Delegates [3]
Jimmy Carter and Black Media Representatives (including photo of Don King)
Jimmy Carter’s Presentation to the Platform Committee of the Democratic Party
Leases - Requests for Payments
Lewis Manilow - Illinois Contribution List, 6/76-7/76

**Container 957**
Library of Congress - Procedures Selection of Delegates to the 1976 Convention, 2/76 [1]
Library of Congress - Procedures Selection of Delegates to the 1976 Convention, 2/76 [2]
Lists for Thank You Letters from Senator Chet Blaylock
Marietta McCarthy - Correspondence
Mary K. Young and Karl Strubble - Campaign Applications
Minority Affairs - Blacks and Campaign Workers Needing Thank You Letters
Minority Affairs - Philippines and Asian Pacific
Miscellaneous Information
National Congressional Delegate Information
National Field Staff Seminar, 8/14/76
National Field Staff Seminar - Packet for Attendees
National Field Staff Seminar - Voting Registration Statistics for Colorado
National Field Staff Seminar - Voting Registration Statistics for Delaware

Records of the 1976 Campaign Committee to Elect Jimmy Carter  267
Container 958
National Field Staff Seminar - Voting Registration Statistics for Florida
National Field Staff Seminar - Voting Registration Statistics for South Carolina
National Field Staff Seminar - Voting Registration Statistics for Texas
National Senior Citizens Campaign
Newspaper Clippings from Other States
Nominating Convention - Delegates Notebook and Update on States [1]
Nominating Convention - Delegates Notebook and Update on States [2]

Container 959
Office Data Forms [1]
Office Data Forms [2]
Office Data Forms [3]
Office Data Forms [4]
Office Data Forms - Final Run
Offices and Personnel on the Jimmy Carter Campaign Committee
Other Candidates
Oversized Campaign Banner (Retired for Preservation)
Peanut Brigade - Bill’s Mail
Peanut Brigade - Breakfast with Ministers
Peanut Brigade - Campaign Flyers for Events
Peanut Brigade - Election Night at World Congress Center
Peanut Brigade - Election Night Volunteers
Peanut Brigade - Florida

Container 960
Peanut Brigade - Florida T Shirt
Peanut Brigade - Form Letters to Supporters
Peanut Brigade - Flyers and Newsletters
Peanut Brigade - Georgia Delegate Certificate from Ben Fortson
Peanut Brigade - Georgia Delegate Information
Peanut Brigade - Georgia Members Report
Peanut Brigade - Georgia Press
Peanut Brigade - Georgia Regional Activities
Peanut Brigade - Georgia Steering Committee
Peanut Brigade - Honorary Citizen Award to Dot Padgett and Peanut Brigade – Houston, Texas, 10/8/76
Peanut Brigade - Iowa
Peanut Brigade - Letters Answered
Peanut Brigade - Maryland
Peanut Brigade - Materials Sent
Peanut Brigade - Nancy and Rita, Personal Notes
Peanut Brigade - New Hampshire Trip

Container 961
Records of the 1976 Campaign Committee to Elect Jimmy Carter
States - California, Correspondence, D [1]
States - California, Correspondence, D [2]
States - California, Correspondence, E
States - California, Correspondence, F

**Container 971**
States - California, Correspondence, G [1]
States - California, Correspondence, G [2]
States - California, Correspondence, H [1]
States - California, Correspondence, H [2]
States - California, Correspondence, I
States - California, Correspondence, J
States - California, Correspondence, K

**Container 972**
States - California, Correspondence, L [1]
States - California, Correspondence, L [2]
States - California, Correspondence, Ma-Me [1]
States - California, Correspondence, Ma-Me [2]
States - California, General Information

**Container 973**
States - Connecticut, General Information
States - Connecticut State Notebook, 12/12/75 [1]
States - Connecticut State Notebook, 12/12/75 [2]
States - Delaware, Contacts, Correspondence
States - District of Columbia, General Information
States - District of Columbia, Volunteer Information Sheets, A-D
States - District of Columbia, Volunteer Information Sheets, E-H
States - District of Columbia, Volunteer Information Sheets, J-L

**Container 974**
States - District of Columbia, Volunteer Information Sheets, M-O
States - District of Columbia, Volunteer Information Sheets, P-S
States - District of Columbia, Volunteer Information Sheets, T-Z
States - Guam, General Information
States - Illinois, Campaign Guest Register
States - Illinois, General Information
States - Iowa - General Information
States - Louisiana, Delegate Information
States - Maine, Delegate Information
States - Maine, State Book, 1975
States - Maine, State Caucuses
States - Maryland, General Information
States - Maryland, Volunteer Information Sheets
Container 975
States - Massachusetts, General Information
States - Massachusetts State Notebook [1]
States - Massachusetts State Notebook [2]
States - Michigan, Get out the Vote Data [1]
States - Michigan, Get out the Vote Data [2]

Container 976
States - Michigan, Split Vote Data [1]
States - Michigan, Split Vote Data [2]
States - Michigan, Voter Registration Data
States - Midwest States - General Information
States - Minnesota, General Information
States - Montana, Contacts and Delegates
States - Montana, Delegate Information
States - New Hampshire, General Information
States - New Hampshire, State Book
States - New Jersey, Campaign Workers, Contacts

Container 977
States - New Jersey, Contacts and Mailing Support
States - New Jersey, Delegate Information
States - New Jersey, Title 19, Elections
States - New Mexico - General Information
States - New York, Congressional District Information
States - New York, Contacts and Delegates [1]
States - New York, Contacts and Delegates [2]
States - New York, General Information
States - New York, Politicos

Container 978
States - New York, State Notebook [1]
States - New York, State Notebook [2]
States - New York, State Notebook [3]
States - New York, Zip Code Information
States - Ohio - Delegate Information
States - Ohio, Lions Club Banner
States - Rhode Island, Financial Information Volume I
States - Rhode Island, Financial Information Volume II

Container 979
States - Rhode Island, General Information [1-2]
States - Rhode Island, Press, Public Relations, and Contributors
States - South Carolina, Delegate Information
States - South Dakota, Delegate Information

Records of the 1976 Campaign Committee to Elect Jimmy Carter
States - Utah, General Information
States - Vermont, State Book
States - Virginia, General Information

**Container 980**
States - Virgin Islands
States - Washington, General Information
States - West Virginia, Delegate Information
States - Wisconsin, Congressional Districts Information
States - Wisconsin, Delegate Information and Support Letters
States - Wisconsin, Democratic Party Information
States - Wisconsin, General Information
States - Wisconsin, McGovern Campaign
States - Wisconsin, Media
States - Wyoming, Contacts and Delegates, FEC Compliance Memos

