
Collection Summary

Creator: Office of the First Lady

Title: Records of the First Lady’s Office


Quantity: 402 linear feet (326 linear feet open for research), 746 Containers

Identification:
   Accession Number: 80-1
   Archival Research Catalog (ARC) Identification Number: 561326

Scope and Content:
This collection contains correspondence, letters, memoranda, agendas, messages, invitations, itineraries, schedules, reports, menus, lists, resumes, briefing papers, background information, telephone logs, speeches, press releases, clippings, and reports.

These materials relate to information regarding all official White House social functions; First Lady speeches, interviews, and correspondence; and her trip itineraries and schedules. Information on Rosalynn Carter’s special projects such as mental health, community projects, volunteerism, the aged, Cambodian relief efforts, and women’s issues are included in this collection.

Creator Information: Office of the First Lady
The First Lady’s Office assists the First Lady in planning and carrying out all White House official functions. It disseminates information about the White House, its grounds and its history. This office assumes the responsibility for all entertainment of heads of state; schedules interviews, messages, and speeches; gives personal attention to all her correspondence, and carries out the research before responding to several hundred invitations or events each week. This office also conducts research, coordination, and implementation of Mrs. Carter’s educational, cultural, and international projects.

Under Rosalynn Carter, the First Lady’s Office maintained a total staff of twenty. The staff was divided among six different offices with varying responsibilities. Each office was headed by a senior staff member: Gretchen Poston, Social Secretary; Mary Hoyt, Press Secretary; Jane Fenderson, Appointments Secretary; Kathy Cade, Projects Director;
and Helen Dougherty, Correspondence Director. Madeline MacBean served as Personal Assistant to Rosalynn Carter and Rita Merthan served as Mrs. Carter’s Personal Secretary.

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.

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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: White House Central Files Subject Files; Mary Finch Hoyt Papers; Carter Family Papers

Index Terms:
Persons: Rosalynn Carter; Kathryn Cade; Gretchen Poston; Mary Hoyt; Madeline McBean; Jane Fenderson; Rita Merthan

Organizations: President’s Commission on Mental Health; Friendship Force

Subjects: Communities; Volunteerism; Neighborhoods; Mental Health; Mental Retardation; Aged; Women; Equal Rights Amendment; Social Affairs; State Dinners; First Family; Senior Citizens

Types of Material: Correspondence, letters, memoranda, agendas, messages, invitations, itineraries, schedules, menus, guest lists, resumes, briefing papers, speeches, press releases, clippings, and reports.

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:

Records of the First Lady’s Office
The first series of the collection was opened in 2001. Subsequent series in the collection were opened in 2003, 2005, 2006, and 2010. The open dates are indicated in the series scope and content.

System of Arrangement:
The First Lady’s office is arranged by sub-offices that were created to handle specific tasks.

The records of the First Lady’s Office are divided into six sub-offices:

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**First Lady’s Press Office**

**Office Summary**

**Creator:** Office of the First Lady. Press Office.

**Title:** Records of the First Lady’s Office

**Dates:** 1977-1981

**Office Description:** Under the direction of Mary Hoyt, the Press Office handled all media relations for the First Lady and the Carter family. This included all matters related to press advance support for all of Mrs. Carter’s public and official appearances; and preparation of public statements, press releases, and messages. The Press Office also oversaw the drafting of speeches and the handling of press activities for state dinners, White House parties, and all other social functions undertaken by the First Lady and the President. The office also played a part in the preparation of her foreign and domestic trips, including press credentials, background information, and biographical sketches. Other Press Office staff members included Ann Anderson, Faith A. Collins, Paul B. Costello, Vikki Lovett, and Paula Watson.

**System of Arrangement:** The records of the Press Office are divided into eight series:

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Records of the First Lady’s Office
Mary Hoyt’s Press Releases and Speeches Files
Scope and Content: Containers 1-12. This series was opened in 2003. This series consists of correspondence, memorandums, speeches, drafts, background briefing information, fact sheets, press releases, guest lists, schedules, and announcements. This material relates to the preparation for events at the White House, mainly the drafting of Rosalynn Carter’s speeches and remarks. Many of the speeches and remarks include Rosalynn’s handwritten drafts and annotations. Arranged chronologically.

Container List:

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List of Participants from Various Events, 1979-1980
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Container 2
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Mary Hoyt's Domestic Trip Files
Scope and Content: Containers 13-19. This series was opened in 2003. This series consists of correspondence, memorandums, itineraries, press releases, background briefings, press credentials, announcements, remarks, speeches, and speech drafts. This material relates to the preparation for Rosalynn Carter’s domestic trips including her handwritten drafts and annotations for speeches and remarks. Arranged chronologically.

Container List:

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Minneapolis; Oklahoma City, Oklahoma; California, 2/8-9/80
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Vermont; New Hampshire; New York; Massachusetts, 2/21-23/80
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Milwaukee, Rothschild, Wausau, Green Bay, Wisconsin, 3/27/80

Container 18
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Mississippi; Louisiana; Texas; Illinois; Michigan, 10/30/80-11/1/80
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**Mary Hoyt’s State Dinner Files**
Scope and Content: Containers 20-23. This series was opened in 2003. This series consists of biographical sketches, guest lists, menus, and press releases regarding upcoming state dinners at the White House. Arranged chronologically.

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State Dinners – Press Pools
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Prime Minister Pierre Trudeau of Canada, 2/21/77
Prime Minister Rabin of Israel, 3/7/77
Prime Minister Callaghan of Great Britain, 3/10/77
Prime Minister Fukuda of Japan, 3/21/77
Prime Minister Anwar Al-Sadat, 4/4/77
King Hussein of Jordan, 4/25/77

**Container 21**
Crown Prince Fahd of Saudi Arabia, 5/24/77
Prime Minister Fraser of Australia, 6/22/77
President Perez of Venezuela, 6/28/77
Chancellor Helmut Schmidt of West Germany, 7/13/77

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Prime Minister Giulio Andreotti of Italy, 7/26/77
President Mwalimu Julius K. Nyerere, 8/4/77
Latin American Heads of State, 9/7/77
Wives of Foreign Dignitaries Luncheon, 9/8/77
Prime Minister Raymond Barre of France, 9/15/77
Lieutenant General Olusegun Obasanjo of Nigeria, 10/11/77
Prime Minister Leo Tindemans of Belgium, 10/19/77
The Shahanshah and the Shahbanou of Iran, 11/15/77

**Container 22**
President Josip Broz Tito of Yugoslavia, 3/7/78
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Mrs. Ceausescu of Romania/Smithsonian Luncheon, 4/13/78
Prime Minister of Japan Takeo Fukuda, 5/3/78
President Kenneth Kaunda of Zambia, 5/17/78
North American Treaty Organization (NATO) Summit, 5/30-31/78
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His Majesty Hassan II, King of Morocco, 11/14/78
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**Container 23**
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President Daniel T. Arap Moi of Kenya, 2/20/80
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King Hussein of Jordan, 6/17/80
President Shehu Shagari of Nigeria, 10/7/80

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**Mary Hoyt’s Foreign Trips Files**
Scope and Content: Containers 24-27. This series was opened in 2003. This series consists of correspondence, memorandums, background information, press releases, foreign newspapers, reports, telegrams, and schedules related to the First Lady’s foreign trips. Also included are

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speeches and speech drafts with her handwritten notes and annotations. Arranged chronologically.

Container List:

**Container 24**
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Latin America Trip - Briefings and Background Information
Latin America Trip - Transcripts of Return Speeches, June, 1977
Jamaica, 5/30/77
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Ecuador, 6/1-3/77
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**Container 25**
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**Mary Hoyt’s Chronological Files**
Scope and Content: Containers 28-29. This series was opened in 2003. This series contains Mary Hoyt’s reading file which includes both incoming and outgoing correspondence, and memorandums. Arranged chronologically.

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Container List:

**Container 28**
Chron - Mary Hoyt, 1/77-12/12/77 [1-5]

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Chron - Mary Hoyt, 1/78-1/81 [1-6]

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**Mary Hoyt’s Subject Files**
Scope and Content: Containers 30-33. This series was opened in 2003. This series consists of correspondence, memorandums, publications, invitation responses, and briefings. The material relates to a wide variety of topics concerning the responsibilities of the First Lady’s Office. Arranged chronologically.

Container List:

**Container 30**
Administrative Memos – East Wing, 1976-1979
Bill Milliken Cities in Schools Project, 1977- 1978
Committee for the Preservation of the White House
Correspondence, 1976
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Curator - Conger, Clement Ellis
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**Container 31**
ERA Issues
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Memos to Rosalynn Carter from Mary Hoyt - Briefing Papers, 1977-1980
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Schedule Wrap-Up, Rosalynn Carter, 1977-1980
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**Container 33**
White House - A Historic Guide

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Mary Hoyt's Audio Visual Files
Scope and Content: Containers 34-36. This series was opened in 2003. This series mainly contains copies of color photographs from the White House Staff Photographer’s Office. In addition, the series contains taped interviews, speeches and videotapes that have been transferred to the audiovisual holdings of the library. A list of the items transferred is included in the textual records.

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Interviews by Rosalynn Carter
Miscellaneous Photos
Photographs of Amy Carter
Photographs of Jimmy Carter
Photographs of Miss Allie
President and Rosalynn Carter with POTUS
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Rosalynn Carter with Children
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Container 35
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White House Events, 1977-1980
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Container 36
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Rosalynn Carter in Texas, 9/4/78
Dr. Armand Hammer Painting Presentation, 9/19/78
Christmas Tree, 1978
Act ‘79 Fair/Congressional Hearing, 4/30/79
Rosalynn Carter with the Elderly, 7/22/79
Audiovisual Files – Photographs
Photographs and Contact Sheets (Transferred to Audiovisual Department)
Audiovisual Files – Audiocassettes
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Audiotapes (Transferred to Audiovisual Department)
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Mary Hoyt’s Press Clippings Files

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Scope and Content: Containers 37-65. This series was opened in 2003. This series contains original and xeroxed copies of newspaper clippings. Clippings related to the First Family or by topic are arranged alphabetically; clippings related to state dinners and trips are arranged chronologically.

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- Carter Family - Data
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- Carter, Amy - Classmates and Friends
- Carter, Amy – Elephant Scare, 5/20/78
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- Carter, Amy – Pets and Toys
- Carter, Amy – Profiles
- Carter, Amy – Recreation and Hobbies
- Carter, Amy – Religion
- Carter, Amy – School
- Carter, Amy – School Activities
- Carter, Amy – Social Events
- Carter, Amy – Tree House
- Carter, Amy – Trips, Local
- Carter, Amy – Trips, Out of Town
- Carter, Amy – Trips, With Parents
- Carter, Amy – Trophy Incident
- Carter, Amy – Vacations and Field Trips not School Related
- Carter, Amy – Various Newspaper Articles
- Carter, Amy – Violin Lessons

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Trip - Chicago, Illinois; Birmingham, Alabama, 10/8/79
Trip - Johnson City, Tennessee; Asheville, North Carolina, 10/12/79
Trip - Iowa; Oregon; Washington, 10/17-19/79
Trip - New Hampshire; Boston, Massachusetts; Maine, 10/24-25/79
Trip - Houston, Texas, 10/25/79
Trip - Los Angeles, California; Denver, Colorado; Canada, 11/14-16/79
Trip - St. Petersburg, Florida, November 17, 1979
Trip - New Hampshire, 11/29/79
Trip - New York; Mississippi; Georgia; Arkansas, 12/5-8/79
Trip - New York, 12/12-13/79
Trip - Iowa, 12/20/79

**Container 63**
Trip - Iowa, 1/7-8/80
Trip - Iowa, 1/11-12/80
Trip - Atlanta, Georgia, 1/15/80
Trip - New Hampshire; Maine, 1/18/80
Trip - Maine, 1/25/80
Trip - New York; Maine; New Hampshire, 1/31/80 - 2/1/80
Trip - Maine, 2/6/80
Trip - Minnesota, California, and Oklahoma; 2/7-9/80
Trip - Massachusetts, New Hampshire; Connecticut, 2/14-15/80
Trip - Vermont; New Hampshire; New York; Massachusetts, 2/23/80
Trip - Plant City, Florida; Macon, Georgia; Birmingham, Alabama, 3/3/80
Trip - Chicago, Illinois, 3/6/80
Trip - Richmond, Virginia, 3/8/80
Trip - New York; Kansas; Illinois; 3/13-14/80
Trip - New York, 3/17/80
Trip - Connecticut; New York, 3/20-21/80
Trip - Wisconsin, 3/27/80
Trip - Pennsylvania; Louisiana; Ohio, 4/3-4/80
Trip - Missouri; Arizona; 4/10-11/80

Records of the First Lady’s Office
Trip - Philadelphia, Pennsylvania, 4/14/80
Trip - Pennsylvania, 4/17-18/80
Trip - Texas; Tennessee; Mississippi, 4/24-25/80
Trip - Indiana; Kentucky; Texas, 4/29-30/80
Trip - Atlanta, Georgia, 5/11/80
Trip – Baltimore, Oxon, Towson, Maryland 5/12/80
Trip - Columbus; Cincinnati, Ohio, 5/16/80
Trip - New Mexico; California, 5/21-22/80
Trip - Tennessee; Mississippi; Alabama; North Carolina; Louisiana, 5/27-28/80
Trip - New Jersey; Rhode Island, 6/2/80
Trip – Oaklawn, Alsip, Illinois, 6/12/80
Trip - New Orleans, Louisiana, 7/2/80
Trip - Plains, Georgia, 7/4-6/80
Trip - Alabama, 9/1/80

**Container 64**
Mexico Trip, 12/1-3/76
World Trip, 12/29/77- 1/9/78
Post World Trip, 1/78
Venezuela, 3/28-29/78
Brazil, 3/29-30/78
Nigeria, 3/30/78 - 4/2/78
Liberia, 4/3/78
Costa Rica, 5/7-10/1978
Germany, 7/16/78
Rome, 8/10-13/78
Guadeloupe, 1/5-6/79
Mexico, 2/14-16/79

**Container 65**
Mid East Trip, 3/7-13/79
Rome and Geneva, 5/5-11/79
Vienna, 6/14-18/79
Japan and Korea, 6/23-29/79
Ecuador, 8/8-11/79
Thailand, 11/7-10/79 [1-2]
Winnipeg, 11/15/79
Italy; Spain; Portugal; Yugoslavia, 6/19-26/80
Peru; Puerto Rico, 7/26-29/80

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Records of the First Lady’s Office
First Lady’s Social Office

Office Summary


Title: Records of the First Lady’s Office


Office Description: Under the direction of Gretchen Poston, the Social Office worked closely with the First Lady and the West Wing Staff in the overall planning, arrangement, coordination, and direction of all official and private social events hosted by the President and his family. It also coordinated the State dinners. The Social Secretary planned the menu in consultation with the White House chef and Mrs. Carter; briefed military aides and the music support staff for social events; made arrangements for entertainment; coordinated staff and volunteers for set-up and decoration of the Executive Residence; and made arrangements with lending institutions and individuals for objects used as dinner table centerpieces. Following an event, the Social Secretary coordinated letters of thanks to those involved. Other Social Office staff members included Amy Ryan, Marilyn B. Funderbunk, Parry Presock, William T. Gemmell, John Scarfone, and Janice Ingersoll.

This office was also responsible for working with the White House Office of Records Management (WHORM) in maintaining a White House Central Filing system for the First Lady’s material. Although these files are similar to the same system used for the President, the White House Social Central Files of the First Lady are separate from the White House Central Files of the President. The WHORM system allows White House personnel to file individual documents according to subject. It contains documents that in the judgment of the staff related to the operation of the First Lady’s Office and contains correspondence from various offices in the East Wing. The file is organized according to an alpha-numeric system divided into 58 subject categories, with numerous cross-references. Each primary category is assigned a two letter code i.e. IV for Invitations, FI for Finance, etc.

System of Arrangement:

The records of the Social Office are divided into four series:

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Gretchen Poston’s Social Office Files

Records of the First Lady’s Office
Scope and Content: Containers 1-33. This series was opened in 2005. This series consists of invitations to receptions, teas, dinners and luncheons including guest lists, menus, seating arrangements, table diagrams and acceptance and regret letters. Arranged chronologically.

