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Records of Susan Clough, Personal Secretary to the President: A Guide to Its Records at the Jimmy Carter Library

Collection Summary

Creator: Office of the Personal Assistant and Secretary to the President

Title: Records of Susan Clough, Personal Secretary to the President

Dates: 1975-1982

Quantity: 26 linear feet, 60 containers

Identification:

Accession Number: 80-1

National Archives Identifier: 1110

Scope and Content:

This collection consists of correspondence, memoranda, notes, reports, schedules, telephone messages, speeches, newspaper clippings and printed material. The majority of these files are made up of expressions of congratulations upon President Carter's election as President and letters of recommendation to the President regarding possible executive branch employees. Campaign strategies, routine activities of the President, requests for support, efforts to win his party's nomination, and the general election against Ronald Reagan are well documented in this collection.

Creator Information: Office of the Personal Assistant and Secretary to the President

Susan Clough served as the Personal Assistant/Secretary to the President Carter. She was responsible for a host of activities concerning the day-to-day work of President Carter. She worked closely with the President on domestic, international, and personal and family-oriented matters. In addition to handling the normal secretarial and clerical duties inherent in her job, Clough dealt with subjects such as political matters, domestic and foreign issues, press relations, and President Carter's personal life.

She was among those closest to the day-to-day operations of the Carter Administration. Clough's association with President Carter began in 1971 while he was governor of Georgia. She continued to serve in various capacities during his governorship, presidential campaign, and presidency. Her association with President Carter continued for approximately two years after he left office that is also reflected in these papers.

[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 applicable executive order(s), which governs National Security policies, applicable statutes/agency restrictions, 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 Presidential Papers; Plains Files; Staff Secretary Files

Index Terms:

Limited to major topics under each category
Persons: Susan Clough, Maxie Wells

Organizations: United States Secret Service

Subjects: Campaign Briefings, foreign policy

Places: Georgia, Japan, China

Types of Material: correspondence, memoranda, notes, reports, schedules, telephone messages, speeches, newspaper clippings, invitations

Administrative Information:

Preferred citation: [Type of Document], [Names of Sender and Recipient or Title of Document], [Date], [Collection Title], [Series Title], [Folder Title], [Container 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 1994.

System of Arrangement:

Arrangement Note: A small portion of the Susan Clough File had been stolen and later recovered and held as evidence by the FBI. It was subsequently returned to the Carter Library. That material has been re-filed into the collection. A processing note has been placed at the front of each folder of this material. Also some folder titles are followed by Oversize Attachments. An (O/A) designation means the material had been separated from

the rest of the Clough files in the White House for convenience of storage, but has been integrated into the papers.

The records of Susan Clough, Personal Secretary to the President are divided into 10 series:

Series Title	National Archives Identifier
<u>Susan Clough's 1976 Correspondence Files</u>	155129
<u>Susan Clough's Campaign Trip Files</u>	155291
<u>Susan Clough's 1980 Political Files</u>	155409
<u>Susan Clough's Subject Files</u>	155464
<u>Jimmy Carter Personal Files</u>	155534
<u>Susan Clough's White House Inauguration and Invitation Files</u>	155550
<u>Susan Clough's 1976 Congratulatory Files</u>	155602
<u>Susan Clough's 1980 Political Telephone Call Files</u>	155634
<u>Susan Clough's Resignation Letters Files</u>	155662
<u>Susan Clough's Post-Presidential Files</u>	155675

Detailed Description of the Collection

[Susan Clough's 1976 Correspondence Files](#)

Scope and Content: Containers 1-24. This series was opened in December 1994. This series consists of correspondence, memoranda, notes, newspaper clippings, publications, schedules, and photographs. The majority of these files are made up of expressions of congratulations upon President Carter's election as President and letters of recommendation to the President regarding possible executive branch employees. The correspondence was sent by a wide range of individuals from national and local politicians, celebrities, to long-time Carter acquaintances, and ordinary citizens. Arranged alphabetically by name.

[Susan Clough's 1975-76 Campaign Trip Files](#)

Scope and Content: Container 25-33. This series was opened in December 1994. This series consists of correspondence, memoranda, schedules, reports, notes, and newspaper clippings. The documents in this series detail the presidential campaign of Jimmy Carter. Also included is information from the early campaign activities through the 1976 Democratic National Convention. Arranged chronologically.