**Container 981**
Support - State Office Charges
Support - State Offices Directory
Supporter List - Canada
Targeting Information
Telephone Directory for U.S. Senate
Thank You Letters - Alabama, Tape #6, Letter #11
The Futures of America (includes photo of JC at event)
Tim Kraft - Media and Literature Distribution
Tim Kraft - Minority Affairs
Tim Kraft - News Clippings
Tim Kraft - Outgoing Correspondence

**Container 982**
Tim Kraft - Phone Bank Information - Tally of Calls Made by State
Tim Kraft - Press Reports
Tim Kraft - Referrals to Jack Watson
Tim Kraft - Rodney Minott
Transcript - “A Conversation with Jimmy Carter,” 5/6/76
Volunteer Forms
Volunteer Information - Carter on the Issues
Volunteer Information - 51.3% Committee
Volunteer Office - Janet Irene Wilson [1-2]
What the Press Had to Say

[Return to Series List](#)

[Return to Office Summary](#)
Carter-Mondale Campaign Committee. Transition Office

Office Summary

Creator: Carter-Mondale Campaign Committee. Transition Office

Title: Records of the 1976 Campaign Committee to Elect Jimmy Carter

Dates: 1972-1976

Office Description: Transition Office

System of Arrangement:

The records of the 1976 Carter-Mondale Campaign Transition Office Subject Files are divided into six series:

<table>
<thead>
<tr>
<th>Series Title</th>
<th>National Archives Identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transition Office Subject Files</td>
<td>135476748</td>
</tr>
<tr>
<td>Energy and Natural Resources Transition Files</td>
<td>135476749</td>
</tr>
<tr>
<td>Transition Office Policy and Option Files</td>
<td>135476752</td>
</tr>
<tr>
<td>Transition Office Administrative Files</td>
<td>135476755</td>
</tr>
<tr>
<td>Patricia Derian Transition Files</td>
<td>123865123</td>
</tr>
<tr>
<td>Vice President Transition Subject Files</td>
<td>239877428</td>
</tr>
</tbody>
</table>

Detailed Description of the Series

**Transition Office Subject Files**

Scope and Content: Containers 983-1000. This series opened in September 2018. The series consists of correspondence, memorandums, reports, policy papers, resumes, handwritten notes, press clippings, news summaries, and publications. The materials include new administration options papers on a wide variety of subjects such as health care, energy, economics, the environment, foreign policy, natural resources, and the federal budget. Also included in this series are cabinet selection briefing books, appointment recommendations, compilations of campaign promises, early presidential decisions and priorities, government reorganization plans, and transition office staffing plans. In addition, briefing books from the final two debates are included. Arranged alphabetically by subject.

**Energy and Natural Resources Transition Files**

Scope and Content: Containers 1001-1019. This series opened in October, 2018. The series consists of correspondence, memos, reports, press clippings, policy papers, work plans, and decision memos. The majority of material relates to the development of new energy and natural resource policies, including a major reorganization of cabinets and government agencies. Topics include energy conservation, nuclear
energy, oil and gas production, environmental policies, and natural resources. Also included are materials on recruitment for Cabinet members and other high level appointments to the federal government in the energy field. The materials represent various subject matters that should have been filed with the corresponding field office, administrative office, etc. As campaign offices were closing up after the election, this material was found and then brought together with the other files, but was never properly interfiled by division or office. The material was processed and arranged by topic in a separate series. Arranged alphabetically by subject.

**Transition Office Policy and Option Files**
Scope and Content: Containers 1020-1040. This series opened in October 2018. The series consists of correspondence, memos, reports, campaign statements, press clippings, policy papers, and work plans. The majority of the policy papers relate to energy department reorganization, reorganization of the Executive Office of the President (EOP), reorganization of the government, personnel policies, reduction in federal advisory committees, drug abuse programs, and intergovernmental relations. In addition, this series includes policy planning recommendations and defining the presidential environment as a whole. Arranged alphabetically by subject.

**Transition Office Administrative Files**
Scope and Content: Containers 1041-1048. This series opened in December 2018. This series consists of correspondence, letters, memorandums, resumes, notes, reports, articles, recommendations, and lists. Much of the material is from the offices of Francis Voorde and Barbara Blum, who served as appointment secretaries to then Governor Carter. The material embodies specific information on issues, scheduling matters, and letters that require Carter’s attention or approval. In addition, this series includes a sampling of post-election mail such as children’s letters, advice, congratulations, and requests for employment. Arranged alphabetically by subject.

**Patricia Derian Transition Files**
Scope and Content: Containers 1049-1051. The series contains correspondence, memoranda, newspaper clippings. The majority of the material deals with the transition of the Department of Health, Education and Welfare (HEW).

**Vice President Transition Subject Files**
Scope and Content: Containers 1052-1057. This series was opened in March, 2022. This series consists of correspondence, financial documents, cabinet recommendations and appointments, and resumes. Arranged alphabetically by subject.

[Return to Series List]
Container List

Transition Office Subject Files

Container 983
Action Calendar, Federal Energy Administration (FEA) Energy Research and Development Administration (ERDA) Environmental Protection Agency (EPA) and Department of Interior, 12/3/76
Agriculture, 12/3/76
Anti-Trust Laws, 10/29/76
Arts and Humanities, 12/3/76
Background Resources - Publications, Magazines [1]
Background Resources - Publications, Magazines [2]
Background Resources - Publications, Magazines [3]
Briefing Book - Council on International Economic Policy, 11/18/76
Briefing Book - Federal Budget Issues, 11/1/76
Briefing Book - Health, Education, and Welfare (HEW) [1]
Briefing Book - Health, Education, and Welfare (HEW) [2]

Container 984
Briefing Book - Secretary of Defense Budget Issues
Budget Analysis, FY 1977-1978
Budget Briefing Outlines
Budget Decisions, 1/77 [1]
Budget Decisions, 1/77 [2]
Budget Decisions, 1/77 [3]
Budget Decisions, 1977-1978
Budget Guidelines, 10/30/76
Business Liaison List

Container 985
Cabinet Selection Criteria, Volume III [1]
Cabinet Selection Criteria, Volume III [2]
Cabinet Selection Notebook
Caddell Survey - Questions, 11/19/76
Campaign Promises - Compilation of, 2/17/77
Campaign Promises Book, 11/30/76
Carter on Foreign Policy and George Ball
Child Development Options Paper
Control Data Story, 10/4/76
Correspondence - Curt Hessler, 11/76-12/76
Council of Economic Advisors - Chairman