Container List:

**Container 1**
Governor’s Reception, 1/21/77
Reception for Democratic National Committee, 1/21/77
Reception for Georgians, 1/21/77
Reception for Congress, 1/22/77
Reception for the Diplomatic Corp, 1/22/77
Reception for the Military, 1/22/77
Coffee for the White House Volunteers, 1/28/77
Dinner for the Supreme Court, 2/8/77
Dinner for President Jose and Mrs. Lopez Portillo of Mexico, 2/14/77
Entertainment for the Mexican Dinner, 2/14/77
Tea for the Press, 2/15/77
Dinner for Prime Minister and Mrs. Pierre Elliot Trudeau of Canada, 2/21/77
Entertainment for the Canadian Dinner, 2/21/77
Dinner for Governors, 3/1/77
Luncheon for Kurt Waldheim, Secretary of General of the United Nations, 2/25/77
Luncheon for Mrs. Kurt Waldheim, 2/25/77
Dinner for Prime Minister Yitzhak Rabin of Israel, 3/7/77
Tea for Mrs. Yitzhak Rabin, 3/7/77
Dinner for Prime Minister Callaghan of Great Britain, 3/10/77

**Container 2**
Entertainment for the Great Britain Dinner, 3/10/77
Dinner for Dr. and Mrs. Henry Kissinger, 3/18/77
Dinner for Prime Minister Takeo Fukuda of Japan, 3/21/77
Tea for Madame Jihan Sadat of Egypt, 4/4/77
Dinner for President Anwar al-Sadat of Egypt, 4/4/77
Easter Egg Roll on the South Lawn, 4/11/77
Tea for the Daughters of the American Revolution, 4/18/77
Dinner for King Hussein I of Jordan, 4/25/77
Luncheon on the South Lawn, 5/2/77
Roundtable on Aging, 5/10/77
Little Generals Cloggers, 5/12/77
Senate Ladies Luncheon, 5/16/77
Reception for the Corporate Fund for the Performing Arts at the Kennedy Center, 5/23/77
Dinner for Crown Prince Fahd Bin Abd Al-Aziz Al-Saud of Saudi Arabia, 5/24/77
Reception for the Executive Committee of the Democratic National Committee, 6/9/77
Reception for the Inaugural Impressions Artists, 6/14/77
Luncheon for Princess Anne and Captain Mark Phillips, 6/17/77
Luncheon for Prime Minister John Malcolm Fraser of Australia, 6/22/77

Records of the First Lady’s Office
Dinner for the President and Mrs. Carlos Andres Perez of Venezuela, 6/28/77

**Container 3**
- Entertainment for the Venezuela Dinner, 6/28/77
- Luncheon for the Empress of Iran, 7/11/77
- Dinner for Chancellor and Mrs. Helmut Schmidt of the Federal Republic of Germany, 7/13/77
- Entertainment for the Federal Republic of Germany Dinner, 7/13/77
- Dinner for Prime Minister Menachem Begin of Israel, 7/19/77
- Tea for Mrs. Menachem Begin of Israel, 7/19/77
- Congressional Picnic, 7/20/77
- Dinner for Giulio Andreotti of Italy, 7/26/77
- Entertainment for the Italian Dinner, 7/26/77
- Congressional Picnic, 7/27-28/77
- The District of Columbia Youth Orchestra Concert, 8/2/77
- Dinner for President Julius K. Nyerere of Tanzania, 8/4/77
- Breakfast Briefing on the New Panama Canal Treaties, 9/7/77
- State Dinner for the Signing of the Panama Canal Treaty, 9/7/77
- Entertainment for the Panama Canal Treaty Signing Reception, 9/7/77

**Container 4**
- Luncheon for Panama Canal Signing, 9/8/77
- State Dinner for Panama Canal Signing, 9/8/77
- Reception for the Friendship Force, 9/8/77
- League of Women Voter’s Reception, 9/8/77
- Luncheon Cruise to Mt. Vernon, 9/8/77
- Dinner for Prime Minister Raymond Barre of the French Republic, 9/15/77
- Reception for the 1977 Inaugural Committee, 9/23/77
- Coffee for Datin Suhaila, Wife of the Prime Minister of Malaysia, 9/27/77
- Reception for World Bank and International Monetary Fund (IMF) - Latin American Governors, 9/2/77
- Coffee for the Supreme Court, 9/30/77
- Luncheon for the U.S. Mission to the United Nations, 10/4-5/77
- Reception for the Annual Landscaping Awards Ceremony, 10/5/77
- Dinner for Lt. General Olusegun Obasanjo of Nigeria, 10/11/77

**Container 5**
- Barbecue for the Peanut Brigade, 10/13/77
- Luncheon for the Mental Health Commission, 10/14/77
- Luncheon for Prime Minister Leo Tindemans of Belgium, 10/19/77
- Luncheon for Mrs. Tindemans of Belgium, 10/19/77
- Reception Honoring Mrs. Lopez Portillo of Mexico, 11/3/77
- Coffee for Mrs. Rosalynn Carter, 11/8/77
- Luncheon for Prime Minister Robert D. Muldoon and Mrs. Thea Muldoon of New Zealand, 11/9/77
- Dinner for the Shahanshah and the Shahbanou of Iran, 11/15/77
- Entertainment for the Iranian Dinner, 11/15/77

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Reception for the American Film Institute, 11/17/77
Buffet Dinner for Jeff and Annette Carter, 11/27/77
Dinner for King Hassan II of Morocco (Cancelled), 12/7/77
Congressional Reception, 12/13/77
Luncheon for Prime Minister Michael Manley of Jamaica, 12/16/77
Luncheon for Mrs. Michael Manley, Wife of the Prime Minister of Jamaica, 12/16/77
Christmas Party for the Volunteers, 12/19/77
Christmas Party for the Press, 12/20/77
Christmas at the White House, 1977

Container 6
Christmas Card List for 1977
Reception for the Congressional Staff, 1/19/78
Reception for Mayors, 1/26/78
Media Liaison Dinner, 1/26/78
Reception for the 10th Anniversary of Ford’s Theatre, 1/29/78
Reception for Polish Americans, 2/6/78
Dinner for Jewish Leaders, 2/8/78
Reception for the National Finance Councils of the Democratic National Committee, 2/14/78
Dinner for Congressional Retirees, 2/22/78
Reception in Celebration of the New Hampshire Primary, 2/24/78
Concert Featuring Vladimir Horowitz, 2/26/78
Governor’s Ball, 2/28/78
Presentation of the Final Report of the White House Conference on Handicapped Individuals, 3/2/78

Container 7
Dinner for President Marshal Josip Broz Tito of Yugoslavia, 3/7/78
Entertainment for the Yugoslavian Dinner, 3/7/78
Reception for the Florida Primary, 3/9/78
Reception for the Observance of International Women Year, 3/22/78
Luncheon for Prime Minister James Callaghan of Great Britain, 3/23/78
Easter Egg Roll on the South Lawn, 3/27/78
Breakfast for Business Leaders, 4/6/78
Reception for the Society of American Florist, 4/11/78
Dinner for Nicolae Ceausescu of Romania, 4/12/78
Luncheon for Mrs. Elena Ceausescu of Romania, 4/13/78
Luncheon for Democratic National Committee Leaders, 4/13/78
Country Music Association Concert, 4/17/78
Reception for the President’s Commission on Mental Health, 4/27/78
Israel’s 30th Anniversary Reception, 5/1/78
George Washington University Reading Center’s Play, 5/1/78

Container 8
Reception for the Southern Baptist Convention, 5/2/78
Luncheon for Prime Minister Takeo Fukuda of Japan, 5/3/78

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Breakfast for Leaders, 5/9/78
Luncheon for the Ladies of the Senate, 5/5/78
Reception for Armenian Americans, 5/16/78
Dinner for President Kenneth D. Kaunda of Zambia, 5/17/78
Tea for Mrs. Kenneth Kaunda of Zambia (Cancelled), 5/18/78
Reception for the Papanicolaou Commenorative Postage Stamp Ceremony, 5/18/78
Reception for the National Symphony Orchestra, 5/19/78
White House Promenade, 5/20/78
Business Leaders Dinner with President Carter, 5/23/78
Reception Honoring Bob Hope, 5/24/78

Container 9
Reception for the Presentation of Portraits of Gerald and Betty Ford, 5/24/78
Dinner for President Valery Giscard d’Estaing for France, 5/26/78
Dinner for the North Atlantic Alliance Summit (NATO), 5/30/78
Luncheon for the Heads of Delegation for the NATO Summit, 5/30/78
Luncheon for NATO Summit at State Department, 5/31/78
Reception Honoring the Ladies of the NATO Summit, 5/31/78
Concert by Costa Rican Youth Symphony, 6/5/78
Reception for the Democratic National Committee, 6/8/78
Staff Picnic on the White House Lawn, 6/8/78
Luncheon for the Committee for the Preservation of the White House, 6/12/78
Dinner for Prime Minister Morarji Desai of India, 6/13/78
Reception for 100 Top Black Businessmen, 6/14/78
Newport News Jazz Festival 25th Anniversary, 6/18/78
Dinner for the Press, 6/19/78

Container 10
Reception for the Lawyers’ Committee for Civil Rights, 6/21/78
Briefing Regarding Civil Service Reform, 6/21/78
Meeting to Discuss Greek-Turkish-Cyprus Policies, 6/22/78
Reception for Interior Designers, 7/19/78
Dinner for the Media, 7/19/78
Dinner for the Media, 7/26/78
Seminar on Employment, 7/27/78 [1-5]

Container 11
Reception Honoring Gold Medal Winners in the Moscow Competition, 7/31/78
Reception for Asian Americans, 8/1/78
Dinner for the Press, 8/2/78
Briefing Regarding Civil Service Reform, 8/2/78
Dinner for the Press, 8/7/78
Dinner for the Press, 8/9/78
Tea for the Volunteers Who Worked on the Employment Seminar, 8/9/78
Luncheon for DNC Donors, 8/10/78
Dinner for the Media, 8/15/78

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Reception for the State Campaign Managers of the DNC, 8/17/78
Reception Celebrating the Signing of the National Consumer Cooperative Bank Act, 8/22/78
Briefing on the Department of Defense Authorization Bill, 8/23/78
Luncheon on Natural Gas Legislation, 8/30/78
President Carter, Menachem Begin and Anwar al-Sadat at Camp David, 9/7/78
Party for DNC, Chip Carter, 9/9/78
Reception for the American Newspaper Women’s Club, 9/12/78
Dinner for the Members of NASCAR, 9/13/78
Luncheon for the Community Foundation, 9/14/78
Reception for Italian Americans, 9/15/78

Container 12
Hispanic Brunch, 9/17/78
The Concert of Mstislav Rostropovich, 9/17/78
Reception for the Armand Hammer Foundation, 9/18/78
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Georgia Barbecue on the South Lawn, 9/25/78
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Reception for the Briefing on the President’s Urban Policy, 9/29/78
Reception for the Rural Health Announcement, 10/2/78
Reception for the Friends of the Martin Luther King, Jr. Center, 10/3/78
Briefing Reception on Energy, 10/4/78
Dinner for the Media, 10/5/78
Reception for the Leukemia Society of America, Inc., 10/6/78
Ms. Leontyne Price Concert at the White House, 10/8/78

Container 13
Opening Ceremony of the Israeli-Egyptian Peace Conference, 10/12/78
Reception for the National Alliance of Business, 10/13/78
Tea in Honor of Marian Anderson, 10/17/78
Luncheon Briefing on Anti-Inflation, 10/26/78
Reception for the National Minority Purchasing Council Board of Directors, 10/26/78
Luncheon for King Khalid bin Abdul Aziz Al-Saud of Saudi Arabia, 10/27/78
Halloween Party for the White House Staff, 10/30/78
Coffee for YWCA International Fair, 11/1/78
Reception for the Friendship Force, 11/9/78
Dinner for His Majesty Hassan II king of Morocco, 11/14/78
Entertainment for the Moroccan State Dinner, 11/14/78
Reception and Briefing on Anti-Inflation, 11/16/78
Reception for the Lithuanian-American Community, 11/20/78
Dinner to Celebrate National Bible Week, 11/22/78

Container 14
Luncheon for Prime Minister Hedi Nouira of Tunisia, 11/29/78
Reception for Kennedy Center Honorees, 12/3/78
Reception and Briefing on Anti-Inflation, 12/4/78

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Dinner for the New Democratic Members of the 96th Congress, 12/6/78
Reception for the 30th Anniversary of the Universal Declaration of Human Rights, 12/6/78
Congressional Christmas Ball, 12/12/78
Christmas Party for the White House Volunteers, 12/13/78
Dinner Honoring Mr. George Carlton Davis III, 12/15/78
Candlelight Tour of the White House, 12/17/78
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Christmas Party for the Press, 12/21/78
Children’s Christmas Party at the White House, 12/21/78
Foreign Christmas Card List, 1978

Container 15
Dinner for the Media, 1/11/79
Dinner for Vice Premier Deng Xiaoping of China, 1/29/79 [1-2]
Entertainment for the China Dinner, 1/29/79
Kennedy Center Gala for Vice Premier Deng, 1/29/79
Reception in Honor of Madame Zhuo Lin of China, 1/30/79
Signing Ceremony – China, 1/31/79
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Reception in Honor of Khunying Virat Chomanan of Thailand, 2/7/79

Container 16
Dinner for President Jose and Mrs. Lopez Portillo of Mexico, 2/15/79
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Living Legacy Awards Ceremony, 2/23/79
Mikhail Baryshnikov Dance Performance at the White House, 2/25/79
Dinner for the Governors of the States and Territories, 2/27/79
Reception for Congressional Wives, 3/1/79
Luncheon for the Egyptian Visit, 3/3/79
Concert by Andrés Segovia, 3/11/79
Reception for the Recording Industry Association of America, 3/20/79
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Container 17

Container 18
Reception for the Volunteers from Georgia, 4/5/79
Easter Egg Roll on the South Lawn, 4/16/79
Law Day Reception, 5/1/79
Dinner for Prime Minister of Japan and Mrs. Ohira, 5/2/79 [1-2]

Container 19
Entertainment for the Japan Dinner, 5/2/79

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Reception for Asian American Week, 5/2/79
Reception in Honor of Mrs. Masayoshi Ohira of Japan, 5/3/79
Brown vs Board of Education 25th Anniversary Celebration, 5/17/79
Young Patriots on Parade, 5/17/79
Leadership Georgia Reception, 5/18/79
Luncheon for Senate Wives, 5/21/79
Reception in Commemoration of Vietnam Veterans Week, 5/30/79
Dinner for the Media, 5/30/79
Reception for Armenian Americans, 6/4/79
Dinner for the Media, 6/6/79
Luncheon for the Members of the President’s Commission on Mental Health, 6/7/79
Black Music Association Dinner, 6/7/79
Reception for the 25th Annual Landscape Awards, 6/8/79
Reception for the Celebration of the Susan B. Anthony Coin, 6/20/79
Luncheon for Judy Carter, 6/21/79
Tea for the Woman’s National Democratic Club, 7/12/79
Special Olympics Commemorative Stamp Ceremony, 7/17/79
Luncheon for Crown Prince Sidi Mohamed of Morocco, 7/23/79
Political Luncheon with President and Mrs. Carter, 7/26/79

**Container 20**
Dinner for the Media, 7/30/79
Camp David Follow-up Luncheon, 7/30/79
Political Dinner with President and Mrs. Carter, 8/1/79
Political Luncheon with President and Mrs. Carter, 8/15/79
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Dinner for President Jose and Mrs. Lopez Portillo of Mexico, 9/28/79 [1]

**Container 21**
Dinner for President Jose and Mrs. Lopez Portillo of Mexico, 9/28/79 [2]
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Luncheon for the Country Music Association, 10/2/79
New York Luncheon with President and Mrs. Carter, 10/5/79
Reception in Honor of Pope John Paul II, 10/6/79
Reception in Celebration of National Reading is Fun Day, 10/11/79
Private Political Luncheon with President and Mrs. Carter, 10/22/79
Equal Rights Amendment Reception, 10/23/79
Luncheon for the Committee for the Preservation of the White House, 10/26/79
Luncheon for Camp David Families for Pittsburgh and Martinsburg, 11/2/79

Records of the First Lady’s Office
Dinner for Prime Minister Jack Lynch of Ireland, 11/8/79 [1-2]
Entertainment for the Ireland State Dinner, 11/8/79
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Container 22
The Kennedy Center Honors Gala, 12/2/79
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Private Luncheon with President and Mrs. Carter, 12/5/79
Mrs. Carter Breakfast with Victor Palmieri, 12/6/79
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Congressional Christmas Ball, 12/11/79
Reception for Volunteers, 12/11/79
Tour for Mentally Handicapped, 12/12/79
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Reception for Residence Staff and Families, 12/13/79
Reception for White House Staff and Guests, 12/14/79
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Container 23
Entertainment for the Great Britain Dinner, 12/17/79
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Diplomatic Children Christmas Party, 12/19/79
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Dinner for President Francesco Cossiga of Italy, 1/24/80 [1-2]
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Breakfast with Rosalynn Carter Regarding the Refugee Program, 1/29/80
Luncheon with President Carter, 2/1/80
American Musical West Side Story Reception, 2/4/80
Valentine Dance, 2/13/80

