
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:
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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:

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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.
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.

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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).

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<tr>
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<td>620881</td>
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<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**
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
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 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.

**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.
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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:

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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, memoranda, 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.

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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:

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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 Wades’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.

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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:

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<td>Paul Hemmann’s Subject Files</td>
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Detailed Description of the Series

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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.

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Public Mail Files

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Record of the 1976 Campaign Committee to Elect Jimmy Carter

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Container 630
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Container 632
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**Container 644**
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Container 647
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Mini Convention 1974 - Early Supporter Card List, South Carolina - South Dakota
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**Container 650**
Mini Convention 1974 - Early Supporter Card List, West Virginia - Wyoming
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Container 654
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Container 660
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Photo of Jimmy Carter at Whistlestop Tour in Johnstown, Pennsylvania, 9/20/76
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Photos - Sent to Jimmy Carter from Hudson Democratic Club
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Container 668
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Volunteer Tally Sheets, Bronaugh Bridges
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What the Press had to Say, 6/76

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[Return to Office Description]

[Return to Collection Summary]
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

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Container 671
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Container 672
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Information - Department of Defense Procurement and Acquisitions
Information - Foreign Policy
Information - Indian Culture, Leonard Crow Dog [1]

Container 673
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Information - on Energy Forwarded to Mondale
Informational Material for Mondale
Issues - Labor
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Issues - Small Business
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Issues - Suggestion Memos and Transition
Mondale - Speeches and Remarks
Republican National Committee - Platform
U.S. Senate Telephone Directory, 1976

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Jimmy Carter’s Files

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Advance Scheduling Book - Walter Mondale, 10/5-27/76
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General Election Event Invitations - Alaska
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Container 675
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General Election Event Invitations - Colorado

Container 676
General Election Event Invitations - Connecticut
General Election Event Invitations - Delaware
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General Election Event Invitations - District of Columbia (D.C.) [3]
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Container 677
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General Election Event Invitations - Illinois [2]

Container 679
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General Election Event Invitations - Illinois [4]
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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
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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]
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General Election Event Invitations - Montana
General Election Event Invitations - Nebraska
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General Election Event Invitations - New Hampshire

Container 682
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Container 685
General Election Event Invitations - Pennsylvania [1]
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Container 686
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Container 688
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**Container 693**
Primary Election Event Invitations - New Jersey
Primary Election Event Invitations - New Mexico
Primary Election Event Invitations - New York [1]
Primary Election Event Invitations - New York [2]
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Primary Election Event Invitations - New York [4]
Primary Election Event Invitations - North Carolina

**Container 694**
Primary Election Event Invitations - North Dakota
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Primary Election Event Invitations - Oklahoma
Primary Election Event Invitations - Oregon
Primary Election Event Invitations - Overseas
Primary Election Event Invitations - Pennsylvania [1]
Primary Election Event Invitations - Pennsylvania [2]
Primary Election Event Invitations - Rhode Island
Primary Election Event Invitations - South Carolina

**Container 695**
Primary Election Event Invitations – South Dakota
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Primary Election Event Invitations - Texas [1]
Primary Election Event Invitations - Texas [2]
Primary Election Event Invitations - Utah
Primary Election Event Invitations - Vermont
Primary Election Event Invitations - Virginia [1]
Primary Election Event Invitations - Virginia [2]
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Primary Election Event Invitations - Wisconsin

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Resumes - Not Filed
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Resumes - Scheduling Staff
Resumes - Special Categories
Resumes - Walter Mondale, Rosalynn Carter
Resumes - White Males
Resumes - Women
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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
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Container 698
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Scheduling Office - Personnel
Seminar - Advance Staff
State Congressional Correspondence - California
State Congressional Correspondence - Colorado - Connecticut
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**Container 699**
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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 Lutkefeder

[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>Rosalynn Carter’s Family Support Audio Visual Files</td>
<td></td>
</tr>
<tr>
<td>Jimmy Carter’s Family Support Files</td>
<td>98961574</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.

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

Records of the 1976 Campaign Committee to Elect Jimmy Carter
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.

**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.

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Rosalynn Carter’s Family Support Staff Files

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**Container 701**
- Correspondence - Answered [6]
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- Correspondence - Answered [9]
- Correspondence - Answered [10]

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

**Container 703**
- Correspondence - Answered [15]
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- Correspondence - Answered [17]
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- Correspondence - Answered [19]

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

**Container 705**
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- Correspondence - Answered [28]
- Correspondence - Answered [29]
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Correspondence - Answered [34]
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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:

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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.

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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)

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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)

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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>
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<th>Series Title</th>
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</thead>
<tbody>
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<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>
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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

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American Bar Association - Atlanta
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Avis Car Rental

Container 850
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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:

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**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.
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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 four series:

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Detailed Description of the Series

Transition Office Subject Files
Scope and Content: Containers 983-1000. This series was 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.

Transition Office Policy and Option Files
Scope and Content: Containers 1020-1040. This series was 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 relates 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 was 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.

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Carter-Mondale Campaign Committee. Energy and Natural Resources Transition Files.

Office Summary

Creator: Carter-Mondale Campaign Committee. Energy and Natural Resources Transition Files.

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

Dates: 1972-1976

Office Description: The Campaign Energy and Natural Resources Files 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 Energy and Natural Resources Files contains one series:

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</table>

Detailed Description

Energy and Natural Resources Transition Files
Scope and Content: Containers 1001-1019. This series was 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. Arranged alphabetically by subject.
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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.