Container 986
Records of the 1976 Campaign Committee to Elect Jimmy Carter
Critical Issues - Economics
Cultural Affairs at Home and Abroad - Carter Administration, 10/76
Debate Briefing Book, [1]
Debate Briefing Book, [2]
Debate Briefing Book, 8/76-9/76 [1]
Debate Briefing Book, 8/76-9/76 [2]
Debate Briefing Book, 8/76-9/76 [3]
Debate Briefing Book, 8/76-9/76 [4]

**Container 987**
Debate Briefing Book, 9/11/76 [1]
Debate Briefing Book, 9/11/76 [2]
Debate Briefing Book, 9/11/76 [3]
Debate Briefing Book, 9/26/80 [1]
Debate Briefing Book, 9/26/80 [2]
Debate Briefing Book #3 [1]

**Container 988**
Debate Briefing Book #3 [2]
Debate Briefing Book, Volume II
Decision Calendar for Education and Human Development, 12/3/76
Defense, 12/3/76
Defense Budget Briefing, FY 1978
Democratic National Committee (DNC) - Issues Analysis, Target 1976
Department of Agriculture - Under Secretary, Hamilton Jordan to Jimmy Carter
Department of Commerce - Secretary or Under Secretary,
Department of Defense - Deputy Secretary, Hamilton Jordan to Jimmy Carter
Department of Health, Education, and Welfare (HEW) Hamilton Jordan to Jimmy Carter
Department of Housing and Urban Development (HUD) - Secretary, Hamilton Jordan to Jimmy Carter
Department of Interior - Secretary or Under Secretary, Hamilton Jordan to Jimmy Carter
Department of Justice - Attorney General/Deputy Attorney General, Hamilton Jordan to Jimmy Carter
Department of Labor - Secretary or Under Secretary, Hamilton Jordan to Jimmy Carter
Department of Transportation - Secretary/Deputy Secretary, 11/24/76
Department of Treasury - Secretary and Under Secretary, Hamilton Jordan to Jimmy Carter
Discussion Memorandum, 11/22/76

**Container 989**
Domestic Energy Options Paper
Domestic Policy Staff - Impact on Program of Balancing of the Budget in 1981, 5/12/77
Draft Letter from President Elect to Transition Secretaries
Economic Briefings and Memos, 11/20/76
Economic Policy - Appointments [1]
Economic Policy - Appointments [2]
Economic Policy Board
Economic Policy Board - Outline

Records of the 1976 Campaign Committee to Elect Jimmy Carter 277
Economic Policy - Council on Wage and Price Stability (COWPS)
Economic Policy - Drafts
Economic Policy - Interview Notes
Economic Policy - Options Paper
Economics and Government Reorganization - Handwritten Notes, 9/76
Economics, Unemployment, Labor, Welfare - Handwritten Notes, 9/13/76-10/14/76
Education Options Paper
Employment Discrimination in the Federal Government
Executive Office of the President - Domestic Council Organization, 9/21/76
Executive Office of the President - Drafts

Container 990
Federal Budget Issues, 11/1/76
Federal Bureau of Investigation (FBI) - Executive Summary Options Paper
Foreign Policy Legislative Program, 12/76
Government Reorganization - Organization Proposal
Handwritten Notes - Daily Diary, 8/76
Health Care - Executive Summary
Health Care Systems - Recommendations, 11/1/76
House Administration Committee - 1976 Campaign Project Compilation, Volume 1
House Administration Committee - 1976 Campaign Project Compilation, Volume 2

Container 991
House Administration Committee - 1976 Campaign Project Compilation, Volume 3
Housing - Options Paper
Immigration, Welfare and Bi-lingual Education, 12/14/76
Inaugural Committee Operating Budget, 12/14/76
Instructions and Wording for Form Letter Responses
Intelligence Legislative Program, 12/76
Intergovernmental Relations Paper
International Economics, 12/3/76
International Energy Options Paper
International Security Options Paper [1]

Container 992
Issue Consultant Panels, 8/9/76
Issues According to Legislative Responsibility - Mondale Record
Jimmy Carter: Profile of a Manager and Leader, n.d.
Labor - Notes, Drafts
Legislative Program Briefings, 12/3/76
Major Legislation of the 94th Congress, 10/76
Meeting Notes, 11/8/76
Meeting Notes, 11/17-21/76

Records of the 1976 Campaign Committee to Elect Jimmy Carter 278
Meeting of Cluster Groups with Jack Watson, 11/20/76
Memos to Team Clusters, 12/2/76
Miscellaneous Material and Memorandums Distributed to Domestic Policy Staff, 1977 [1]
Miscellaneous Material and Memorandums Distributed to Domestic Policy Staff, 1977 [2]
Mission Statement for Justice Department, Equal Employment Opportunity (EEOC) and D.C. City Government
National Commission for Manpower Policy - Youth Employment, 9/8/76
National Policy Concerning Financial Conditions of State and Local Governments
Operating Budget, 1/19/76

**Container 993**
Organization Briefing Book for the Secretary of Defense, 12/16/76
Organization of Transition Staff, 11/15/76
Planning, Programming, Budgeting (PPB) for Office of Management and Budget (OMB), Volume I [New York State]
Planning, Programming, Budgeting (PPB) for Office of Management and Budget (OMB), Volume II [1] [New York State]
Planning, Programming, Budgeting (PPB) for Office of Management and Budget (OMB), Volume II [2] [New York State]
Policy Analysis - Legislative Program for Natural Resources, Environment, and Energy, 12/4/76
Policy Paper - National Security Policy Making - Organizational Issues
Policy Staffing at White House - Handwritten Memo, 11/21/76
Position Statements on the Issues

**Container 994**
Presidential Early Decisions - Housing
Presidential Early Decisions - Transportation, 12/3/76
Presidential Personnel Office - Current White House Staff Directory and Salary Table
Priority Administration Decisions for Health and HEW Calendar
Priority Administration Decisions for Health, Education, and Welfare, 12/6/76
Reorganization of the Executive Office of the President, 11/3/76
Resumes [1]
Resumes [2]
Resumes [3]

**Container 995**
Resumes [4]
Resumes [5]
Resumes [6]
Resumes [7]
Resumes [8]
Resumes [9]
Resumes for Positions - Transition Staff