Container 24
Private Luncheon with President Carter, 2/15/80

Records of the First Lady’s Office
Dinner for President Daniel T. Arap Moi of Kenya, 2/20/80
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Luncheon for the Winter Olympic Team, 2/25/80
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Container 25
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Luncheon for Business Leaders, 4/2/80
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Dinner for President and Mrs. Sadat of Egypt, 4/8/80
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Reception for the Central America Caribbean Action Group, 4/9/80
Dinner for Prime Minister Menachem Begin of Israel, 4/15/80
Entertainment for the Israel State Dinner, 4/15/80
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Container 26
Luncheon for the King Baudouin and Queen Fabiola of Belgium, 4/22/80
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Reception in Celebration of the Creation of the Department of Education, 5/7/80
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Reception for the Carter Supporters and Contributors, 5/14/80
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Vista Reception, 6/13/80
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Records of the First Lady’s Office
Equal Rights Amendment Reception, 6/18/80
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SO 2 Social Affairs - Breakfasts - Brunches, 10/8/77 - Coffee for the Ladies of the National Association of Industrial and Office Parks
SO 2 Social Affairs – Breakfasts - Brunches, 11/16/77 - Coffee and Tour for Wives of the U.S. Attorneys and Candidates
SO 2 Social Affairs – Breakfasts - Brunches, 11/17/77 - Coffee for the American Association of Psychiatric Services for Children
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SO 6 Social Affairs - Receptions, 11/17/77 - Reception for Members of Congress
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SO 6 Social Affairs - Receptions, 1/30/78 - Reception for International Ladies Garment Workers Union
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SO 6 Social Affairs - Receptions, 2/25/78 - Coffee/Reception for Rural American Women, Hosted by Judy Carter
SO 6 Social Affairs - Receptions, 3/3/78 - Reception for the Attendees to the National Legislation Conference
SO 6 Social Affairs - Receptions, 3/10/78 - Reception for Members of the National Newspaper Association
SO 6 Social Affairs - Receptions, 3/22/78 - Reception for National Commission on the Observance of International Women’s Year
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SO 6 Social Affairs - Receptions, 5/31/78 - Reception for the NATO Wives at National Gallery of Art East Building
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SO 6 Social Affairs - Receptions, 6/9/78 - Reception for Spelling Bee Winners and Guests
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SO 6 Social Affairs - Receptions, 8/1/78 - Reception for Asian Americans
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SO 6 Social Affairs - Receptions, 9/15/78 - Reception for National Italian - American Foundation
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SO 6 Social Affairs - Receptions, 10/27/78 - Reception for Signing the Humphrey - Hawkins Bill
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SO 6 Social Affairs - Receptions, 11/9/78 - Reception for the D.C. Library Association
SO 6 Social Affairs - Receptions, 11/14/78 - Reception (Cabinet Corner) Atomic Industrial Forum
SO 6 Social Affairs - Receptions, 11/20/78 - Reception for Lithuanian - American Community
SO 6 Social Affairs - Receptions, 11/22/78 - Reception for National Bible Week
SO 6 Social Affairs - Receptions, 12/3/78 - Reception for Kennedy Center Honorees
SO 6 Social Affairs - Receptions, 12/12/78 - Congressional Christmas Ball
SO 6 Social Affairs - Receptions, 12/13/78 - Reception for Volunteers
SO 6 Social Affairs - Receptions, 12/15/78 - Anniversary Party for Annette Carter’s Parents

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SO 6 Social Affairs - Receptions, 12/20/78 - Christmas Party for Residence Staff and Families
SO 6 Social Affairs - Receptions, 12/21/78 - Christmas Party Diplomatic Children
SO 6 Social Affairs - Receptions, 1/15/79 - Private Informal Dinner for Representatives of the Press
SO 6 Social Affairs - Receptions, 1/18/79 - Meeting and Reception for the Number One International Neighbors Club
SO 6 Social Affairs - Receptions, 1/24/79 - Reception for DNC Finance Council
SO 6 Social Affairs - Receptions, 2/7/79 - Reception for Khunying Virat, Wife of the P.M. of Thailand
SO 6 Social Affairs - Receptions, 2/8/79 - Reception for Congressional Wives for Soviet Jewry
SO 6 Social Affairs - Receptions, 2/9/79 - Reception Honoring the 100\textsuperscript{th} Anniversary of the C.F.A. Consumer Federation of America
SO 6 Social Affairs - Receptions, 2/12/79 - Reception for B’Nai B’rith
SO 6 Social Affairs - Receptions, 2/28/79 - Reception for Swearing - in of Small Business Conference Commission
SO 6 Social Affairs - Receptions, 3/1/79 - Reception for Freshman and Sophomore Congressional Wives
SO 6 Social Affairs - Receptions, 3/13/79 - Reception for National PTA Legislative Conference
SO 6 Social Affairs - Receptions, 3/15/79 - Reception for Community Leaders from Key States Following the Briefing on Hospital Costs Containment
SO 6 Social Affairs - Receptions, 3/29/79 - Reception for National Association of Manufacturers
SO 6 Social Affairs - Receptions, 4/3/79 - Reception for the House Subcommittee on Health and the Environment

\textbf{Container 116}
SO 6 Social Affairs - Receptions, 4/5/79 - Reception for Members of Georgia Volunteers that Worked in Primary
SO 6 Social Affairs - Receptions, 5/2/79 - Reception in Honor of Asian - Americans
SO 6 Social Affairs - Receptions, 5/3/79 - Reception for White House Fellows Alumni Association
SO 6 Social Affairs - Receptions, 5/17/79 - Reception for Performance by Mt. Carmel Christian School, “Patriots on Parade”
SO 6 Social Affairs - Receptions, 5/18/79 - Reception for Leadership Georgia
SO 6 Social Affairs - Receptions, 5/30/79 - Reception for Vietnam Veterans
SO 6 Social Affairs - Receptions, 6/8/79 - Reception for American Association of Nurserymen and Presentation of Landscape Awards
SO 6 Social Affairs - Receptions, 6/11/79 - Reception for Food Editors
SO 6 Social Affairs - Receptions, 7/12/79 - Reception for Women’s National Democratic Club
SO 6 Social Affairs - Receptions, 7/17/79 - Reception for Special Olympics Stamp
SO 6 Social Affairs - Receptions, 7/20/79 - Reception for White House Conference on Families
SO 6 Social Affairs - Receptions, 9/5/79 - Reception for Briefing for Women’s National Democratic Club

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SO 6 Social Affairs - Receptions, 9/6/79 - Reception for World Conference on Religion and Peace
SO 6 Social Affairs - Receptions, 9/13/79 - Reception for the Coalition of National Voluntary Organizations
SO 6 Social Affairs - Receptions, 9/18/79 - Reception for His Eminence Archbishop Iakovos
SO 6 Social Affairs - Receptions, 9/21/79 - Reception for Women Attending Black Caucus
SO 6 Social Affairs - Receptions, 9/25/79 - Reception for National Symphony Board
SO 6 Social Affairs - Receptions, 10/11/79 - Reception for National Council of Jewish Women
SO 6 Social Affairs - Receptions, 10/16/79 - Reception in Behalf of the Equal Rights Amendment
SO 6 Social Affairs - Receptions, 10/23/79 - Reception for Members of the U.S. Secret Service
SO 6 Social Affairs - Receptions, 10/25/79 - Reception to Honor Poets
SO 6 Social Affairs - Receptions, 11/7/79 - Reception for Steering Committee for New York State Dinner
SO 6 Social Affairs - Receptions, 12/2/79 - Reception for Kennedy Center Honorees
SO 6 Social Affairs - Receptions, 12/11/79 - Congressional Christmas Ball
SO 6 Social Affairs - Receptions, 12/11/79 - Reception for Christmas Carroll Volunteers
SO 6 Social Affairs - Receptions, 12/13/79 - Press Party
SO 6 Social Affairs - Receptions, 12/14/79 - Reception for White House Staff and Guests
SO 6 Social Affairs - Receptions, 12/18/79 - Reception for Members of the U.S. Secret Service
SO 6 Social Affairs - Receptions, 12/19/79 - Diplomatic Children’s Christmas Party, Babar the Elephant
SO 6 Social Affairs - Receptions, 1/3/80 - Reception to Honor Poets
SO 6 Social Affairs - Receptions, 1/23/80 - Reception Following the State of the Union Address
SO 6 Social Affairs - Receptions, 2/5/80 - Reception for U.S. Representatives Spouses after Foreign Policy Briefing
SO 6 Social Affairs - Receptions, 2/12/80 - Reception for U.S. Senate Spouses after Foreign Policy Briefing
SO 6 Social Affairs - Receptions, 3/12/80 - Reception to Mark the 15th Anniversary of the Head Start Program
SO 6 Social Affairs - Receptions, 3/14/80 - Reception for Members of Congress Following Briefing
SO 6 Social Affairs - Receptions, 3/19/80 - Reception for the National Captioning Institute
SO 6 Social Affairs - Receptions, 3/25/80 - Reception for Participants in Seminar on the Status of Adoption and Foster Care in the U.S.
SO 6 Social Affairs - Receptions, 3/26/80 - Reception for White House Conference on Aging
SO 6 Social Affairs - Receptions, 4/8/80 - Reception for National Association of Commissions on the Status of Women
SO 6 Social Affairs - Receptions, 4/21/80 - Reception for Dr. Julian Neva
SO 6 Social Affairs - Receptions, 4/22/80 - Reception for the League of Pen Women
SO 6 Social Affairs - Receptions, 4/22/80 - Tour and Coffee for the Country Music Association
SO 6 Social Affairs - Receptions, 4/28/80 - Reception for Guests of Cambodian Relief Dinner
SO 6 Social Affairs - Receptions, 5/8/80 - Reception for the American Retail Federation
SO 6 Social Affairs - Receptions, 6/3/80 - Reception for the Public Broadcasting Service
SO 6 Social Affairs - Receptions, 6/10/80 - Reception for Girl Scouts

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SO 6 Social Affairs - Receptions, 6/11/80 - Congressional Family Picnic
SO 6 Social Affairs - Receptions, 6/18/80 - Reception for ERA and Dinner at the Mazza Gallery
SO 6 Social Affairs - Receptions, 7/19/80 - Reception to Celebrate the 50th Anniversary of the Establishment of the Veterans Administration

Container 117
SO 6 Social Affairs - Receptions, 9/9/80 - Reception for General Federation of Women’s Clubs
SO 6 Social Affairs - Receptions, 9/15/80 - Reception for the American Baker’s Association
SO 6 Social Affairs - Receptions, 9/30/80 - Reception for those Attending the DNC Gala
SO 6 Social Affairs - Receptions, 9/30/80 - Reception Honoring the National Endowment for the Arts and the National Endowment for the Humanities
SO 6 Social Affairs - Receptions, 10/1/80 - Reception Highlighting the DOE’s Captain America/Youth Energy Conservation Campaign
SO 6 Social Affairs - Receptions, 12/7/80 - White House Reception for Kennedy Center Honorees
SO 6 Social Affairs - Receptions, 12/15/80 - White House Christmas Party for Cabinet and Senior Staff
SO 6 Social Affairs - Receptions, 12/17/80 - White House Christmas Party for Press Corps
SO 6 Social Affairs - Receptions, 12/22/80 - White House Christmas Party for Staff
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 1/21/77 - 1/20/81
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 2/15/77 - Tea for the Press
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 2/25/77 - Tea for the Secretary - General of the United Nations
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 3/4/77 - Tea for Mrs. Rabin
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 4/4/77 - Tea Honoring Mrs. Sadat
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 5/2/77 - “Summer on the White House Lawn” - Staff Picnic
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 6/15/77 - “Summer on the White House Lawn” - Staff Picnic
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 7/20/77 - Congressional Picnic
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 7/27/77 - Congressional Picnic
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 7/29/77 - “Summer on the White House Lawn” - Staff Picnic
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 9/12/77 - “Summer on the White House Lawn” - Staff Picnic
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 10/13/77 - Peanut Brigade Barbecue [1-3]
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 4/17/78 - Concert - Country Music
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 5/20/78 - Promenade for Congressional Members
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 6/878 - “Summer on the White House Lawn” - Staff Picnic

Container 118
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 6/18/78 - White House Jazz Festival
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 8/9/78 - Summer on the White House Lawn - Staff Picnic

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SO 7 Social Affairs - Teas, Garden Parties, Concerts, 9/17/78 - Concert by Mstislav Rostropovich
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 9/20/78 - Staff Picnic on White House Lawn
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 10/8/78 - Concert by Leontyne Price
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 11/17/78 - 50th Birthday Anniversary Party for Mickey Mouse
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 12/5/78 - Tea for Princess Basmah of Jordan
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 2/25/79 - Concert by Mikhail Barnshinkov
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 3/11/79 - Concert by Andres Segovia
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 4/16/79 - Coffee for Board of Directors of the D.A.R.
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 5/1/79 - Community Foundation Tea
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 9/3/79 - Old Fashioned Labor Day Picnic on the South Lawn
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 9/9/79 - Old Fashioned Gospel Singing Picnic on the White House Lawn
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 9/11/79 - Tea for Claude Pepper Cancer Researchers
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 1/22/80 - Tea with Women Associated with the National Religious Broadcasters
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 2/4/80 - Tea for Queen Sirikit of Thailand
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 2/13/80 - Valentine Dance
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 3/11/80 - Tea for Wives of Foreign Ambassadors
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 3/17/80 - St. Patrick’s Day Party
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 5/13/80 - Tea for White House Preservation Fund
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 7/25/80 - Tea for Board of Directors of the Friendship Force
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 9/1/80 - White House Labor Day Picnic
SO 9 Social Affairs - Requests to Attend any Social Function, 1/20/77-6/30/77

Container 119
SO 9 Social Affairs - Requests to Attend any Social Function, 7/1/77-6/30/78

Container 120
SO 9 Social Affairs - Requests to Attend any Social Function, 7/1/78-1/20/81

Container 121
SO 9-1 Social Affairs - Requests to Attend or Perform Square Dance at White House, 12/27/76-4/30/77
SO 9-1 Social Affairs - Requests to Attend or Perform Square Dance at White House, 5/1/77-1/20/81
SP Speeches, 1/21/77-1/20/81

Records of the First Lady’s Office
Container 122
TR Trips, 1/6/78-1/20/81
TR 1 Trips - All Trips in the Washington Metro Area, 1/21/77-11/15/78

Container 123
TR 1 Trips - All Trips in the Washington Metro Area, 11/16/78-1/20/81
TR 2 Trips - Michigan, Detroit, for Philip A. Hart Scholarship Fund, 3/29/77
TR 3 Trips - New York, New York, Concert Honoring Marion Anderson and Young Audiences, 2/27/77

Container 124
TR 4 Trips - Illinois, Chicago, for Meeting of the President’s Commission on Mental Health and Visit to Northwestern Memorial Hospital, 4/19/77
TR 5 Trips - Central and South America, 5/30/77-6/12/77, (4/27/77-7/6/77)

Container 125
TR 5 Trips - Central and South America, 5/30/77-6/12/77, (7/7/77-3/24/78)

Container 126
TR 5 Trips - Central and South America, 5/30/77-6/12/77, (3/25/78-10/8/80)
TR 6 Trips - Canada, Vancouver, for World Federation of Mental Health, 5/30/77-6/12/77; 8/1/77-8/29/79
TR 7 Trips - Massachusetts, Boston, for Susan L. Curtis Foundation and McLean Hospital Mailman Research Center, 10/3/77 and New York, New York, 10/4/77
TR 8 Trips - Puerto Rico, 10/10-11/77
TR 9 Trips - Pennsylvania, Philadelphia and New Jersey, 10/20/77
TR 10 Trips - Texas, El Paso, Louisiana, New Orleans, and Mexico, 11/3-4/77 [1]

Container 127
TR 11 Trips - Virginia, Springfield Mall to Campaign for Henry Howell, 10/22/77
TR 12 Trips - Georgia, Toccoa, to View Flood Damage, 11/6/77
TR 13 Trips - Georgia, Atlanta to High Museum and Texas, Houston to Address Women of America at the Opening Ceremonies of the International Women’s Year Meeting, 11/18-19/77 [1-2]
TR 14 Trips - Maryland, Annapolis for Navy Georgia Tech Football Game, 11/12/77
TR 15 Trips - Arkansas, Little Rock to Attend Funeral of Senator John McClellan, 11/30/77

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TR 16 Trips - Georgia, Plains for Dedication of Plains Welcome Center, and Annual Banquet of Americus and Sumter County Business and Professional Women’s Club, 12/5-7/77
TR 17 Trips - North Carolina, Fayetteville, for Stapleton Wedding, 12/16-17/77
TR 18 Trips - Poland, Iran, India, Saudi Arabia, Egypt, France, and Belgium, 12/29/77-1/6/78
TR 19 Trips - Georgia, Atlanta and St. Simons, 10/20-23/78
TR 20 Trips - Connecticut, Hartford, 1/24/78
TR 21 Trips - Georgia, Americus to Address Americus - Sumter County Chamber of Commerce, 2/2/78