[Susan Clough's 1980 Political Files](#)

Scope and Content: Containers 34-39. This series was opened in December 1994. This series consists of correspondence, memoranda, notes, newspaper clippings, reports, schedules, and briefing materials. This series provides in-depth material regarding President Carter's re-election bid. His efforts to win his party's nomination as well as the general election against Ronald Reagan are well-documented in these files. Arranged alphabetically by subject and there under chronologically.

Susan Clough's Subject Files

Scope and Content: Containers 40-44. This series was opened in December 1994. This series consists of correspondence, memoranda, reports, notes, and printed material. The material illustrates the routine activities of the President. Also included are requests for autographs and photographs; travel arrangements for the President; presidential gifts, and White House personnel matters. Materials relating to various aspects of Jimmy Carter's personal life and his duties as President are also included. Arranged alphabetically by subject and there under chronologically.

Jimmy Carter Personal Files

Scope and Content: Containers 45-46. This series was opened in December 1994. This series consists of correspondence, memoranda, notes, newspaper clippings, and photographs. Included is correspondence from friends and acquaintances of the President. Arranged alphabetically by name.

Susan Clough's White House Inauguration And Invitation Files

Scope and Content: Containers 47-49. This series was opened in December 1994. This series consists of correspondence, memoranda, invitation lists, and schedules. This material relates to the make-up of plans and activities concerning the 1977 presidential inauguration. Also included are invitations to social functions, such as state dinners at the White House. Arranged alphabetically and chronologically there under.

Susan Clough's 1976 Congratulatory Files

Scope and Content: Containers 50-51. This series was opened in December 1994. This series consists of correspondence and telegrams composed mainly of telegrams from individuals in other countries to President Elect-Carter expressing their congratulations upon his election. Arranged alphabetically subject and chronologically there under.

Susan Clough's 1980 Political Telephone Call Files

Scope and Content: Containers 52-54. This series was opened in December 1994. This series consists of notes, telephone call sheets, and memoranda including notes on telephone conversations between President Carter or Mrs. Carter and individuals involved in the elections of 1980. Included also are campaign strategies and requests for support from politicians. Arranged chronologically.

Susan Clough's Resignation Letters Files

Scope and Content: Containers 55-56. This series was opened in December 1994. This series consists of correspondence, memoranda, and staff name lists of White House members who submitted letters of resignation to the President. Some of President Carter's responses are also included. Arranged alphabetically by name.

Susan Clough's Post-Presidential Files

Scope and Content: Containers 57-60. This series was opened in December 1994. This series consists of correspondence, memoranda, schedules, photographs, and newspaper clippings. This material relates to her work after the 1980 election when she worked as his secretary for one year in Plains, Georgia. A large portion of the material in this file is devoted to President and Mrs.

Carter's trip to China and Japan. As Clough's post-presidential work with President Carter was brief, there is not much material on the former President's activities for which he has received attention. Arranged alphabetically by subject and chronologically there under.

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Biographical Data

Susan Sebasta Clough

Susan Sebasta Clough was born in Fort Jackson, South Carolina in 1945. She served as a secretary from 1968-1971 for Sutherland, Asbill, and Brennan Law Firm in Atlanta, Georgia. In 1971, she helped coordinate the Southern Governor's Conference in Atlanta, Georgia and became a member of Jimmy Carter's staff. She took the position of Assistant to the Press Chief Jody Powell. She began to work as Carter's personal secretary while he was Governor of Georgia, and in 1972 she served as Assistant to News Secretary to Governor Jimmy Carter.

She served as Assistant News Secretary to Governor Busbee of Georgia from 1974-1975. In 1976, she served as Correspondence Secretary for the Carter 1976 Presidential Campaign. She served as Personal Assistant/Secretary to President-Elect Jimmy Carter from 1976-1977. Clough served as Personal Assistant/Secretary to the President from 1977-1981. In 1983 she served as Administrative Assistant at Sears World Trade. In 1994, she served as Director of Sponsor Protection for the Atlanta Centennial Olympic Properties.