**Container 996**
Records of the 1976 Campaign Committee to Elect Jimmy Carter
Resumes - Wisconsin [1]
Resumes - Wisconsin [2]
Special Representative for Trade Negotiations
State Agriculture Statistics, 9/76 [1]
State Agriculture Statistics, 9/76 [2]
State Census Portraits, 1977
Steve Travis - Department of Commerce - Survey of Current Business, 12/76-1/77
Steve Travis - Department of Commerce - Survey of Current Business, 2/77-4/77

Container 997
Steve Travis - Department of Commerce - Survey of Current Business, 5/77-8/77
Steve Travis - Department of Commerce - Survey of Current Business, 9/77-11/77
Steve Travis - Economic Indicators, 1/76-5/76
Steve Travis - Economic Indicators, 6/76-10/76
Steve Travis - Economic Indicators, 11/76-2/77
Steve Travis - Economic Indicators, 3/77-6/77
Steve Travis - Economic Indicators, 7/77-8/77
Steve Travis - Economic Indicators, 9/77-11/77

Container 998
Steve Travis’ Presidential Appointments Briefing Book, Volume 1
Steve Travis’ Presidential Appointments Briefing Book, Volume 2
Survey of Congressional Constituent Problems, 10/77
Tax Policy Options Paper, 11/3/76
Team Tasks - Handwritten Notes, 11/23/76
Telephone Numbers
The “Democratic Party of the U.S. in Convention 1976”
Towards a National Policy Concerning the Financial Condition of State and Local Governments, 1/14/77
Transportation - Options Paper
Treasury Briefing Book, Volume 1, 12/15/76 [1]

Container 999
Treasury Briefing Book, Volume 1, 12/15/76 [2]
Unemployment Paper
Veteran’s Affairs, 12/3/76
Virginia Governor’s Race, 1977
Water Resources - Executive Summary Options Paper
Welfare Reform - Executive Summary Options Paper
White House News Summaries [1]
White House News Summaries [2]
White House News Summaries [3]
White House News Summaries [4]
White House News Summaries [5]
Container 1000
White House News Summaries [6]
White House News Summaries [7]
White House News Summaries [8]
White House Study Project - Analysis of the Current Executive Office of the President, 12/23/76
White House Study Project, 12/23/76 [1]
White House Study Project, 12/23/76 [2]
White House Study Project, 12/23/76 [3]
Work Plans - Economic Team

Return to Series List

Energy and Natural Resources Transition Files

Container 1001
Administrative Forms
Administrative Meetings
Administrative Memos, 11/22/76-12/3/76
Administrative Memos, 12/4/76
Administrative Memos, 12/9/76-1/12/77
Administrative Personnel
Agency Sources
Air Conditioning and Refrigeration - Energy Management
American Petroleum Institute - Correspondence
Appalachian Regional Commission
Audubon Society
Briefing Books
Campaign Staff
Campaign Statements - Requests for
Carter Statements - Corps of Engineers/Aerosols/Air and Water Pollution
Carter Statements - Democratic Platform Committee, 6/16/76
Carter Statements - Endangered Species, Wildlife, Refugees, Wetlands
Carter Statements - Energy/Environment/Wilderness
Carter Statements - Environmental Program, Solid Waste
Carter Statements - Guest Opinion
Carter Statements - Miscellaneous
Carter Statements - National Parks/Oceans/Forests/Coastal Zone Management
Carter Statements - Natural Resources
Carter Statements - Nuclear Power, Nuclear Weapons
Carter Statements - Oil Price Controls
Carter Statements - Outline for Issues
Carter Statements - to United Nations on Energy Development

Container 1002
Records of the 1976 Campaign Committee to Elect Jimmy Carter
Center for Biology Natural Systems - Barry Commoner, Washington University
Center for Policy Alternatives, M.I.T.
Coal - Options Paper [1]
Coal - Options Paper [2]
Coal - Options Paper [3]
Committee for Nuclear Responsibility
Committee Phone Calls and Transcripts
Common Cause - Conflicts of Interest in the Executive Branch, 10/76
Contact Reports - Jim Rathlesberger
Contact Reports - Joe Browder
Contact Reports - Kathy Fletcher
Contact Reports - Natural Resources and Energy File
Correspondence - Administrative, 11/26/76-12/11/76

Container 1003
Correspondence - Administrative, 12/12/76-1/18/77
Correspondence - Alpha
Correspondence - A
Correspondence - B [1]
Correspondence - B [2]
Correspondence - B - Barney, Gerald O. “The Unfinished Agenda” [1]
Correspondence - B - Barney, Gerald O. “The Unfinished Agenda” [2]

Container 1004
Correspondence - C
Correspondence - D
Correspondence - E
Correspondence - F
Correspondence - G [1]
Correspondence - G [2]

Container 1005
Correspondence - H [1]
Correspondence - H [2]
Correspondence - I
Correspondence - J
Correspondence - K
Correspondence - L

Container 1006
Correspondence - M [1]
Correspondence - M [2]
Correspondence - Mc
Correspondence - Miscellaneous [1]
Correspondence - Miscellaneous [2]
Container 1007
Correspondence - N
Correspondence - O
Correspondence - P [1]
Correspondence - P [2]
Correspondence - P [3]
Correspondence - Q
Correspondence - R [1]

Container 1008
Correspondence - R [2]
Correspondence - S [1]
Correspondence - S [2]
Correspondence - T
Correspondence - U
Correspondence - V
Correspondence - W [1]

Container 1009
Correspondence - W [2]
Correspondence - Y-Z
Correspondence to James Schlesinger - A
Correspondence to James Schlesinger - B-D
Correspondence to James Schlesinger - F
Correspondence to James Schlesinger - G-I
Correspondence to James Schlesinger - J-K
Correspondence to James Schlesinger - L-M

Container 1010
Correspondence to James Schlesinger - N-S
Correspondence to James Schlesinger - T-Z
Correspondence to Jim Rathlesberger [1]
Correspondence to Jim Rathlesberger [2]
Correspondence to Jim Rathlesberger [3]
Correspondence to Jim Rathlesberger - Advanced Systems Development Management, John S. Coutinho [1]
Correspondence to Jim Rathlesberger - Advanced Systems Development Management, John S. Coutinho [2]