Container 128
TR 22 Trips - Florida, Orlando and Tampa for ERA Fundraiser and Return, 2/18/78
TR 23 Trips - Pennsylvania, Harrisburg - Friendship Force Takeoff, 2/21/78
TR 24 Trips - Florida, Miami to Inaugurate the Trade Fair of the Americas, 3/8/78
TR 25 Trips - North Carolina, Winston-Salem and Georgia, Savannah - USS Eisenhower and St. Simon’s Island, 3/17-20/78
TR 26 Trips - Venezuela, Caracas and Brazil, Brasilia and Rio Nigeria, Lagos and Marina, and Liberia, Monrovia, 3/28-31/78
TR 27 Trips - Georgia, Plains and Georgia, Milledgeville - for Reception Honoring her Mother as “Mother of the Year.” Georgia, Winder for the Winder-Barrow County Country and Western Jamboree to Benefit the Training Center (Retardation), 4/21-22/78
TR 28 Trips - Illinois, Chicago for Polish Parade, 5/6/78

Container 129
TR 29 Trips - Costa Rica and Guatemala, and Return to White House, 5/7-12/78
TR 30 Trips - Texas, Austin - LBJ Library Speech before the Hogg Foundation, Robert L. Sutherland Seminar in Mental Health, 5/25/78
TR 31 Trips - Maryland, Annapolis for U.S. Naval Academy Commencement Exercises, 6/7/78
TR 32 Trips - Georgia, Atlanta and Panama for Canal Treaties Signing, 6/16-17/78
TR 33 Trips - Germany, 7/13-17/78
TR 34 Trips - Italy, Rome for the Funeral of Pope Paul, 8/10-13/78
TR 35 Trips - New York, New York for Bill Signing Ceremony for Aid to New York City, 8/8-9/78
TR 36 Trips - Georgia, Plains and Idaho, Salmon River, and Wyoming, Jackson Hole for Vacation, 8/18-30/78

Container 130
TR 38 Trips - Georgia, Savannah for Briefing and Tour of the Savannah Neighborhood Action Project and Tennessee, Memphis for Mini Convention, 12/8/78
TR 39 Trips - Maryland, Royal Oak, Visit to Cedar Point Farms, Home of Former Senator and Mrs. Harold Hughes, 11/12/78
TR 40 Trips - New York City - Fundraiser for Abe Beame and Metropolitan Opera, 12/5/78
TR 41 Trips - Cross Country Neighborhoods Trip (Postponed), 1/23-25/79
TR 42 Trips - Guadeloupe Summit along with England, France, and Germany, 1/4/9/79
TR 43 Trips - Georgia, Atlanta for Martin Luther King Birthday Anniversary, 1/15/79
TR 44 Trips - New York City for Nelson Rockefeller Memorial Service, 2/2/79

Container 131
TR 45 Trips - Mexico, 2/14-16/79
TR 46 Trips - Georgia, Atlanta for Pres. Speech before Georgia Legislature and Georgia Tech University Convocation, 2/20/79
TR 47 Trips - California, Los Angeles for DNC Fundraiser, 3/2/79
TR 48 Trips - Egypt and Israel, 3/7-14/79
TR 49 Trips - Massachusetts; Springfield, Ohio, Lorain; Missouri, Saint Louis; California, Davis, 3/19-21/79 [1-4]
TR 50 Trips - Michigan, Detroit - Jefferson-Jackson Dinner, 3/31/79
TR 51 Trips - New York City for Jewish Theological Seminary to Accept Award and make Speech, 3/29/79
TR 52 Trips - Connecticut, Groton for the Christening of the U.S.S. Ohio and U.S.S. Georgia, 4/7/79

Container 132
TR 53 Trips - Georgia, Sapelo Island, Plains and Calhoun; North Carolina, Raleigh to Open Governors’ Conference on Mental Health and Friendship Force, 4/12-22/79
TR 54 Trips - New York City, for Speech to Women in Communications and Georgia, Thomasville for Rose Festival Parade, 4/26-27/79
TR 55 Trips - Switzerland, Geneva and Italy, Rome, 5/5-11/79
TR 55 Trips - Switzerland, Geneva and Italy, Rome, 5/5-11/79 [Newspaper Clippings]
TR 56 Trips - Illinois, Chicago for American Psychiatric Association and Phil Donahue Show, 5/15-16/79
TR 57 Trips - Georgia, Atlanta; Georgia, Forsyth; Georgia, Cartersville; New Hampshire, Manchester; New Hampshire, Laconia, New Hampshire, Concord, 6/2-5/79
TR 58 Trips - Georgia, Atlanta to Attend the Memorial Service for Secretary of State Ben Fortson, 5/22/79
TR 59 Trips - New York City for a Carter/Mondale Fundraising Reception with Asian-Americans and for the Democratic State Fundraiser Honoring Averell Harriman, 6/21/79
TR 60 Trips - Austria, Vienna, 6/14-18/79
TR 61 Trips - Japan and Korea, 6/23-7/1/79 [1]

Container 133
TR 61 Trips - Japan and Korea, 6/23-7/1/79 [2]
TR 62 Trips - Kentucky, Louisville, with Vice President for National Governors Conference, 7/7/79
TR 63 Trips - Illinois, Chicago; Arkansas, Pine Bluff; Texas, Harlingen; Texas, Fort Worth; Texas, Dallas; Texas, Holavita; Texas, Argyle; California, Fresno; California, San Francisco; California, Portola Valley; California, Los Angeles, 7/22-25/79 [1-3]
TR 64 Trips - Ecuador, Quito; Canal Zone; Puerto Rico, 8/8-11/79
TR 65 Trips - Maryland, Baltimore for Tour of Solar Home of Mrs. Genitha Rhyne and Tour of Housing Rehabilitation Project, 8/7/79
TR 66 Trips - Minnesota, Wisconsin, Iowa, Illinois, Missouri - Cruise down the Mississippi River Aboard the Delta Queen, 8/17-24/79
TR 67 Trips - Georgia, Atlanta; Florida, Tampa; Georgia, Plains, 8/30-9/3/79
TR 68 Trips - Iowa, Cedar Rapids to Attend the 36th Annual Convention of the Iowa Daily Press Association and the Linn County Democrat Central Committee’s “September Spectacular,” 9/8/79
TR 69 Trips - New Hampshire, Manchester; New Hampshire, Nashua; New York, New York, New York, 9/12/79

**Container 134**
TR 70 Trips - South Carolina, Columbia; Florida, Tampa; Florida, Orlando; Florida, Jacksonville; Florida, Palm Beach, 9/20-21/79 [1-2]
TR 71 Trips - Pennsylvania, Erie and Pittsburgh to be Honored as “Women of the Year,” by the Democratic Women of Erie, 9/27/79
TR 72 Trips - Massachusetts, Boston to Greet the Pope, 10/1/79
TR 73 Trips - Florida, St. Petersburg, Ft. Myers, and Naples, 10/4/79
TR 74 Trips - Illinois, Chicago; Alabama, Birmingham, 10/8/79
TR 75 Trips - Tennessee, Johnson City and North Carolina, Asheville, 10/12/79
TR 76 Trips - Missouri, Kansas, Illinois, Chicago, with President, 10/15/79
TR 77 Trips - Iowa, Des Moines; Oregon, Portland; Washington, Spokane and Seattle, 10/17-19/79
TR 78 Trips - Massachusetts, Boston and Return to Camp David with President, 10/20/79
TR 79 Trips - New Hampshire, Lebanon, Claremont, Newport, Walpole, Keene, Somersworth; Massachusetts, Boston; Maine, Portland, 10/24-25/79 [1]

**Container 135**
TR 79 Trips - New Hampshire, Lebanon, Claremont, Newport, Walpole, Keene, Somersworth; Massachusetts, Boston; Maine, Portland, 10/24-25/79 [2]
TR 80 Trips - Texas, Houston, 10/29-30/79
TR 81 Trips - Thailand, Bangkok, 11/7-10/79
TR 82 Trips - California, Los Angeles; Colorado, Denver; Canada, Winnipeg, 11/14-16/79
TR 83 Trips - Florida, St. Petersburg, 11/17/79
TR 84 Trips - New Hampshire, Manchester, Exeter, Haverhill, Salem, and Pelham, 11/29/79
TR 85 Trips - New York, New York, 12/5/79
TR 86 Trips - Mississippi, Jackson; Georgia, Atlanta; Arkansas, Little Rock, 12/6-8/79
TR 87 Trips - New York City, 12/13/79
TR 88 Trips - Iowa, Marion, Olin, Clinton, Davenport, and Maquoketa, 12/20/79
TR 89 Trips - Iowa, Mason City, Des Moines, Sioux City, and Council Bluffs, 1/7-8/79
TR 90 Trips - Iowa, Waterloo, Iowa Falls, Marshalltown, Des Moines, Adel, and Fort Dodge, 1/11-12/80

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TR 91 Trips - Georgia, Atlanta, 1/15/80
TR 92 Trips - New Hampshire, Portsmouth, Dover, Rochester and Maine, Sanford, 1/18/80

Container 136
TR 93 Trips - Maine, Lewiston, Augusta, Waterville, Auburn, 1/25/80
TR 94 Trips - New York, Buffalo, Rochester; Maine, Brunswick; and New Hampshire, Gorham and Berlin, 1/31/80-2/1/80
TR 95 Trips - Maine, Van Buren, Bath, and Portland, 2/6/80
TR 96 Trips - Minnesota, Minneapolis; California, San Francisco, Los Angeles; Oklahoma, Oklahoma City, 2/7-9/80
TR 97 Trips - Massachusetts, Boston, Hudson, Concord; New Hampshire, Concord, Franklin, Laconia; Connecticut, Bridgeport, 2/14/80
TR 98 Trips - Vermont, Montpelier; New York City; New Hampshire, Manchester, Rome, Rochester, Dover, Gonic, Nashua; Massachusetts, Sheraton, Rolling Green Andover; Andover, Boston, Roxbury, 2/21-23/80
TR 99 Trips - Florida, Plant City; Alabama, Birmingham; Georgia, Macon, 3/3/80
TR 100 Trips - Illinois, Chicago, Lincolnwood and Countryside, 3/6/80
TR 102 Trips - New York, Kansas, Wichita; Illinois, Carbondale and Springfield, 3/13-14/80
TR 104 Trips - Georgia, Calhoun for Funeral of Mrs. Kate Langford, 3/18/80
TR 107 Trips - Wisconsin, Milwaukee, Rothschild, Wausau, and Green Bay, 3/27/80
TR 108 Trips - Pennsylvania, Scranton, Johnstown, Greensburg; Ohio, Cleveland; Louisiana, New Orleans, 4/3/80
TR 109 Trips - Missouri, St. Louis, Kansas City; Arizona, Phoenix, Tucson, 4/10-12/80
TR 110 Trips - Pennsylvania, Philadelphia, 4/14/80
TR 111 Trips - Pennsylvania, Pittsburgh, Philadelphia, Bethlehem, Beaver, 4/17-4/18/80
TR 112 Trips - Michigan, Grand Rapids, Traverse City, Saginaw/Bay City, Midland; Texas, Austin, Corpus Christi; Tennessee, Knoxville, 4/24-25/80
TR 113 Trips - North Carolina, Raleigh, 4/26/80
TR 114 Trips - Indiana, Indianapolis, Gary; Kentucky, Louisville, Texas, Houston, San Antonio, 4/29-30/80
TR 115 Trips - Maryland, Baltimore, 5/12/80
TR 116 Trips - Ohio, Cincinnati, Columbus, 5/16/80
TR 117 Trips - New Mexico, Albuquerque; California, Coronado, Los Angeles, Oakland, 5/21-22/80
TR 118 Trips - Georgia, Atlanta, for visit to Morehouse College, 5/11/80
TR 119 Trips - Tennessee, Smyrna; Louisiana, New Orleans; Alabama, Mobile; Mississippi, Biloxi; North Carolina, Winston-Salem, 5/27-28/80
TR 120 Trips - New Jersey, Jersey City, Newark; Rhode Island, Providence, 6/2/80
TR 121 Trips - Illinois, Oak Lawn, Alsip, 6/12/80
TR 122 Trips - New York City, to Attend Rabbinical College Dinner, 6/16/80
TR 123 Trips - Italy, Rome, Venice, Vatican; Yugoslavia, Spain, Portugal, 6/19-26/80 [1-2]

Container 137
TR 123 Trips - Italy, Rome, Venice, Vatican; Yugoslavia, Spain, Portugal, 6/19-26/80 [3]

Records of the First Lady’s Office
TR 125 Trips - California, Florida, Georgia, 7/3/80
TR 126 Trips - Peru, Lima; Puerto Rico, San Juan, 7/26-29/80
TR 127 Trips - New York City for Democratic Convention, 8/13-15/80
UT Utilities, 1/21/77-8/2/79

Container 138
UT Utilities, 8/3-14/79
UT Utilities, 8/15/79 [1-2]
UT Utilities, 8/16/79-1/20/81
VA Veterans Affairs, 1/21/77-1/20/81
WE Welfare - 1/21/77-1/20/81
WE 1 Welfare - Children, 11/4/76-9/31/78
WE 1 Welfare - Children, 10/1/78-1/20/81
WE 2 Welfare - Family Planning, 1/21/77-1/20/81
WE 3 Welfare - Fund Drives, 1/21/77-1/20/81
WE 3-2 Welfare - Arthritis, 1/21/77-1/20/81
WE 3-3 Welfare - Blindness, 1/21/77-1/20/81
WE 3-4 Welfare - Cancer, 1/21/77-1/20/81

Container 139
WE 3-6 Welfare - Cerebral Palsy, 1/21/77-1/20/81
WE 3-7 Welfare - Crippled Children and Adults, 1/21/77-1/20/81
WE 3-8 Welfare - Cystic Fibrosis, 1/21/77-1/20/81
WE 3-10 Welfare - Epilepsy, 1/21/77-1/20/81
WE 3-11 Welfare - Heart, 1/21/77-1/20/81
WE 3-12 Welfare - Hemophilia, 1/21/77-1/20/81
WE 3-13 Welfare - Kidney, 1/21/77-1/20/81
WE 3-14 Welfare - Leukemia, 1/21/77-1/20/81
WE 3-15 Welfare - March of Dimes, 1/21/77-1/20/81
WE 3-16 Welfare - Mentally Retarded 1/21/77-1/20/81
WE 3-17 Welfare - Multiple Sclerosis, 1/21/77-1/20/81
WE 3-18 Welfare - Muscular Dystrophy, 1/21/77-1/20/81
WE 3-19 Welfare - Red Cross, 1/21/77-1/20/81
WE 3-21 Welfare - TB (Christmas Seals), 1/21/77-1/20/81
WE 3-22 Welfare - United Way, 1/21/77-1/20/81
WE 3-22-1 Welfare - Combined Federal Campaign, 1/21/77-1/20/81
WE 4 Welfare - Geriatrics (Aged), 11/76-2/28/77

Container 140
WE 4 Welfare - Geriatrics (Aged), 3/1/77-5/16/77

Container 141
WE 4 Welfare - Geriatrics (Aged), 5/17/77-6/7/77

Container 142

Records of the First Lady’s Office
WE 4 Welfare - Geriatrics (Aged), 6/8/77-7/20/77

**Container 143**
WE 4 Welfare - Geriatrics (Aged), 7/21/77-3/31/78

**Container 144**
WE 4 Welfare - Geriatrics (Aged), 4/1/78-1/20/81
WE 4-1 Welfare - Roundtable on the Aged, 1/21/77--5/9/77

**Container 145**
WE 4-1 Welfare - Roundtable on the Aged, 5/10/77-1/20/81
WE 4-2 Welfare - Offers to Help the Aged, 1/21/77-1/20/81
WE 5 Welfare - Physical Fitness, 1/21/77-1/20/81
WE 6 Welfare - Social Security, 1/21/77-1/20/81
WE 7 Welfare - Vocational Rehabilitation, 1/21/77-1/20/81
WE 8 Welfare - Poverty Program, 1/21/77-1/20/81

**Container 146**
WE 9 Welfare - Youth Program, 1/21/77-1/20/81
WE 10 Welfare - Volunteer Programs, 1/21/77-1/20/81
WE 11 Welfare - Neighborhood Projects, 1/21/77-3/31/78

**Container 147**
WE 11 Welfare - Neighborhood Projects, 4/1/78-1/20/81

**Container 148**
WE 11-1 Welfare - Cities in School Project, 1/21/77-1/20/81
WE 11-2 Welfare - Program for Placing Low Income Women in Community Colleges, 1/21/77-1/20/81
WE 11-3 Welfare - Mrs. Carter’s Seminar on Employment, 1/21/77-1/25/79
WE 11-3 Welfare - Mrs. Carter’s Seminar on Employment - Invitation List to Seminar, Alabama thru Wyoming

**Container 149**
WE 11-3 Welfare - Mrs. Carter’s Seminar on Employment - Recommended Invitation List
WE 11-3 Welfare - Mrs. Carter’s Seminar on Employment - Invitation List, (Declined)
WE 11-3 Welfare - Mrs. Carter’s Seminar on Employment - Invitation List, (Accepted)
WE 11-3 Welfare - Mrs. Carter’s Seminar on Employment - Invitation Fact Sheet, (Accepted and Declined) [1-2]
WE 11-3 Welfare - Mrs. Carter’s Seminar on Employment - General Correspondence, Alabama thru Tennessee

**Container 150**
WE 11-3 Welfare - Mrs. Carter’s Seminar on Employment - General Correspondence, Texas thru Puerto Rico

Records of the First Lady’s Office
Records of the First Lady’s Office

WE 11-3 Welfare - Mrs. Carter’s Seminar on Employment - Itinerary, Scheduling, and Program Material [1-3]

WH White House Administration, 1/21/77-1/20/81
- White House Administration - Budget, 1/21/77-1/20/81
- White House Administration - Buildings - Grounds, 1/21/77-1/20/81
- White House Administration - Buildings Management, 1/21/77-1/20/81
  - Buildings Management - Gardens, 1/21/77-1/20/81
  - Buildings Management - Living Quarters, 1/21/77-1/20/81
  - Buildings Management - Cabinet, Roosevelt and Treaty Rooms, 1/21/77-1/20/81
  - Buildings Management - East Room, 1/21/77-1/20/81
  - Buildings Management - Kitchen, 1/21/77-1/20/81
  - Buildings Management - Library, 1/21/77-1/20/81
  - Buildings Management - Red, Green, and Blue Rooms, 1/21/77-1/20/81
  - Buildings Management - State Dining Room, 1/21/77-1/20/81
  - Buildings Management - Theatre, 1/21/77-1/20/81
  - Buildings Management - Architecture, 1/21/77-1/20/81
  - Buildings Management - Preservation Fund, 1/21/77-1/20/81
- White House Administration - Guests, 1/21/77-6/30/78
- White House Administration - Guests, 7/1/78-1/20/81
- White House Administration - Office Management, 1/20/77-1/20/81
  - Mail and Telephone Calls, 12/9/76-12/31/78
  - Office Management, 1/1/79-1/20/81
- White House Administration - Personnel Management, 12/8/76-1/20/81
  - Personnel Management - Anderson, Ann, 1/21/77-1/20/81
  - Personnel Management - Benefield, Carol, 1/21/77-1/20/81
  - Personnel Management - Block, Barbara, 1/21/77-1/20/81
  - Personnel Management - Burns, Carolyn, 1/21/77-1/20/81
  - Personnel Management - Bush, Rhonda, 1/21/77-1/20/81
  - Personnel Management - Cade, Kathy, 1/21/77-6/30/78

Container 151

Container 152

Records of the First Lady’s Office
Container 153
WH 5 White House Administration - Personnel Management - Cade, Kathy, 7/1/78-1/20/81
WH 5 White House Administration - Personnel Management - Collins, Faith, 1/21/77-1/20/81
WH 5 White House Administration - Personnel Management - Costello, Paul, 1/21/77-1/20/81
WH 5 White House Administration - Personnel Management - Dougherty, Helen, 1/21/77-1/20/81
WH 5 White House Administration - Personnel Management - Fenderson, Jane, 1/21/77-1/20/81
WH 5 White House Administration - Personnel Management - Fitzpatrick, Mary, 1/21/77-1/20/81
WH 5 White House Administration - Personnel Management - Heinback, Barbara, 1/21/77-1/20/81
WH 5 White House Administration - Personnel Management - Hoyt, Mary, 1/21/77-9/31/78
WH 5 White House Administration - Personnel Management - Hoyt, Mary, 10/1/78-1/20/81
WH 5 White House Administration - Personnel Management - Ingersoll, Jan, 1/21/77-1/20/81
WH 5 White House Administration - Personnel Management - Jones, Stanley, 1/21/77-1/20/81
WH 5 White House Administration - Personnel Management - Jordan, Nancy, 1/21/77-1/20/81
WH 5 White House Administration - Personnel Management - Kelly, Ellen, 1/21/77-1/20/81
WH 5 White House Administration - Personnel Management - Lovett, Vicki, 1/21/77-1/20/81
WH 5 White House Administration - Personnel Management - MacBean, Madeline, 1/21/77-1/20/81

Container 154
WH 5 White House Administration - Personnel Management - McHugh, Vicky, 1/21/77-1/20/81
WH 5 White House Administration - Personnel Management - Merthan, Rita, 1/21/77-1/20/81
WH 5 White House Administration - Personnel Management - Poston, Gretchen, 1/21/77-1/20/81
WH 5 White House Administration - Personnel Management - Scarfone, John, 1/21/77-1/20/81
WH 5 White House Administration - Personnel Management - Sullivan, Jake, 1/21/77-1/20/81
WH 5 White House Administration - Personnel Management - Ubbens, Betty, 1/21/77-1/20/81
WH 5 White House Administration - Personnel Management - Watson, Paula 1/21/77-1/20/81
WH 5 White House Administration - Personnel Management - A-Z, 1/21/77-1/20/81
WH 5-1 White House Administration - Personnel Management - Applicants, 1/21/77-10/31/77
WH 5-1 White House Administration - Personnel Management - Applicants, 11/1/77-1/20/81
WH 5-2 White House Administration - Personnel Management - Applicants / Social Office, 12/20/76 [1]
WH 5-2 White House Administration - Personnel Management - Applicants / Social Office, 12/20/76 [1]

Container 155
WH 5-2 White House Administration - Personnel Management - Applicants / Social Office, 12/20/76 [2-3]

Container 156

Records of the First Lady’s Office
White House Social Office Oversized Attachment Files
Scope and Content: Containers 1-312. This series was opened in 2006. This series consists of related attachments to various correspondence and invitations from the White House Social Office Subject files. This includes material such as large reports, printed materials, and telephone logs; reading files; art work from school children and talented citizens; books considered of interest by the sender; brochures for advertising holiday accommodations; poems, songs, and valentines; taped musical recordings; and inspirational books and pamphlets. Arranged numerically by oversized attachment number.

Container List:

Containers 1-157
O/A’s 1 thru O/A’s 2223

Return to Series List

Return to Office Description

Return to Collection Summary
Records of the First Lady’s Office

Office Summary

Creator: Office of the First Lady. Scheduling Office

Title: Records of the First Lady’s Office


Office Description: The Scheduling Office, under the direction of Jane Fenderson, was responsible for both the First Lady’s public and personal schedules. In addition this office was in charge of liaison and coordination with the President’s scheduling staff; responsible for all personal and public invitations; Air Force One plane manifests; travel accommodations; responses to telephone inquiries and correspondence; assisting the press advance staff; and assembling background briefing material needed for events and trips. Other Scheduling Office staff members included Elizabeth R. Ubbens, Nancy K. Jordan, Ellen A. Kelley, Carol Ann Rambo, Jake E. Sullivan, and Adrena Brown.

System of Arrangement: The records of the Scheduling are divided into eight series:

<table>
<thead>
<tr>
<th>Series Title</th>
<th>Series ID (ARC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Fenderson’s Advance Office’s 1980 Campaign Files</td>
<td>596820</td>
</tr>
<tr>
<td>Jane Fenderson’s Daily Schedule Files</td>
<td>596822</td>
</tr>
<tr>
<td>Jane Fenderson’s Domestic Trip Files</td>
<td>596824</td>
</tr>
<tr>
<td>Jane Fenderson’s Foreign Trip Files</td>
<td>596825</td>
</tr>
<tr>
<td>Jane Fenderson’s Future State Trip Files</td>
<td>596826</td>
</tr>
<tr>
<td>Jane Fenderson’s Invitation Files</td>
<td>596827</td>
</tr>
<tr>
<td>Jane Fenderson’s Telephone Logs</td>
<td>596828</td>
</tr>
<tr>
<td>Jane Fenderson’s Subject Files</td>
<td>596889</td>
</tr>
</tbody>
</table>

Detailed Description of the Series

### Jane Fenderson’s Advance Office’s 1980 Campaign Files
Scope and Content: Containers 1-2. This series was opened in June 2003. This series contains travel vouchers, cancelled checks, per diem expense reports, checklists, résumés, and correspondence. This material relates to the Advance Office’s personnel that traveled with Rosalynn Carter during the 1980 campaign. Arranged alphabetically by folder title.

Container List:

**Container 1**
Checklists-Press Advance, Staff Advance
Personnel Addresses/Phone Lists/Résumé’s/Expenses [1-2]
Travel Authorization and Reimbursement Files, A-K

Records of the First Lady’s Office


**Container 2**
Travel Authorization and Reimbursement Files, L-W
Volunteers Training Seminar Reimbursement Files [1-2]

[Return to Series List]

**Jane Fenderson’s Daily Schedule Files**
Scope and Content: Containers 3-8. This series was opened in June 2003. This series consists of the First Lady’s daily or weekly itineraries, calendars, schedules, correspondence, memorandums, background briefings, fact sheets, and guest lists. In addition, this series contains scheduling proposals and related memorandums. Many of these memos are annotated with the First Lady’s handwritten notes. Arranged chronologically.

Container List:

**Container 3**
1/77-1/78

**Container 4**
2/78-12/78 [1]

**Container 5**
12/78 [2]-7/79

**Container 6**
8/79-5/80

**Container 7**
6/80-1/81
Schedule Proposals - First Lady Memos, 1977
Schedule Proposals - First Lady Memos, 1/78-11/22/78

**Container 8**
Schedule Proposals - First Lady Memos, 11/23/78-4/80

[Return to Series List]

**Jane Fenderson’s Domestic Trip Files**
Scope and Content: Containers 9-20. This series was opened in June 2003. This series contains the First Lady’s trip schedules and itineraries mainly during 1980 campaign period. Also included are background briefings on local politicians, cities, and states; correspondence, guest lists, invitations, thank-you notes, fact sheets, memorandums, and speeches or remarks. Arranged chronologically.

Records of the First Lady’s Office
Records of the First Lady’s Office

Container List:

**Container 9**
Domestic Events Log, 1/79-12/79
Domestic Trips, 8/76-11/76
North Carolina, Florida, Iowa, Indiana, 9/28/78-9/30/78
Ohio, Minnesota, Wisconsin, Illinois, 10/6/78-10/7/78
New York, Connecticut, Maine, New Hampshire, 10/18/78-10/19/78
South Dakota, Kansas, Georgia, Florida, 11/3/78
Georgia, Tennessee, 12/7/78-12/9/78
Springfield, Massachusetts, 3/19/79-3/20/79 [1-2]

**Container 10**
St. Louis, Missouri, 3/19/79-3/20/79
Davis, California, 3/20/79-3/21/79
New York, New York, 3/29/79
Detroit, Michigan, 3/31/79
Groton, Connecticut, 4/7/79
Raleigh, North Carolina, 4/18/79
New York, New York, 4/26/79
Thomasville, Georgia, 4/26/79-4/27/79
Chicago, Illinois, 5/15/79-5/16/79
Georgia, 6/2/79-6/4/79
New York, New York, 6/21/79

**Container 11**
Arkansas, 7/22/79
Chicago, Illinois, 7/22/79
Harlingen, Texas, 7/22/79-7/23/79
Texas, 7/22/79-7/23/79 [1-2]
California, 7/24/79-7/25/79 [1-2]
Delta Queen Trip, 8/17/79-8/24/79
Tampa, Florida, 8/29/79,
Cedar Rapids, Iowa, 9/8/79
New Hampshire, New York, 9/12/79

**Container 12**
South Carolina, Florida, 9/21/79-9/21/79 [1-2]
Pennsylvania, 9/27/79 [1-2]
Boston, Massachusetts, 10/1/79
Florida, 10/4/79
Illinois, Alabama, 10/8/79
Tennessee, North Carolina, 10/12/79 [1-2]
Container 13
Missouri, Illinois, 10/15/79
Iowa, Oregon, Washington, 10/17/79-10/19/79
New Hampshire, Maine, Massachusetts, 10/24/79-10/25/79 [1-2]
Texas, 10/29/79-10/30/79 [1-2]
California, Colorado, Winnipeg, California, 11/14/79-11/16/79 [1-3]
St. Petersburg, Florida, 11/17/79
New Hampshire, 11/20/79 [1]

Container 14
Osage Beach, Missouri, 11/30/79 [Cancelled]
New York, New York, 12/5/79
Oklahoma City, Oklahoma, 2/5/79 [Cancelled]
Georgia, Mississippi, Arkansas, 12/6/79-12/8/79 [1-2]
New York, New York, 12/12/79-12/13/79
Iowa, 12/20/79
Iowa, 1/7/80-1/8/80
Iowa, 1/11/80-1/12/80
Georgia, 1/15/80
New Hampshire, Maine, 1/18/80
Maine, 1/25/80

Container 15
New York, New Hampshire, Maine, 1/31/80-2/1/80 [1-2]
Maine, 2/6/80
Minnesota, California, Oklahoma, 2/7/80-2/9/80 [1-2]
Massachusetts, New Hampshire, Connecticut, 2/14/80-2/15/80
Vermont, New Hampshire, New York, Massachusetts, 2/21/80-2/22/80 [1-2]
Florida, Alabama, Georgia, 3/3/80 [1-2]
Chicago, Illinois, 3/6/80
Richmond, Virginia, 3/8/80

Container 16
New York, New York, 3/17/80
Calhoun, Georgia, 3/18/80
Wisconsin, 3/27/80
Missouri, Arizona, 4/10/80-4/11/80
4/14/80, Philadelphia, Pennsylvania
Pennsylvania, 4/17/80

Container 17

Records of the First Lady’s Office
Records of the First Lady’s Office
Raleigh, North Carolina, 4/26/80 [Canceled]
Indiana, Kentucky, Texas, 4/29/80-4/30/80
Atlanta, Georgia, 5/4/80
Maryland, 5/12/80
Columbus, Ohio, 5/16/80
New Mexico, California, 5/21/80-5/22/80 [1-2]
Rhode Island, New Jersey, 6/2/80
Alsip, Illinois, 6/12/80
New York, New York, 6/16/80
New Orleans, Louisiana, 7/2/80
Florida, California, 7/3/80-7/4/80
Democratic National Convention [New York, New York], 8/11/80-8/14/80
Muscle Shoals, Alabama, 9/1/80

Container 18
North Carolina, Alabama, 9/10/80 [1-2]
New York, Connecticut, West Virginia, 9/13/80 [1-2]
Illinois, 9/16/80
South Carolina, Florida, 9/19/80
South Carolina, 9/25/80
New Jersey, Pennsylvania, 9/26/80

Container 19
Texas, Louisiana, Mississippi, 9/29/80
Pennsylvania, New York, 10/3/80 [1-2]
Florida, 10/8/80
Pennsylvania, 10/9/80
Missouri, California, Oregon, Washington, 10/12/80-10/14/80 [1-2]
Ohio, Kentucky, West Virginia, 10/21/80 [1-2]
Michigan, Wisconsin, Illinois, Missouri, 10/23/80-10/24/80 [1]

Container 20
Maine, Vermont, New Jersey, New York, Pennsylvania, Ohio, Kentucky, Tennessee, 10/26/80-10/29/80
Mississippi, Louisiana, Texas, Illinois, Michigan, 10/30/80-11/1/80
New Orleans, Louisiana and Atlanta, Georgia, 1/1/81-1/11/81

Return to Series List

Jane Fenderson’s Foreign Trip Files
Scope and Content: Containers 21-24. This series was opened in June 2003. This series contains the First Lady’s foreign trip schedules and itineraries. Also included are background briefings

Records of the First Lady’s Office
and fact sheets on foreign officials and the countries visited; telegrams relating possible scenarios and subjects for discussion; guest lists, remarks or speeches; diagrams of places designated to visit; seating arrangements; protocol information; memorandums, and correspondence. Arranged chronologically.

Container List:

**Container 21**
Foreign Event Log, 1976-1979
Latin America, 5/30/77-6/10/77
Jamaica, 5/30/77-5/31/77
Costa Rica, 5/31/77-6/1/77
Quito, Ecuador, 6/1/77-6/3/77
Peru, 6/3/77-6/5/77
Brazil, 6/6/77-6/9/77
Columbia, 6/9/77-6/10/77
Venezuela, 6/10/77-6/11/77
Quito, Ecuador, 6/1/77-6/3/77,
El Paso, TX, Ciudad, Mexico, 11/03/77
Caracas, Brasilia, Lagos, Tehran, New Delhi, Paris, Brussels, Warsaw, 11/22/77-12/2/77
Lagos, Nigeria, 11/22/77-11/26/77
Paris, France, 11/29/77-12/1/77
Warsaw, Poland, 12/2/77-12/3/77
Poland, Iran, India, 12/29/77-1/3/78 [1-2]
Saudi Arabia, France, Belgium, 1/3/78-1/6/78

**Container 22**
Venezuela, Brazil, 3/28/78-3/31/78
Nigeria, Liberia, 3/31/78-4/3/78
Nigeria, Liberia, Venezuela, Brazil (Overview), 3/28/78-4/3/78
Mexico, 2/14/79-2/15/79
Switzerland, Italy, 5/5/79-5/11/79 [1-3]
Vienna, Austria, 6/14/79-6/18/79

**Container 23**
Japan, 6/24/79-6/29/79 [1-2]
South Korea, 6/29/79-7/1/79
Puerto Rico, Bolivia, Peru, 8/4/79-8/9/79 (Trip Cancelled)
Lima Peru, 8/7/79-8/9/79 (Trip Cancelled)
Bolivia, 8/4/79-8/7/79 (Trip Cancelled)
Quito, Ecuador, 8/9/79-8/11/79 [1-2]
Bangkok, Thailand, 11/7/79-11/9/79

**Container 24**
Canada, 11/9/79-11/10/79
Italy, Yugoslavia, Portugal, Spain, 6/19/80-6/26/80 [1-6]

Records of the First Lady’s Office
Jane Fenderson’s Future State Trip Files
Scope and Content: Containers 25-29. This series was opened in June 2003. This series contains correspondence, and invitations to the First Lady regarding possible visits to various state receptions; fundraising functions; clubs and civic organizations; and community facilities such as hospitals, retirement homes, and mental health centers. Arranged alphabetically by state.