Container 1011
Correspondence to Kitty Schirmer
Criteria for Jobs Descriptions - ERDA, FDA
Department of Environment and Oceans - Reorganization, John F. Hussey, 8/16/76
Draft Work Product under Review - Energy Conservation
Drafts and Memos
Energy and a Durable Society
Energy Briefing
Energy Conservation - Options Paper [1]
Energy Reorganization - Drafts
Energy Reorganization - Stu Eizenstat
Energy Resource and Development - Options Paper
Energy Resource Management Program - East Illinois University
Energy Task Force
Energy - The Federal Responsibility - Options Paper
Environmental Information Center - Florida Conservation Foundation
Environmental Policy Center - Larry Rumins
Environmental Policy Center - Nuclear Policy
Environmental Policy Center - Oil Shale Project
Environmental Policy Center - State and Local Decisions
Environmental Policy Institute

Container 1012
Florida Defenders of the Environment Inc.,
Friends of the Earth
General Staff Memos, Procedures
Industrial Gas Cleaning Institute Inc.
Instructions for Creating Options Papers
Inter - Technology Tech Corporation
International Energy Policy - Options Paper
Joe Browder - “Cop out to Black out”
Joe Browder - California
Joe Browder - Draft Under Review - Federal Responsibility
Joe Browder - Energy and Environment - Coal
Joe Browder - Energy Conservation - Domestic Tranquility
Joe Browder - EPA Construction Grants
Joe Browder - Fission and Fusion
Joe Browder - Governor David Boren
Joe Browder - Independent Oil and Gas Producers

Container 1013
Joe Browder - Indian Affairs
Joe Browder - Iowa and Sugar
Joe Browder - Issues
Joe Browder - Jack Watson - Letters, Papers, Names to Evaluate [1]
Joe Browder - Jack Watson - Letters, Papers, Names to Evaluate [3]
Joe Browder - Job Alternatives
Joe Browder - Land Use

Records of the 1976 Campaign Committee to Elect Jimmy Carter
Joe Browder - National Advisory Commission on Oceans and Atmosphere, 6/75-6/76

Container 1014
Joe Browder - Oil
Joe Browder - Options Papers Sent
Joe Browder - Phone Messages
Joe Browder - Plutonium
Joe Browder - Proposed Priority Issues
Joe Browder - Resumes Sent
Joe Browder - TVA, Transportation
Joe Browder - U.S. Congress Interstate and Foreign Commerce
Joe Browder and Jack Watson - Draft Work Plans
Joe Browder and Jack Watson - Final Work Plans
Joe Browder and Jack Watson - Special Projects

Container 1015
Joe Browder from Jack Watson - Democratic National Committee Special Study Reports
Joe Browder to Governor Carter
Joe Browder to Jack Watson - HEW Draft Environmental Impact Study
Joe Browder to Jack Watson and Others - Policy Paper Memos, 7/26/76-8/29/76
Joe Browder to Jack Watson and Others - Policy Paper Memos, 8/30/76-9/2/76
Joe Browder to Jack Watson and Others - Policy Paper Memos, 9/3-14/76
Joe Browder to Jack Watson and Others - Policy Paper Memos, 9/14-28/76
Joe Browder to Jack Watson and Others - Policy Paper Memos, 9/29/76-10/13/76

Container 1016
Joe Browder to Jack Watson and Others - Policy Paper Memos, 10/14-30/76
Keep America Beautiful, 12/75
Liaison Personnel List
Mag Card - Agriculture and Rural
Managing Water Resources - Options Paper
Meeting with Jimmy Carter, 12/9/76
Memos - Energy Reorganization
Memos - General
Memos to and from Other Coordinators
Memos to Skip Holcombe
Monsanto - Petrochemicals
Natural Resources Defense Council
Natural Resources Reorganization
Notes - Correspondence
Notes - Jim Rathlesberger
Option Papers - File Copies
Personnel Possibilities
Post Inaugural Notification of Transition Staff Appointments to Carter Administration
Presidential Appointments Briefing Book

Records of the 1976 Campaign Committee to Elect Jimmy Carter 285
Container 1017
Press Clips - Carter/Mondale Campaign
Press Clips - Governor Carter’s Speeches
Press Clips - Issues
Press Clips - League of Conservation Voters
Press Clips - Policy Planning Office
Public Interest Campaign - Environmental
Ralph Nader - Nuclear Plants
Recruitment - Appalachian Regional Commission
Recruitment - General Reference
Recruitment - Key Positions to Fill
Recruitment - Other People
Recruitment - Submissions to Talent Inventory Project (TIP)
Recruitment - TIP
Reorganization of the Federal Government
Robert A. Hefner - Coordinator Briefing Book - Jimmy Carter’s Oil and Gas Advisory Committee

Container 1018
Robert A. Hefner - Energy in Oklahoma, Final Report, 2/1/74
Staff Phone and Address List
Stanford University Institute for Energy Studies
Task Force against Nuclear Pollution
Task Force Membership List
Technical Information Project
TIP - Outside Suggestions
TIP - Staff Referrals
TIP - Submissions
Volunteers - Clerical and Professional
Water Resources - Options Paper
World Oil Outlook II, Dunvegan Associated Inc., 5/24/76 [1]

Container 1019
World Oil Outlook II, Dunvegan Associated Inc., 5/24/76 [2]

Return to Series List

Transition Office Policy and Option Files

Container 1020
A Study of Local Government Planning in California, 11/76
Advisory Committees - Reduction of, 12/22/76
Agencies to Abolish

Records of the 1976 Campaign Committee to Elect Jimmy Carter 286
Agriculture
Agriculture Team
Appointment Positions - Executive Branch, Budget, and Personnel Summary
Arts and Cultural Affairs
Auto Safety Standard
Automotive Industry
Bert Lance Confirmation Hearings - Questions and Answers, 1/11/77
Briefing Outline for President Elect
Business Intelligence Program - Stanford Research
Call Slips Completed, 11/22/76-12/15/76
Campaign Act

Container 1021
Carter Campaign Statements on Issues [1]
Carter Campaign Statements on Issues [2]
Carter Positions
Citizen Participation [1]
Citizen Participation [2]
Civil Rights
Civil Rights Enforcement
Civil Service Commission

Container 1022
Class Actions
Commerce Department
Commission Options - Doug Costle
Committee for Economic Development Employment Security, 12/28/76
Committee on Interstate and Foreign Commerce
Conflicts of Interest
Congressional Black Caucus - Legislative Workshop, 9/24/76
Congressional Budget Office
Congressional Liaison - Key Senate Staff and House Staff
Congressional Relations
Congressional Veto
Consultants