Container List:

Container 25
Alabama
California [1-2]
Colorado
Connecticut-Delaware
Florida
Georgia
Illinois
Indiana
Iowa
Kentucky
Louisiana
Maine
Maryland
Massachusetts
Michigan
Missouri
New Hampshire
New Jersey
New York
North Carolina

Container 26
Ohio
Oklahoma-Oregon
Pennsylvania
Rhode Island-Tennessee
Texas
Virginia
Washington-Wisconsin
General File

Return to Series List
**Jane Fenderson’s Invitation Files**
Scope and Content: Containers 27-29. This series was opened in June 2003. This series contains responses to state invitations relating to the 1980 campaign. Arranged alphabetically by state.

Container List:

**Container 27**
Alabama - Arkansas  
California - Colorado  
Connecticut - Delaware  
Florida - Georgia  
Hawaii - Iowa  
Kansas - Massachusetts  
Michigan - New Hampshire  
New Jersey - New Mexico  
New York

**Container 28**
North Carolina - Ohio  
Oklahoma - Rhode Island  
South Carolina - Vermont  
Virginia - Wisconsin  
Responses, 1/79-2/80

**Container 29**
Responses, 3/80-12/80

[Return to Series List]

**Jane Fenderson’s Telephone Logs**
Scope and Content: Containers 30-33. This series was opened in June 2003. This series contains telephone memorandums which include the name of caller; dates of incoming or outgoing calls; and the action taken. Arranged chronologically.

Container List:

**Container 30**
Jane Fenderson’s Office, 1/77-5/78

**Container 31**
Jane Fenderson’s Office, 6/78-10/79

**Container 32**
Jane Fenderson’s Office, 11/79-1/81

Records of the First Lady’s Office
Records of the First Lady’s Office
Rosalynn Carter, 7/80-1/81

Return to Series List

Jane Fenderson’s Subject Files
Scope and Content: Containers 34-37. This series was opened in June 2003. This series contains appointment books, daily schedules, thank-you notes, correspondence, and memorandums. Arranged alphabetically by folder title.

Container List:

Container 34
Appointment Book, First Lady, 1977
Appointment Book, First Lady, 1978
Appointment Book, First Lady, 1979

Container 35
Correspondence - Carter/Mondale Presidential Committee, Inc., 1980
Correspondence - Congressional Invitations to First Lady, 1979 - 1980
Correspondence - Curator's Office, 1980
Correspondence - Department and Agency, 1980
Correspondence - East Wing Staff, 1980
Correspondence - First Lady, 1978 [1-2]
Correspondence - First Lady, 1979 [1-2]
Correspondence - First Lady, 1980
Correspondence - First Lady's Staff, 1980
Correspondence - Jane Fenderson, 12/80 - 1/81
Correspondence - Outside the U.S.
Correspondence - President's Scheduling Office
Correspondence - Usher's Office, Rex Scouten
Correspondence - Vice President's Scheduling Office
D.C. Area Events, 11/79-12/79
D.C. Area Events, 3/79-4/79
D.C. Area Events, 5/79
D.C. Area Events, 9/79-10/79

Container 36
D.C. Area Events, 1/80-12/80
Disks for In-Town, Out of Town Trips and Personnel Information

Container 37
Jane Fenderson Files
Memos - Carter/Mondale Campaign
Memos - Congressional Liaison

Records of the First Lady’s Office
First Lady’s Correspondence Office

Office Summary

**Creator:** Office of the First Lady. Correspondence Office

**Title:** Records of the First Lady’s Office

**Dates:** 1977-1981

**Office Description:** Under the direction of Rhonda Bush and Helen Donaldson, the Correspondence Office handled the First Lady's public mail. This included answering most routine letters themselves and drafting letters for Mrs. Carter to sign in other cases. In addition, the office kept daily mail tallies, weekly mail reports, and policy directives regarding correspondence, and VIP Christmas Cards.

**System of Arrangement:**
The records of the Correspondence Office are divided into five series:

<table>
<thead>
<tr>
<th>Series Title</th>
<th>Series ID (ARC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rhonda Bush’s Correspondence Files</td>
<td>596820</td>
</tr>
<tr>
<td>Helen Dougherty’s, Rhonda Bush’s and Margaret McGuire’s Chron Files</td>
<td>596822</td>
</tr>
<tr>
<td>Helen Dougherty’s Pre-Inaugural Correspondence Files</td>
<td>596824</td>
</tr>
<tr>
<td>Helen Dougherty’s Campaign Correspondence Files</td>
<td>596825</td>
</tr>
<tr>
<td>Margaret McGuire’s Christmas Card Files</td>
<td>596826</td>
</tr>
</tbody>
</table>

**Detailed Description of the Series**

**Rhonda Bush’s Correspondence Files**
Scope and Content: Containers 1-10. This series was opened in 2010. This series mainly contains letters sent to the First Lady’s Office requesting assistance and information relating to policies and legislation on a wide variety of subjects. In addition, accompanying the Records of the First Lady’s Office
correspondence is background material such as press releases, news articles, and memorandums gathered in response to the requests. This series also contains approved form letters, policy directives regarding correspondence, in-house reply manuals, daily mail tallies, and weekly mail reports. Arranged alphabetically by folder title.

Container List:

**Container 1**

Abortion
Accomplishments - Presidency
ACTION
Address Requests – Former First Ladies
Advice
Aging
Agriculture
Alcohol Abuse and Alcoholism
Amy Carter’s Incoming Mail
Amy Carter’s Outgoing Mail
Anderson, Marian
Animals Product Testing
Annette Carter’s Letters
Anniversary Greeting – Churches
Appointment / Invitations – Turndown Forms – Jane Fenderson
Approvals – Amy Cards
Approvals – Blank Requisition Forms
Approvals – Completed Requisition Forms
Approvals – Form Letters
Approvals – Recipes
Approvals – Requests - Photographs
Approvals – Special Occasion Handling
Artists
Arts
Atta Boy Letter
Autographs
Auto Pen
Baptist Church
Bethesda Naval Hospital – First Family Usage
Bicentennial
Billy Carter
Biographical Information
Biography Drafts

**Container 2**

Black Lung Benefits
Blepharoplasty
Boat People

Records of the First Lady’s Office
Boy Scout
Broadcasting – Regulations
Butler Brown – Artists
Cambodia – Kampuchea
Campaign 1980 – Offers of Assistance
Camp David – Meeting on the Middle East
Cancer
Card Texts – Standard Responses
Child Abuse – Child Custody
Children
Children’s Books
China
Chip Carter’s Carbons
Chip Carter’s – Correspondence
Christmas
Christmas Cards
Citizenship
Civil Service Commission
Community Services Administration (CSA)
Congressional Mail Handling
Congressional Mail – Memorandums
Consumer Affairs
Consumer Product Safety Commission
Correspondence Information
Cuba
Daily Mail Tallies, 4/79-2/80

**Container 3**
Daily Mail Tallies, 3/80-12/80
Dams
Daughters of the American Revolution
Defense
Delta Queen
Democratic National Committee
Department of Natural Resources
Developmental Disabilities Office
Diplomatic Pouch Procedure – Foreign Mail
Displaced Homemakers
Divorces
Draft
Drug Abuse
Economy
Education
Education for the Handicapped
Elderly
Elections, 1978

Records of the First Lady’s Office
Employment

**Container 4**
Enclosures
Endorsement
Energy [1-3]
Entertainment
Environmental Protection Agency
Equal Opportunity Commission
Equal Rights Amendment
Equal Rights Amendment – Literature
Families – White House Conference on
Farmers
Fashion
Federal Employment of the Handicapped
Federal Trade Commission
First Ladies
Fitzpatrick, Mary
Flag
Food Stamps
Foreign Travel
Form Letters [1-2]
Form Reply Coding Book
Four–H Clubs
Friendship Force

**Container 5**
Friendship – Support
Gandhi, Mahatma
Genealogy
General Mail – Requests
General Services Administration
Get Well
Gift Offers
Gift Unit Standard Operating Procedures
Girl Scouts
Governors
Grandparent’s Day
Handicapped
Health Issues
Health, Education and Welfare (Referrals)
Hearing and Speech Month
Hispanics
Historic Sites
Honorary Memberships
Housing and Urban Development Referrals

Records of the First Lady’s Office
Immigration and Naturalization Service – Requests
Inaugural Gown – Poem
Indian Affairs
Inflation
In-House Reply Manual [1-2]
Internal Revenue Service
International Communication Agency – International Development Cooperation Administration
International Women’s Year (IWY)

**Container 6**
International Year of the Child
Invitations
Iran
Irate Writer
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Jeff and Annette Carter’s Carbons
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**Container 7**
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Policy Directives – Correspondence, Mail Reports
Policy Directives – Correspondence, Presidential Messages
Policy Directives – Correspondence, Records Management Groups
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Pope Paul VI
President – Press
Presidential Libraries
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Container 9
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Trip to Ohio – Mrs. Carter
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Container 10
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Welfare
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White House Correspondence Information
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White House – Family and Cost to Taxpayers
White House Fellowship
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White House Staff – Size and Salary
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Return to Series List

Helen Dougherty’s, Rhonda Bush’s and Margaret McGuire’s Chron Files

Records of the First Lady’s Office
Scope and Content: Containers 11-14. This series was opened in 2010. This series contains outgoing correspondence from the First Lady’s Office in response to letters from the general public. Arranged chronologically.

Container List:

**Container 11**
February 1977 thru April 1978

**Container 12**
May 1978 thru May 1979

**Container 13**
June 1979 thru May 1980

**Container 14**
June 1980 thru January 1981

**Helen Dougherty’s Pre-Inaugural Correspondence Files**
Scope and Content: Containers 15-16. This series was opened in 2010. This series contains correspondence received after the election. The letters mainly consist of congratulatory mail from the Carter’s personal friends and the general public. Arranged alphabetically by folder title.

Container List:

**Container 15**
Rosalynn Carter’s Letters [1-7]

**Container 16**
Rosalynn Carter’s Letters [8-9]
Rosalynn Carter’s Photographs [1-2]

**Helen Dougherty’s Campaign Correspondence Files**
Scope and Content: Container 17. This series was opened in 2010. This series contains correspondence relating to the 1976 presidential campaign. These letters are mainly from the Carter’s personal friends, campaign workers, and the general public. Arranged alphabetically by folder title.

Container List:

**Container 17**

Records of the First Lady’s Office
Records of the First Lady’s Office

Conversations with the Carters, 1/18/76
Genealogy
General Correspondence [1-5]
Jones, Jim

**Container 18**
Mental Health
Post-Election Correspondence
Robbins, Anne
Rosalynn Carter’s Biography
Rosalynn Carter’s Letters
Rosalynn Carter’s Schedule, 7/76

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**Margaret McGuire’s Christmas Card Files**
Scope and Content: Containers 18-20. This series was opened in 2010. This series contains Christmas cards received from heads of states, ambassadors, governors, Congress, and the Carter’s personal friends. Arranged alphabetically by folder title.

**Container List:**

**Container 19**
Christmas Cards – Celebrities, 1980-1981
Christmas Cards – Congress and Senate, 1980-1981 [1-2]

**Container 20**

**Container 21**
Christmas Cards – Mayors, 1980-1981
Christmas Cards – Military Leaders and Other Government Officials, 1980-1981
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Records of the First Lady’s Office
First Lady’s Projects Office

Office Summary

Creator: Office of the First Lady. Projects Office

Title: Records of the First Lady’s Office


Office Description: Under the direction of Kathryn Cade, the Projects Office assisted the First Lady in background research on issues; helped prepare speeches and reports for related events; and helped schedule trips and events relating to Mrs. Carter’s special projects. The office communicated with organizations or groups who came to Mrs. Carter for support. The office maintained liaison with these organizations; they coordinated the development of site visits, hearings, meetings, and special events that the First Lady decided to support. This office also handled all correspondence and inquiries related to these projects. Other Projects Office staff members included Jane Fenderson, Wanda Davis Lewis, Barbara Langhoff, and Carol Emig.

System of Arrangement: The records of the Project’s Office are divided into three series:

<table>
<thead>
<tr>
<th>Series Title</th>
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<tr>
<td>Kathy Cade’s Mental Health Project Files</td>
<td>565816</td>
</tr>
<tr>
<td>Kathy Cade’s Project Files</td>
<td>5968811</td>
</tr>
<tr>
<td>Wanda Davis Lewis’ Communities Project Files</td>
<td>561334</td>
</tr>
</tbody>
</table>

Detailed Description of the Series

Kathy Cade’s Mental Health Project Files
Scope and Content: Containers 1-20. This series was opened in February 2002. The majority of material contained in this series consists of documents related to Mrs. Carter’s involvement and development of the President’s Commission on Mental Health and subsequently, the implementation of the Mental Health Systems Act. The material includes the task panel reports and recommendations of the Commission on a wide range of mental health issues. Also included are the Commission’s meeting and briefing notes; transcripts of public hearings; press releases and clippings; and the Commission’s final and draft reports. Mrs. Carter’s handwritten notes relating to the selection of committee members; her testimony before the Senate hearing; and various speeches and comments are also included. This series also contains memoranda, correspondence, letters, meeting agenda, and policy papers relating to Mrs. Carter’s involvement with the National Institute of Mental Health and the Mental Health Association. In addition, the material includes schedules and itineraries of the First Lady’s trips and visits to mental health facilities, including her handwritten notes for speeches and remarks. Arranged alphabetically by folder title.

Records of the First Lady’s Office
Container 1
Alcoholism, 4/79
American Indians, 5/80
Association of American Foreign Service Women - Mental Health Program, n.d.
Civil Rights of Institutionalized Persons Act, 5/23/80
Clippings, 1979-1980
Community Mental Health Centers, 8/76-5/79
Dumping, Nursing Home Scandals, 5/78-4/79
Food Stamps for the Mentally Ill, 3/79-6/79
Green Door, 8/78
HUD/HEW - Mental Health Initiative, 6/78-8/80
Issues/Research, 2/77-6/80
Massachusetts Commission - Care of Mentally Ill in Community, 12/79
Medicare Reform Bill-Section 3029, 11/79-2/80
Medicare / Medicaid, n.d.
Menninger Foundation, n.d.
Mental Health 1978 Budget, 2/77-1/78
Mental Health 1979 Budget, 10/77
Mental Health 1980 Budget, 5/78-12/78
Mental Health 1981 Budget, 10/79-1/80
Mental Health 1982 Budget, 12/3/80
Mental Health Association 1979 Projects, 1/79-2/79
Mental Health Association Annual Meeting, 11/78 and 12/79

Container 2
Mental Health Association Brochures, 1977-1980
Mental Health Association Correspondence, 11/76-2/78
Mental Health Association Manual for National Board Members, 11/76
Mental Health Association Response, 10/80
Mental Health Centers in Washington D.C. Area, 4/77 [St. Elizabeth's Hospital]
Mental Health Initiative - Briefing of Rosalynn Carter by Secretary Califano, 10/27/78
Mental Health Law Project, 12/76-7/78
Mental Health Memorandums, 2/14/77-9/30/80
Mental Health Prevention-1/79-1/80

Container 3
Mental Health Systems Act (MHSA), 11/7/78
MHSA - Aging Organizations Briefing, 7/11/79
MHSA - Announcement, 5/15/79
MHSA - Briefing, 5/15/79
MHSA - Clippings, 5/79-6/80
MHSA - Comparisons of House and Senate Versions, 6/12/80
MHSA - Constituent Group Comments, 4/78-8/79
MHSA - Constituent Group Comments, 9/79-11/15/79
MHSA - Constituent Group Comments, 11/26/79-9/80
Container 4
MHSA - Draft Legislation, 11/78-12/78
MHSA - Draft, 3/30/79
MHSA - Draft, 4/20/79
MHSA - House Subcommittee Hearing, 6/25/79
MHSA - Legislation - Senate, 4/79-10/79
MHSA - Legislation - Senate, 10/79-8/80
MHSA - Memos, 12/78-11/80

Container 5
MHSA - Minority, Women and Children Briefing, Invitee List, 7/31/79
MHSA - Minority, Women and Children Briefing, 7/31/79
MHSA - Murphy Amendment, 4/80-6/80
MHSA - President's Message, Mental Health Month, 4/22-28/80
MHSA - Presidential Message, 5/79
MHSA - Signing Ceremony, 10/7/80
MHSA - Testimonies before Subcommittee and Correspondence, 6/79
MHSA - Thank You Letters, 5/79-9/79
MHSA - Title III, 6/25/80-10/19/80
MHSA - Title IV, n.d.
MHSA - White House Reception, 10/17/80
Minority Training for Personnel, 8/8/80
National Association for Mental Health (NAMH) - Transition, 9/76-12/76
National Commission on Alcoholism, 9/80
National Community Mental Health Foundations, 1/79
National Council of Community Mental Health Centers - Meeting and Briefing, 2/22/79
National Institute of Mental Health (NIMH) - Community Support Program, 1978
NIMH - Learning Community Conference, 11/5-9/79
NIMH - National Plan for the Chronically Mentally Ill, 7/80 [1]

Container 6
NIMH - National Plan for the Chronically Mentally Ill, 7/80 [2]
National Plan for the Chronically Mentally Ill, (Coalition of Mental Health Groups), 6/80
National Plan for the Chronically Mentally Ill, Health and Human Services, 9/80
National Project on Improving Community Facility Relations - Horizon House Institute, n.d.
President's Commission on Mental Health (PCMH) - Address in Defense of the Commission's Report - Charles Willie, 4/3/79
PCMH - Commission Candidates, n.d. [1-2]
PCMH - Commission Screening Committees, 2/77-3/77
PCMH - Correspondence, 9/76-4/77
PCMH - Correspondence, 5/77-5/78
PCMH - Final Report Drafts to the President - Rosalynn Carter's Copies with Handwritten Notes, n.d.