Container 1023
Consumer Protection
Contract Disputes
Correspondence - Policy Planning
Correspondence, 11/29/76-12/18/76
Correspondence, 12/19/76-1/8/77
Correspondence, 1/10/77-1/20/77
Correspondence, A-F
Correspondence, G-M
Correspondence, N-S
Correspondence, T-Z
Council on Environmental Quality (CEQ), 9/76
Council on Environmental Quality (CEQ) - Analysis of Six Years of Experience by Seventy Federal Agencies, 3/76
Debate Topics
Decision Making Process - Robert Horn
Defense

**Container 1024**
Defense - Foreign Policy
Defining the Presidential Environment - Harden, 12/10/76 [1]
Defining the Presidential Environment - Harden, 12/10/76 [2]
Department of Labor
Economic Recovery Program
Education
Efficiency Options
Energy and Environment Related Jurisdiction Listed Committees
Energy Conservation
Energy Questionnaire, 12/9/76
Energy Reorganization - Correspondence and Questionnaire
Energy Reorganization - Draft Options Paper

**Container 1025**
Energy Reorganization - Options Paper
Energy Research and Development Agency (ERDA)
Environmental Protection Agency (EPA)
Environmental Protection Agency (EPA) - Council on Environmental Quality (CEQ)
Ethics
Executive Office of the President (EOP) - Communications Policy
Executive Office of the President (EOP) - Introduction, 12/21/76
Executive Office of the President (EOP) - Reorganization
Executive Office of the President (EOP) - White House Study Project Report #1, 12/7/76
Executive Office of the President (EOP) - White House Study Project #2, 12/23/76

**Container 1026**
Executive Office of the President (EOP) - White House Study Project Report #5 - White House Functions, 12/17/76
Executive Training
Expiring Legislation by House of Representatives Committee, 1977
Federal Advisory Committees, 12/8/76
Federal Advisory Councils

Records of the 1976 Campaign Committee to Elect Jimmy Carter 288
Federal Budget Issues, 11/1/76
Federal Communications Commission - Briefing/Options Book, 1/2/77
Federal Election Law
Federal Housing Administration (FHA) and Federal Mortgage Insurance Administration, 12/28/76

Container 1027
Federal Paperwork Reduction [1]
Federal Paperwork Reduction [2]
Federal Personnel Policy [1]
Federal Personnel Policy [2]
Federal Personnel Policy [3]
Federal Roadblocks to Efficient State Government, 8/76

Container 1028
First Concurrent Resolution on the Budget, FY 1977
Food and Agriculture Policy
Functional Responsibilities - Kate Beardsley
Government Economy and Spending Reform Act of 1976
Government Economy and Spending Reform Act of 1976 - Hearing Before Rules Committee
Government Executive Magazine, 1/77
Government Reorganization [1]
Government Reorganization [2]
Government Reorganization - Agenda, 1/4/77
Government Reorganization - Authority [1]
Government Reorganization - Authority [2]

Container 1029
Government Reorganization - Authority [3]
Government Reorganization - Authority, Lana Meeting, 12/22/76
Government Reorganization - Doug Costle
Government Reorganization - Early Work Plan
Government Reorganization - General [1]
Government Reorganization - General [2]
Government Reorganization - Plan for Establishment of
Government Reorganization - Staffing, Doug Costle, 12/21/76
Government Reorganization - Transition Agenda

Container 1030
Government Reorganization - Truman Administration, Doug Costle [1]
Government Reorganization - Truman Administration, Doug Costle [2]
Government Reorganization - Truman Administration, Doug Costle [3]
Health, Education, Welfare (HEW)
Health, Education Welfare (HEW) - Transition Paper, 11/15/76
Historical Statistics of the U.S., 7/76

Records of the 1976 Campaign Committee to Elect Jimmy Carter 289
Container 1031
Housing and Urban Development (HUD)
Inaugural Information
Index to Carter/Lance Memos
Interoffice Memos to Wellford from Drayton
Interoffice Memos to Wellford from Harmon
Interoffice Memos to Wellford from Lazarus
Institutional Staff Units - to Plains, Georgia, 12/1/76
Intergovernmental Affairs
Intergovernmental Relations [1]
Intergovernmental Relations [2]
Intergovernmental Relations - Duverney, 12/28/76
Intergovernmental Relations - Projected Growth [1]
Intergovernmental Relations - Projected Growth [2]

Container 1032
Interior Department
Interior Department - Issue Factor
International Economic Policy
Interstate Commerce Commission (ICC) and Civil Aeronautics Board (CAB)
Intra-office - Memorandum, Jack Watson
Intra-office Memos - Administrative
Inventory of Government Units
Justice Department
Justice Department - Reorganization
Legal Ethics
Legislation
Legislative Program of Selected Major Interest Groups
Library of Congress - Democrat and Republican Platforms: Comparison of Selected Issue Positions, 9/3/76

Container 1033
Making Government Work - Introduction and Summary [1]
Management and Scheduling of Projects and Programs - Worksheets, 12/27/76
Management Initiatives
Managing the Federal Personnel System
Mega HEW Reorganization, Harmon, 12/21/76
Memos - Bert Lance
Methodology - Government Reorganization

Container 1034
Miscellaneous Material
Mobilizing Public Technology - The Council of State Governments, 5/72
National Journal - The Ford Presidency
National Security
National Security Council - Calamaro, 12/21/76
National Transportation Safety Board - Roy Anderson
Neustadt, Richard
Newspaper Articles and Magazines [1]
Newspaper Articles and Magazines [2]

**Container 1035**
Nuclear Weapons - ERDA
Ocean Mining
Office of Management and Budget (OMB) - Organization
Office of Management and Budget (OMB) Circulars - from Ann C. Macaluso [1]
Open Government
Openness
Options for Reorganization of Federal Energy Agencies, 12/13/76
Papers Relating to Presidential Departmental Reorganization Program, 2/72

**Container 1036**
Papers Relating to President’s Departmental Reorganization Program, 3/74
Peter Petkas - Memo
Plan for Developing Reorganization and Management Reform Program
Planning
Policy Planning - Graham Allison
Policy Planning - Harvard
Policy Planning - Miscellaneous
Policy Planning - National Journal Article
Policy Planning - To be Filed
Policy Planning - Transition Team
Political Appointees - Career Executives
Postal Service
Presidential Advisory Commissions - Background Information, Doug Costle
Presidential Compensation and Personal Allowances

**Container 1037**
Presidential Time Allocation and Scheduling System
Press
Problems in the Development of Assistance Policy in Overall Management of Federal Aid, 2/6/76
Proceedings and Debates of 94th Congress
Procurement Office
Program Evaluations
Public Information Policy
Quadrennial Commission
Railways
Red Tape in the Federal Supermarket
Reforming the Regulatory Appointments Process, 1/77
Regional Decision Making: New Strategies for Sub-State Districts, 10/73

**Container 1038**
Regulatory Agencies - Miscellaneous
Regulatory Reform
Regulatory Reform - Civil Aeronautics Board
Regulatory Reform Project, 12/29/76 and 12/21/76
Reorganization of Executive Offices
Reorganization of Program for the Handicapped
Reports and Articles on Carter’s Transition
Senate Study
SLS Organization
Sports and Physical Fitness
Staff Memos
Staffing for International Affairs
Staffing Pattern for Government Reorganization
State Department - Narcotics Control
Status Report on Energy Reorganization, 11/30/76
Status Report on Reorganization Project, 2/25/77

**Container 1039**
Structural Reorganization
Sunset Act
Survey Teams
Talent Inventory Program
Task Force on Effective Government
Temporary Select Committee to Study Senate Committee System, 9/76
Texas A-95 Highway Review of Zavala County Grant Proposal, 1976
Themes
Transition Agenda, 12/1/76
Transition Agenda - Early Drafts

**Container 1040**
Transition Agenda - Teledcopied and Hand Carried, 11/30/76 and 12/1/76
Transition Materials
Transition Planning - Status Report, 7/18/76
Transition Staff - Administrative Memos
Treasury Department
Treasury Department - Briefing Book, Volume I
Treasury Department - Briefing Book, Volume II
Veteran’s Administration
Watergate Study
Wellford Invitations
Women’s Program
Zero Based Budgeting

Return to Series List

**Transition Office Administrative Files**

**Container 1041**
Affirmative Action
Agriculture
Arts
Assistance for Plains, Georgia
Background Information on Cabinet Nominees
Barbara Blum - Memos, 7/76-10/76
Barbara Blum - Miscellaneous Campaign Material [Status Reports]
Barbara Blum - Resumes for Transition Office Administrator
Beth Sullivan - Correspondence
Blacks
Blank Security Investigation Forms
Business
Cabinet Recommendations
Campaign Memos
Candidate Schedules
Catholics
Church and State
Citizens Action Committees
Civil Service Commission
Congressional Liaison
Connecticut
Conservation
Copies of Jimmy Carter’s Schedules
Correspondence Alpha - A-H

**Container 1042**
Correspondence Alpha - I-Q
Correspondence Alpha - P-Z
Correspondence - Miscellaneous Greetings
Election Pool
Environmental
Equal Rights Amendment (ERA)
Ethnics - Inaugural
Ethnics - Minorities
Federally Employed Women
Field Operations - Final Report of the Deputy Director, James Elsbury
Final List

Records of the 1976 Campaign Committee to Elect Jimmy Carter 293
Francis Voorde - Miscellaneous Correspondence
Francis Voorde - Personal
Francis Voorde to Administration
Francis Voorde to Eizenstat
Francis Voorde to Governor Carter, 12/76-1/77
Francis Voorde to Greg Schneider
Francis Voorde to Press Office
Gar Alperovitz
Greeks
Greetings from Jimmy Carter
High Level Women
Hispanics

**Container 1043**
Historic Preservation Program
Housing and Urban Development (HUD)
Inaugural
International Women’s Year
Jack Watson
Jobs
Labor
Labor and Business
Material to Inaugural Committee
Material to Jack Watson
Media - Communication
Miscellaneous Material
Miscellaneous - Notes, Messages, Contacts [1]
Miscellaneous - Notes, Messages, Contacts [2]
Museum Services Act
National Women’s Political Caucus (NWPC)

**Container 1044**
Need to Do Items
New Federal Employees Benefit Package
News Clippings
Notes and Memos
Ombudsman
Personnel
Plains - Personal
Political Desks
Publishing Contracts
Requests to Meet with President Carter
Resumes - Correspondence to Hamilton Jordan
Resumes - On File
Rodney Kennedy Minott - California

Records of the 1976 Campaign Committee to Elect Jimmy Carter 294
Senior Citizens
Simon and Schuster Publisher
Staffing - Transition Office
Task Force on Sports and Physical Fitness
Taxes
Telephone Calls - Phone Messages
Transcript - Jimmy Carter Press Conference, 12/14/76

**Container 1045**
Transition Materials - Sampling of Carter Support Mail [1]
Transition Materials - Sampling of General Correspondence
Transition Materials - Sampling of Letters Eliciting Form Responses - Autograph Requests
Transition Materials - Sampling of Letters Eliciting Form Responses - General Advice [1]
Transition Materials - Sampling of Letters Eliciting Form Responses - General Advice [2]

**Container 1046**
Transition Materials - Sampling of Letters Eliciting Form Responses - General Child
Transition Materials - Sampling of Letters Eliciting Form Responses - Group Child [1]
Transition Materials - Sampling of Letters Eliciting Form Responses - People Priority [1]
Transition Materials - Sampling of Letters Eliciting Form Responses - People Priority [2]
Transition Materials - Sampling of Letters Eliciting Form Responses - People Priority [3]
Transition Materials - Sampling of Letters Eliciting Form Responses - TIP A (Talent Inventory Program) Position Requests
Transition Materials - Sampling of Letters Eliciting Form Responses - TIP E (Talent Inventory Program) Position Requests [1]
Transition Materials - Sampling of Letters Eliciting Form Responses - TIP E (Talent Inventory Program) Position Requests [2]

**Container 1047**
Transition Materials - Sampling of Post-Election Mail [1]
Transition Materials - Sampling of Post-Election Mail [2]
Transition Materials - Talent Inventory Program (TIP) - Sample Forms
Transition - Personnel
Transportation
Urban Ethnic Desk
Volunteers - Public Interest
What the Press had to Say, 9/13-14/76
White House Liaison
White House Mail Room - Readers Hired, Tallies, Schedules [1]
White House Mail Room - Readers Hired, Tallies, Schedules [2]

**Container 1048**
White House Mail Room - Staff and Operations, 1/77 [1]
White House Mail Room - Staff and Operations, 1/77 [2]
White House Staff
Women
Women - Appointments
Women - Campaign Debriefing for 51.3% Committee
Women - 51.3% Committee [1]
Women - 51.3% Committee [2]
Women’s Talent Bank

Return to Series List

Patricia Derian's Transition Files

Container 1049
A Proposal for New Federal Leadership in Maternal and Child Health Care in the US
Appropriations
Association for the Advancement of Psychology Biomedical Research
Biomedical Research
Block Grants
Civil Service Commission
Consolidated Health Services Act
Correspondence
Correspondence - Answered
Department of Health Education and Welfare - Briefings
Department of Health Education and Welfare - Organizational Notes
Department of Health Education and Welfare - Transition
Department of Health Education and Welfare - Transition Team