Records of the First Lady’s Office
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PCMH - Final Report, Mrs. Carter's Notes on Presentation, 4/1/78
PCMH - Implementation, 4/78-11/78
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Container 8
PCMH - Institute of Medicine Reports, 2/10/78
PCMH - Meeting, 3/29/77
PCMH - Meeting, 4/19/77
PCMH - Meeting, 7/11/77
PCMH - Meeting, 8/2-3/77
PCMH - Meeting, 10/14-15/77
PCMH - Meeting, 12/9-10/77
PCMH - Meeting, 1/16-17/78
PCMH - Meeting, 2/16-19/78
PCMH - Meeting, 3/16-18/78
PCMH - Memorandums, 1/77-6/78
PCMH - Mental Health Program, Georgia, 6/9/71

Container 9
PCMH - News Releases and Articles, [1-2]
PCMH - Preliminary Report to the President, 9/1/77
PCMH - Presentation of Final Report, 4/27/78
PCMH - Press Clips from Georgia, 1971-1974
PCMH - Press Information, 1/77-1/79
PCMH - Printed Report to the President - Volume I, 1978
PCMH - Printed Report to the President - Volume II, 1978

Container 10
PCMH - Public Hearing - Nashville, Tennessee, 5/24-25/77
PCMH - Public Hearing - Transcript before the Commission, Nashville, Tennessee, 5/25/77
PCMH - Public Hearing - Transcript before the Commission, Philadelphia, Pennsylvania, 5/24/77
PCMH - Public Hearing - Transcript before the Commission, San Francisco, California, 6/21/77
PCMH - Public Hearing - Transcript before the Commission, Tucson, Arizona, 6/20/77

Container 11
PCMH - Public Hearing-Tucson, Arizona and San Francisco, California, 6/20-21/77 [1-2]
PCMH - Questions for "Mental Health Matters" Radio Program with Rosalynn Carter, 7/1/77

Records of the First Lady's Office
Records of the First Lady’s Office
PCMH - Task Panel, Subpanel Report on American Indians, 2/15/78
PCMH - Task Panel, Subpanel Report on Asian/Pacific Americans, 12/77-2/78
PCMH - Task Panel, Subpanel Report on Black Americans, 1/78-2/78
PCMH - Task Panel, Subpanel Report on European Ethnic Origins, 2/78
PCMH - Task Panel, Subpanel Report on Hispanic Americans, 1/78-2/78
PCMH - Task Panel, Subpanel Report on Infancy and Childhood, 7/77-10/77
PCMH - Task Panel, Subpanel Report on Migrant and Seasonal Farm workers, 7/77-12/78 [1-2]
PCMH - Task Panel, Subpanel Report on Physically Handicapped, 2/15/78

**Container 16**
PCMH - Task Panel, Subpanel Report on Women, 2/15/78
PCMH - Transition Memo, re: Mental Health Commission, 12/76
PCMH - Vilas Paper on Community Support Systems and Pastoral Care, 9/15/78
PCMH - Wingspread Conference and Meeting - Racine, Wisconsin, 1/78 [1-3]

**Container 17**
PCMH - Working Group Report on Vietnam Era Veterans, 12/77-2/78
Problems of Vietnam Veterans, 10/78-5/79
Public Committee on Mental Health, 11/77-9/80
Public Health Service Act - Section 314[g], 2/80
Reception and Briefing for Members of the President's Commission on Mental Health, 6/7/79
Reception for House Sub-committee on Health and the Environment, 4/3/79
Reception for HUD/HHS, 7/29/80
Remarks made at the Mental Health Association Luncheon, 10/27/77
Remarks made at the Mental Health Association Benefit Dinner, 6/10/80
Remarks made at the HUD/HEW Announcement for the Deinstitutionalization of the Chronically Mentally Ill, 6/14/78
Senate Hearing - Rosalynn Carter's Statement - Working Drafts, 1/79

**Container 18**
Senate Hearing - Rosalynn Carter's Statement - Working Drafts, 2/79
Senate Hearing - Rosalynn Carter - Possible Questions, 2/79
Senate Sub-Committee on Health - Mental Health Hearing, 2/7/79
St. Elizabeth's Hospital, 7/77-8/79
Trip to Austin, Texas - Hogg Foundation, 5/26/78
Trip to Bethesda, Maryland - National Institute of Mental Health (NIMH), 9/27/78
Trip to Bethesda, Maryland - National Institute of Mental Health (NIMH) Briefing Book, 9/27/78
Trip to Chicago, Illinois - American Psychiatric Association, 5/15/79
Trip to Cincinnati and Columbus Ohio, 5/16/80
Trip to Denver, Colorado - Mental Health Association Annual Meeting, 11/15/79
Trip to Florida, 10/4/79

Records of the First Lady’s Office
Trip to Gary, Indiana, 4/29/80
Trip to Geneva, Switzerland - World Health Organization, 5/79

**Container 19**
Trip to Geneva, Switzerland - World Health Organization - Original Drafts of Speech, 5/79
Trip to Hawaii - Family Stress Center, 6/77
Trip to Missouri and Arizona, 4/10-11/80
Trip to Missouri, California, Washington, and Oregon, 10/12-14/80
Trip to New Hampshire, 6/4-5/79
Trip to New Orleans, Louisiana - Mental Health Association Meeting, 11/18-19/80
Trip to Pasadena, California - Jennifer Jones Simon Foundation Workshop, 12/6-7/80
Trip to Pasadena, California - Mental Health Association Dinner at the Norton Simon Museum, 11/14/79
Trip to South Carolina, 9/20/79
Trip to Vancouver - World Federation for Mental Health, 8/26/77
Trip to Washington Press Club, 9/15/77

**Container 20**
Trip to Winnipeg, Canada - St. Boniface Hospital, 11/15/79
Trip to Wisconsin, 3/26-27/80
Visit and Remarks Made to the Washington Business Group on Health, 10/22/79
Visit to the Green Door Benefit, 1/8/80
Visit to the Green Door, Washington, D.C., 4/26/78
Visit with Drs. Philip and Lorna Sarrell, 12/1/77

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**Kathryn Cade’s Project Files**
Scope and Content: Containers 1-49. This series was opened in February 2002. This series contains material relating to specific projects in which the First Lady was actively involved. The series consists of correspondence; invitations for on-site visits; speeches and remarks; newspaper clippings; and publications from organizations seeking support and assistance from the First Lady. Also included are background reports, recommendations, meeting schedules and minutes, and onsite visit itineraries. This material relates to Rosalynn Carter’s heavy involvement with the Cambodian relief effort including her Thailand trip report; the Friendship Force; the mentally retarded; communities’ projects; and women’s issues including the Mid-Decade Conference on Women and passage of the Equal Rights Amendment. Within the communities’ material, is Mrs. Carter’s communities’ notebook that includes her handwritten notes and comments regarding major issues during the Carter administration. This series also includes a trip file and a speech file including her handwritten notes, drafts, and background information. Arranged alphabetically by folder title.

**Container List:**

**Container 1**
Accepts - Regrets
Records of the First Lady’s Office
Activities Report - Rosalynn Carter, 1/77-8/80
Aging - Candidates for the Federal Council on Aging
Aging - Claude Pepper Tea, 9/11/79
Aging - Commemorative Stamp
Aging - Federal Council on Aging, 1/12/79
Aging - Federal Council on Aging, 5/77-5/78
Aging - Foster Grandparent's Tour, 9/4/80
Aging - Governor's Conference on Aging in Orlando, Florida/Sea World, 9/18/80
Aging - Junior League Volunteers Intervening for Equity (VIE) Reception, 10/12/78
Aging - Letters to Mrs. Carter from Elderly Used in Speeches
Aging - Material for Meetings with Nelson Cruikshank
Aging - Meeting with Ad Hoc Leadership Council of Senior Citizen Organizations, 5/18/78
Aging - Meeting with Aging Leaders from Foreign Countries, 10/77-7/78
Aging - Memorandums
Aging - Pepper Conference on Mental Health and the Elderly, 4/23-24/79
Aging - Performing Arts Program for Isolated Senior Citizens-Psychiatric Institute-D.C. Foundation
Aging - Physical Fitness
Aging - Roundtable on Aging, 5/10/77 [Rosalynn Carter's Handwritten Notes]

Container 2
Aging - Roundtable on Aging, Transcript and Copy of Brochure
Aging - Senior Citizen's Day Reception - White House, 5/13/80
Aging - Senior Congregate Housing Program for Pinellas County, Florida
Aging - Senior Day, 4/24/79
Aging - Senior Power Day Phone Call, 5/15/79
Aging - Social Security, 12/78-4/79
Aging - St. Joseph Apartments, Erie, Pennsylvania, 9/22/79
Aging - Telephone Call to Columbia School of Journalism, 9/28/79
Aging - University of Kentucky - Art Education
Aging - White House Conference on Aging, 3/26/80
Aging - White House Conference on Aging, 1981
Aging - White House Conference on Aging, Swearing in Ceremony, 12/10/79
Awards Accepted, 1977-1980
Awards Declined, 1977-1980
Cambodian Relief - Address to Council on Foreign Relations, New York, 12/12/79 [1-2]
Cambodian Relief - AFL-CIO Reception, 5/29/80
Cambodian Relief - Breakfast with Congresswomen and Governor's Wives, 1/29/80

Container 3
Cambodian Relief - Cambodia Crisis Center, Cambodia Countdown, Spring Campaign
Cambodian Relief - Cambodia Crisis Center, Summary Report, 9/29/80
Cambodian Relief - Cambodia Crisis Committee
Cambodian Relief - Cambodia Crisis Committee - Ad Council Products

Records of the First Lady’s Office
Cambodian Relief - Cambodia Crisis Committee - AFL-CIO Conference, Cambodia Crisis Campaign
Cambodian Relief - Cambodia Crisis Committee - Crisis Center Material
Cambodian Relief - Cambodia Crisis Committee - Handbook
Cambodian Relief - Cambodia Crisis Committee - Hotline and General Information Manual
Cambodian Relief - Cambodia Crisis Committee - Ketchum Macleod Cambodian Relief Organization, Film for Relief with Rosalynn Carter
Cambodian Relief - Cambodia Crisis Committee - Office Publications, Newsletters, and Bulletins [1-2]

Container 4
Cambodian Relief - Cambodia Crisis Committee - Office Publications, Newsletters, and Bulletins [3]
Cambodian Relief - Cambodia Crisis Committee - Summary Report, 9/29/80
Cambodian Relief - Chinese American Benefit, Indo-Chinese Refugees
Cambodian Relief - Citizen Response
Cambodian Relief - Civic Accomplishment Award - Georgetown Department of Pediatrics, 4/1/80
Cambodian Relief - Corporate Luncheon, 4/16/80
Cambodian Relief - Correspondence
Cambodian Relief - Dinner, Evangelists Networks - Rosalynn Carter Drop-by, 4/28/80
Cambodian Relief - Geneva Conference on Kampuchean Relief, 5/25-27/80
Cambodian Relief - Guide to Corporate Participation
Cambodian Relief - International Year of the Child
Cambodian Relief - Kathryn Cade's Correspondence, 1979
Cambodian Relief - Kathryn Cade's Correspondence, 1980
Cambodian Relief - Lions Club International, BOE, 6/16/80
Cambodian Relief - Lists of Organizations for Donations
Cambodian Relief - Meeting of Voluntary Organizations, 11/13/79
Cambodian Relief - Meeting of Voluntary Organizations - Attendees, 11/13/79

Container 5
Cambodian Relief - Meeting of Voluntary Organizations - Handouts, 11/13/79
Cambodian Relief - Meeting with Congressman Mike Barnes, 12/12/79
Cambodian Relief - Meeting with Dr. Paul McClary - Church World Services, 3/24/80
Cambodian Relief - Memos
Cambodian Relief - National Cambodia Crisis Committee Meeting, 1/29/80 [1-2]
Cambodian Relief - National Council for International Health - Clearinghouse (Medical)
Cambodian Relief - Operations Report - American Council of Volunteer Agencies for Foreign Services, Inc.,
Cambodian Relief - Possible Projects
Cambodian Relief - Press Releases
Cambodian Relief - Refugees

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Cambodian Relief - Refugees, Cuban

Records of the First Lady’s Office
Cambodian Relief - Refugees, Domestic Resettlement
Cambodian Relief - Refugees, National Institute of Mental Health Study of their Mental Health Needs
Cambodian Relief - Refugees, Reports from the International Committee of the Red Cross (ICRC)
Cambodian Relief - Reports, Thailand Trip [1-2]
Cambodian Relief - Rosalynn Carter Activities, 1979
Cambodian Relief - Rosalynn Carter's Report, 11/79
Cambodian Relief - Telegrams / Messages
Cambodian Relief - Today Show - Rosalynn Carter Handwritten Notes, Reports and Remarks, 12/79
Cambodian Relief - U.S. Government Support / Contributions
Cambodian Relief - Updates
Casework - [Mayor Janet Hayes, San Jose, California - Federal Aid]
Children - Child and Youth Activities - National Institute of Mental Health (NIMH) Report, 12/79
Children - Child Health Assessment Program (CHAP) Legislation, 3/78-3/79
Children - Children and the Elderly, 1979

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Children - Immunization-Possible Editorial, 12/78
Children - Indian Child Welfare
Children - International Year of the Child (IYC), 7/77-4/79 [1-2]
Children - International Year of the Child (IYC), Immunization Letter, 12/78-1/79
Children - Issues, 10/78
Children - National Right to Read Program, 7/78
Children - Reading is Fundamental, 10/79 [1-2]
Children - Youth Basic Skills Reading Program

**Container 8**
Chronological File, 10/79-10/80

**Container 9**
Chronological File, 11/80-12/80
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Cities in Schools - Coffee with Religious Leaders, 2/7/80
Cities in Schools - Correspondence and Reports
Cities in Schools - Kick-off, 4/11/79
Cities in Schools - Luncheon, 10/9/79
Cities in Schools - Project Propinquity, Bill Milliken
Cities in Schools - Rosalynn Carter's Trip to Atlanta, 1/20/78

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Communities - Charitable Giving - Gallup Poll
Communities - Chicago, Arkansas, California Trip, 7/22/79
Communities - Citizens Committee for Children with Special Needs [1-2]
Communities - Coalition of National Voluntary Organizations (CONVO) [1-2]
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CONVO - Independent Sector-Charter Meeting, 3/5/80
Communities - Community Foundation Luncheon, 9/14/78
Communities - Community Foundation of Greater Washington Incorporated
Communities - Community Foundation Tea, 5/1/79
Communities - Community Groups
Communities - Conference of the Council on Foundations, 5/5/78
Communities - D.C. - Andromeda Hispanic Mental Health Center
Communities - D.C. - Baptist Home - Thomas House
Communities - D.C. - Capital Children's Museum
Communities - D.C. - Capitol Hill Homemaker and Health Aid Services
Communities - D.C. - Center for Government Studies
Communities - D.C. - Center for Urban Ethnic Affairs-Interreligious Task Force on Policy
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Communities - D.C. - Cities Program