Container 1050
Drug Research Reports
Gebhardt, Joseph
Handwritten Notes
Healthcare Options and Recommendations
Health Manpower Policies
Medicaid for the Young
National Health Policy and Progress
National Rural Center
Office of Education Administration
Organization Charts
Personnel
Policy Analysis Source Book for Social Problems Volume 1

Container 1051

Records of the 1976 Campaign Committee to Elect Jimmy Carter
Vice President Transition Files

Container 1052
Anderson, Wendall
Apodaca, Jerry
Appointments [1]
Appointments [2]
Appointments [3]
Appointments [4]
Appointments [5]
Bayh, Birch
Biographical Information - Maier, Henry, Lucey, Patrick, and Barbara Jordan
Bradley, Tom
Briefing Book for Secretary of Defense
Brown, Jerry
Budget Decisions Fiscal Year 1977-1978
Burton, Phillip

Container 1053
Cabinet Head Selections
Caddell, Pat
Campaign ‘74’ Sourcebook - Democratic National Committee
Carey, Hugh
Carter, Jimmy - Handwritten Notes on the Debate
Church, Frank
Church, Frank - Biographical Investigation
Comments from Various People on the Vice President Selection
Communications Company - “Ask Jimmy Carter”
Completed Profiles - Hamilton Jordan to Jimmy Carter
Cranston, Alan
Department of State - Secretary and Deputy Secretary
Dukakis, Michael
Embry, Robert C. - News Clippings

**Container 1054**
Embry, Robert C. - Testimonies and Speeches
Evangelical Recommendations
Federal Budget Issues
Financial Documents - John Glenn
Flaherty, Pete
Foreign Policy Work Plans
Grasso, Ella
Income Opportunity Program - A proposal for Action
Jackson, Henry M. (Scoop)
Kreps, Juanita Morris
Legislative Record of Senator John Glenn

**Container 1055**
Memo from Jack Watson to President Carter
Memorandum to Jimmy Carter on Top Jobs and Top People
Minnesota Legislative Candidate Committee
Mondale, Walter
Muskie, Edmund S.
Office of Management and Budget - Director
Office of Vice President - Memo to Jimmy Carter
O’Neill, Thomas P. Jr
President Carter’s Personal Trip to New Hampshire, 1974
Presidential Appointments Briefing Book Volume [1]
Presidential Appointments Briefing Book Volume [2]
Quotes and Comments on Possible Cabinet Members

**Container 1056**
Resume - Zuccotti, John
Rodino, Peter
Secretary of Labor - John Dunlap
Secretary of Labor - John Dunlap - Resumes and Interviews
Selecting Cabinet Members - Jack Watson
Senator John Glenn
Stevenson, Adlai
Tax Policy Option Paper
Tax Returns - Frank Church
Transition Overview

**Container 1057**
Treasury Department Briefing Book
Udall, Morris
Biographical Information

Biographical Data

Hamilton Jordan was born on September 21, 1944 in Charlotte, North Carolina. He grew up in Albany, Georgia and attended the University of Georgia. He received a B.A. in Political Science in 1967. After being disqualified from military service due to leg problems, he worked with the International Voluntary Services for the South Vietnamese refugee relocation program.

From 1967-1968, Jordan was a management trainee with the Citizen and Southern Bank, Albany, Georgia. In 1968, he became manager of Jimmy Carter’s gubernatorial campaign. After the election, Jordan then worked as the Executive Secretary to Governor Carter and also served as the Director of the Georgia Democratic National Committee.

Jordan managed Carter’s 1976 presidential campaign from 1974-1976 and was Director of the Personnel Advisory Group and Carter/Mondale Transition Planning group. From 1977-1978, he served as key advisor and assistant to Jimmy Carter and was formally appointed Chief of Staff in 1979. In addition, from 1979-1980 he ran the Carter/Mondale re-election campaign.

In 1981, he authored the book, Crisis: The Last Year of the Carter Presidency. In 1986, he ran for the Democratic nomination for one of Georgia's seats in the United States Senate and lost.

In 1992, he became a high-level staffer on the presidential campaign of independent candidate Ross Perot. In later years he served both as a member of the Founders Council and as an important public advocate for Unity 08, a political movement focused on reforming the American two party system.

Betty Rainwater served as Deputy Press Secretary to President Carter during the 1976 and 1980 campaigns. As Deputy Press Secretary, she was responsible for all contacts with the working press to insure that all campaign trips and activities were properly covered by the electronic and print media. She was also responsible for the printing and distribution of Jimmy Carter’s public statements. She also worked in the Chief of Staff Office in the White House.

Barbara Miller was born December 6, 1944 in Lancaster Pennsylvania. She attended Goldey Beacom Junior College where she received an Associate in Arts Degree; she was Executive Secretary to the Vice President of Family Finance Management Corporation, 4/64-8/65. She was a Clerk Stenographer for the U.S. Department of Justice, 8/65-11/65; Clerk Stenographer, Office of Mid-Career Personnel, 11/65-11/67; Secretarial Assistant, Office of the Director General, 11/67-4/68; Secretarial Assistant, Office of the Assistant Secretary for East Asian and Pacific Affairs, 4/68-4/69; Secretarial Assistant, Office of the Assistant Secretary of State for Congressional Relations, 4/69-4/71; Personal Assistant to the Deputy Director, Policy Planning and Coordination Staff, 4/71-8/73; Personal Assistant to the Chairman, National Security Council Interagency Task Force on the Law of the Sea, 9/73-4/76; 1976 Presidential Campaign-Issues Office, Personal Assistant/Secretary.

David Rubenstein was born in Baltimore, Maryland. He attended Duke University and received a B.A. in 1970. He was a Summa Cum Laude Graduate, Highest Distinction in Political Science. He later
attended the University of Chicago Law School, J.D. in 1973 and was a Cum Laude Graduate, Editor, Law Review; for Associate, Paul, Weiss, Rifkind, Wharton and Garrison, New York, 9/73-9/75
Chief Counsel, U.S. Senate Subcommittee on Constitutional Amendments, 9/75-1976; Legal Advisor to Senator Bayh. In 1976 he worked in the Presidential Campaign-Issues Office-Research on the Republican Record and Compiled a Carter-Ford Record Comparison and formulated responses to attacks by the Republicans.