Container 11
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Communities - D.C. - Community of Hope
Communities - D.C. - Community Projects (Clippings)
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Communities - D.C. - Concerns - Sterling Tucker
Communities - D.C. - D.C. General Hospital - Ball, 5/18/79
Communities - D.C. - D.C. General Hospital - Benefit, 5/18/79
Communities - D.C. - D.C. General Hospital - Facilities Improvement Project
Communities - D.C. - D.C. General Hospital - Jaycees
Communities - D.C. - D.C. General Hospital - Meeting, 4/78
Communities - D.C. - D.C. General Hospital - Nursery Program
Communities - D.C. - D.C. General Hospital - Rosalynn Carter Visit, 3/78
Communities - D.C. - D.C. General Hospital - Rosalynn Carter Visit, 5/78
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Communities - D.C. - D.C. General Hospital - Rosalynn Carter Visit, 5/15/80
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States File / Communities - Texas, Mental Health
States File / Communities - Texas, Retired Medical Volunteers
States File / Communities - Texas, San Antonio Urban Council
States File / Communities - Texas, Southwest College for the Deaf, Big Springs
States File / Communities - Texas, Technical Training for Employment
States File / Communities - Utah
States File / Communities - Utah, "TAP" Elderly, Salt Lake City
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States File / Communities - Virginia, Activity Center
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States File / Communities - Virginia, Daily Planet
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States File / Communities - Virginia, Geriatric Ambassadors
States File / Communities - Virginia, North Virginia Handcrafter's Guild
States File / Communities - Virginia, Regional Child Development Center
States File / Communities - Washington
States File / Communities - Washington, 101 Money Making Ideas for Young Adults, 10-18 Years Old
States File / Communities - Washington, Cusick Human Development Program
States File / Communities - Washington, Everett ARC
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Trips / Events 1977 - El Paso, Mexico, Rosalynn Carter Briefing Book [1-2]
Trips / Events 1977 - Health Center for Mothers and Children, D.C., 4/7/77
Trips / Events 1977 - Plains, Georgia, 12/5/77
Trips / Events 1977 - Poland and India, Material on Women and Children [1-2]
Trips / Events 1977 - Suggested Remarks for Rosalynn Carter for the Ken Curtis Dinner, 10/3/77
Trips / Events 1977 - Who's Who Reception, 4/18/77
Trips / Events 1978 - First Lady's Breakfast, D.C., 5/24/78
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Trips / Events 1978 - Fundraiser, Gladys Spellman-Museum of African Art, 6/6/78
Trips / Events 1978 - Germany, 7/13-17/78 [1-2]
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Trips / Events 1978 - KMOX Interview, 9/20/78
Trips / Events 1978 - Meeting with Buthaina Nimeriri, Wife of the President of Sudan
Trips / Events 1978 - Milledgeville and Winder, Georgia, 4/22/78
Trips / Events 1978 - Panama, 6/16/78
Trips / Events 1978 - Polish Parade, Chicago, Illinois, 5/6/78
Trips / Events 1978 - Remarks for National Council of Jewish Women, D.C. 1/17/78
Trips / Events 1978 - Rome, Italy - Heading American Delegation for Funeral of Pope Paul VI, 8/10/78
Trips / Events 1978 - South Dakota, Florida, and Georgia, 11/78
Trips / Events 1978 - Special Olympics, 12/10/78
Trips / Events 1978 - Tenneco Inc., Democratic Fun Fest
Trips / Events 1978 - Trade Fair for the Americas, Miami, Florida, 3/8/78
Trips / Events 1978 - United Way-Radio Message, 11/30/78
Trips / Events 1978 - USO Salute to Bob Hope, D.C., 5/25/78
Trips / Events 1978 - Washington Press Club, 10/4/78
Trips / Events 1979 - American Field Service Students, 7/10/79
Trips / Events 1979 - Atlanta Symphony Gifts Campaign, Radio Spots, 1/79
Trips / Events 1979 - Bartow Center, Georgia, 6/4/79
Trips / Events 1979 - China-Meridian House Reception, 1/29/79
Trips / Events 1979 - Dameshek Award-Leukemia Society of America, 10/31/79
Trips / Events 1979 - Georgia Federation of Democratic Women, 12/8/79
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Trips / Events 1979 - Mrs. Antje Haber, German Minister of Youth, Family Health, 7/11/79

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Trips / Events 1979 - New Hampshire, 9/12/79
Trips / Events 1979 - Special Olympic Stamp, 7/17/79
Trips / Events 1979 - Tennessee and North Carolina Trip, 10/12/79
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Trips / Events 1980 - Boston, New Hampshire, 2/11-15/80
Trips / Events 1980 - Briefing, Reception Congressional Wives, 2/5/80
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Trips / Events 1980 - D.C. City Council, 12/9/80
Trips / Events 1980 - Democratic Women's Caucus Officer's Meeting, 1/17/80
Trips / Events 1980 - Girl Scouts, 6/10/80
Trips / Events 1980 - Glamour Ten Success Choices, 1/9/80
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Trips / Events 1980 - National Symphony Reception, 9/18/80
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Trips / Events 1980 - PBS Reception, 6/3/80
Trips / Events 1980 - S.E. District Conference of the National Secretaries Association, 10/17/80
Trips / Events 1980 - Seminar on Adoption and Foster Care in the U.S. - White House Reception, 3/25/80
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Trips / Events 1980 - Telephone Pioneers of America Luncheon, 9/22/80
Trips / Events 1980 - White House Staff Photographers, Miscellaneous Photographs
Trips / Events 1981 - Concert for Fundraisers, 1/12/81
Trips / Events 1981 - D.C. City Council, 12/9/80
Volunteers - Citizen Involvement Network
Volunteers - Coalition of National Voluntary Organizations (CONVO) and the National Council on Philanthropy
Volunteers - Community Development Corporation
Volunteers - HUD Report, Community Block Grants
Volunteers - Memos and Correspondence

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Volunteers - Publications, Pamphlets
Volunteers - Testimony of Olivarez, Director, Community Services Division
Volunteers - Various Projects [1-2]
Women - Bias Issues
Women - Carter's Accomplishments
Women - Comprehensive Employment and Training (CETA) - Displaced Homemakers Bill

**Container 46**
Women - Convention on the Elimination of All Forms of Discrimination Against Women
Women - Democratic National Committee
Women - Interdepartmental Task Force on Women
Women - International Women's Year

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**Container 48**
Women - National Advisory Committee for Women
Women - National Commission on Working Women
Women - National Women's Conference
Women - Summary of the Status of Equal Rights Amendment (ERA) in Un-Ratified States
Women - U.S. Judge Appointments

**Container 49**
Women - Women for Agriculture
Women - Women in Communications, Judy Carter
World Hunger

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**Wanda Davis Lewis’ Communities Project Files**
Scope and Content: Containers 1-14. This series was opened in 2001. This series mainly consists of published guides, brochures, and pamphlets related to various volunteer and community self-help organizations. Also included are correspondence, memoranda, and travel itineraries. The material relates to the First Lady’s efforts to help people meet the organizations’ needs and achieve social change through indigenous community institutions and a willingness to work closely with various volunteer organizations. Arranged alphabetically by folder title.

**Container 1**
ACCESS
ACTION [1-2]
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AFL-CIO
Aging

Records of the First Lady’s Office
Arkansas Delta Project
Arkansas Office of Aging
Arkansas Vegetable Growers and Marketing
ARVAC

**Container 2**
Charitable Contributions Legislation
Citizen Participation [1-2]
College Station Progressive League
Communities - Clippings
Communities Trips, 3/19-21/1979 - General Background

**Container 3**
Communities Trips - General Briefing File, 7/22-25/1979
Communities Trips - Arkansas
Communities Trips - Davis, California
Communities Trips - Savannah, Georgia 12/8/78
Communities Trips - Lorain, Ohio
Communities Trips - Springfield, Massachusetts

**Container 4**
Communities Trips - St. Louis, Missouri
Communities Trips - Texas [1-3]
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**Container 5**
Control Data Projects
Correspondence
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Democratic National Committee (DNC) - Mid-Term Convention
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Energy/Environment
Fair – Conference - Appropriate Community Technology
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**Container 6**
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Friendship House
Good Housekeeping
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**Container 7**
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**Container 8**
Memorandums, Inner-Office - Communities
Neighborhoods [1-2]

**Container 9**
Neighborhoods, National Commission on
Newsletters
Orzark Institute
Partners for Livable Places - Meeting 5/24/79
Project 70001
Roston Swine Producers
R.S.V.P. (Retired Senior Volunteer Program)
Rural
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**Container 10**
Savannah Housing Seminar
Self-Help Handbook [1-2]
Self-Help Information, Federal
Solar Programs in California, Briefing Notebook
Suspected Child Abuse and Neglect

**Container 11**
Textile Rental Services Association of America-Speech
Training
Trip Consideration [1-2]
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Urban Policy [1-2]

**Container 12**
Various Communities Organizations [1-2]
Victim Services
VISTA (Volunteers in Service to America)
Voluntary Action, National Center for
Volunteer Offices and Programs, State

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Container 13
Volunteer Program, Inc., National School
Volunteerism [1-2]
Volunteerism, Alliance for [1-2]
Volunteerism, Laws on
Volunteerism - Memorandums
Volunteers from the Workplace Conference, April 17-18, 1979

Container 14
Volunteers in Corrections
Volunteers in Court
Women in Communications Matrix/79 Challenges 80 Luncheon
Women’s Center
Women’s program Development, Inc. National
Xerox Corporation
Youth Advocacy Board
Youth Employment, Vice President’s Task Force on [1-2]

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First Lady’s Secretary’s Office

Office Summary

Creator: Office of the First Lady. Secretary’s Office.

Title: Records of the First Lady’s Office


Office Description: The Secretary’s Office was responsible for the overall coordination of the First Lady’s duties regarding personal details. This entailed monitoring Rosalynn Carter’s personal correspondence, schedules, appointments, outings, and trips in relation to her White House affairs. Much of the work involved answering phone calls, responding to personal mail from and to family and friends; and sending a voluminous amount of thank-you notes after events and trips. Madeline McBean served as the First Lady’s personal assistant and accompanied Mrs. Carter on all local and out of town trips. McBean was involved in almost every aspect of the First Lady’s duties and her papers are located throughout the entire collection. Rita Merthan served as Mrs. Carter’s personal secretary, and Carol J. Benefield served as an administrative assistant. Other staff members included Kit Dobelle and Chris Hathaway.

System of Arrangement:

The records of the Secretary’s Office include one series:

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</tr>
</thead>
<tbody>
<tr>
<td>Rita Merthan’s Trip Files</td>
<td>4685591</td>
</tr>
</tbody>
</table>

Detailed Description of the Series

Rita Merthan’s Trip Files
Scope and Content: Containers 1-10. This series was opened in 2010. This series mainly contains correspondence regarding thank you notes for hospitality and gifts upon the First Lady’s return from travel. Also included are name and address lists, schedules, background information, event programs, press clippings, travel tickets, and other memorabilia. Arranged chronologically.

Container List:

Container 1
Jamaica, 5/77
Costa Rica, 6/77
Ecuador, 6/1/77-6/3/77
Peru, 6/3/77-6/6/77
Brazil, 6/6/77-6/9/77
Colombia, 6/9/77-6/10/77
Venezuela, 6/10/77-6/12/77

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Tucson, Arizona, San Francisco, California, Hawaii, 6/19/77-6/25/77 [1-2]
Vancouver, BC, 8/25/77-8/26/77
Boston, Massachusetts, New York City, New York, 10/3/77-10/4/77
San Juan, Puerto Rico, 10/10/77-10/11/77
New Jersey, 10/20/77
El Paso, Texas, Ciudad Juarez, Mexico, 11/3/77
Atlanta, Georgia, Houston, Texas, 11/18/77-11/19/77
12/6/77 - Atlanta/Plains, Georgia
12/77-1/78 - Poland, Iran, Saudi Arabia, Egypt, France, Belgium [1]

Container 2
12/77-1/78 - Poland, Iran, Saudi Arabia, Egypt, France, Belgium [2]
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1/20/78 - Atlanta, Georgia
2/2/78 - Americus, Georgia
2/18/78 - Orlando/Tampa, Florida
2/21/78 - Harrisburg, Pennsylvania
3/17/78 - Savannah, Georgia
3/28/78-4/3/78 - Venezuela, Brazil, Nigeria, Liberia [1-3]
4/21/78-4/22/78 - Plains, Milledgeville, Winder Georgia
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5/7/78-5/12/78 - Guatemala, Costa Rica [1-3]

Container 3
6/16/78/6/18/78 - Atlanta, Georgia, Panama City, Panama
7/13/78-7/17/78 - Germany [1-2]
9/3/78-9/4/78 - Dallas/San Antonio, Texas
9/3/78-9/4/78 - Tennessee, Texas
9/10/78 - Catoctin Mountain Park, Maryland
9/20/78 - Terra Haute, Indiana
9/23/78 - Medina, Pennsylvania
9/28/78 - Asheville, North Carolina
9/29/78 - Cedar Rapids, Iowa
9/28/78-9/29/78 - Miami, Florida

Container 4
9/28/78-9/30/78 - Des Moines/Ames, Iowa
10/6/78 - Columbus, Ohio
10/6/78-10/7/78 - Minneapolis, Minnesota
10/7/78 - Chicago, Illinois
10/7/78 - Milwaukee, Wisconsin
10/18/78 - Nashua, New Hampshire
10/18/78 - Rochester, New York
10/18/78 - Stanford/Greenwich/Norwalk, Connecticut
10/19/78 - Madawaska, Maine
11/1/78-11/2/78 - Sioux Falls, South Dakota

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11/2/78-11/3/78 - Atlanta, Georgia
11/3/78 - Orlando/Tallahassee, Florida
12/8/78-12/9/78 - Savannah, Georgia, Memphis, Tennessee
1/4/79-1/6/79 - Guadeloupe
3/7/79-3/13/79 - Egypt, Israel

**Container 5**
3/19/79 - Lorain, Ohio
3/19/79 - Springfield, Massachusetts
3/19/79-3/20/79 - St. Louis, Missouri
3/20/79-3/21/79 - Davis, California
3/29/79 - New York City, New York
3/31/79 - Detroit, Michigan
4/7/79 - Groton, Connecticut
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**Container 6**
6/2/79-6/5/79 - Forsyth, Georgia, Manchester, New Hampshire [1-3]
6/14/79-6/18/79 - Vienna, Austria
6/21/79 - New York City, New York
6/23/79-7/4/79 - Japan, South Korea [1-3]

**Container 7**
7/7/79 - Louisville, Kentucky
7/22/79 - Pine Bluff, Arkansas
7/23/79 - Dallas, Texas
7/24/79-7/25/79 - California
7/26/79 - Chicago, Illinois
8/8/79-8/11/79 - Ecuador, Panama, Bolivia
9/8/79 - Cedar Rapids, Iowa
9/12/79 - New Hampshire, New York
9/20/79 - Columbia, South Carolina
9/20/79-9/21/79 - Florida

**Container 8**
9/27/79 - Pittsburgh, Erie, Pennsylvania
10/1/79 - Boston, Massachusetts
10/4/79 - St. Petersburg, Ft. Myers, Naples, Florida
10/8/79 - Chicago, Illinois, Birmingham, Alabama
10/12/79 - Tennessee, North Carolina
10/17/79-10/19/79 - Iowa, Oregon, Washington
10/24/79-10/25/79 - New Hampshire, Massachusetts, Maine
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Records of the First Lady’s Office
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**Container 9**
11/14/79-11/16/79 - Los Angeles, Denver, Winnipeg
11/17/79 - Florida
11/29/79 - New Hampshire
12/4/79 - Washington D.C.
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12/6/79-12/7/79 - Jackson, Mississippi
12/7/79 - Atlanta, Georgia
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12/20/79 - Cedar Rapids, Iowa
1/5/80 - Atlanta, Georgia
5/11/80 - Atlanta, Georgia
6/16/80 - New York City, New York

**Container 10**
6/19/80-6/25/80 - Italy, Belgrade, Yugoslavia
6/24/80-6/26/80 - Spain, Portugal [1-2]
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9/1/80 - Muscle Shoals, Alabama

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Last modified: 4/25/2013
Biographical Information

Rosalynn Carter (Link to Web Page)

Kathryn Cade
Kathryn Cade was born on December 30, 1947 in Montreal, Canada. She grew up in Mariemont, Ohio and attended Radcliffe College where she attained a BA in History in 1970. She also holds a Master's degree in Management from Yale University. She served in the political coordination division of the Muskie Election Committee from 1971-1972. From 1973-1977, Cade was a producer of health and science documentaries for the Public Broadcasting System at WNET-TV in New York and at The Science Program Group Inc. in Washington, D.C. She served as Advance Coordinator for Rosalynn Carter during the 1976 general election campaign and Projects Coordinator for Mrs. Carter during the presidential transition. Cade served as Director of Projects for First Lady Rosalynn Carter from 1977-81.

After leaving the White House, Cade has been active with a number of non-profit organizations. She currently serves as Vice Chair of the Board of Directors of the Judge Baker Children's Center, is a member of the Mental Health Task Force at the Carter Center, and a director of the Rosalynn Carter Institute at Georgia Southwestern University.

Mary Finch Hoyt
Mary Finch Hoyt was born on December 17, 1923 in Visalia, California. She grew up there and attended San Jose State College, University of Southern California in Los Angeles, and American University. She served as Director of Radio and Television for the Peace Corps and as the Washington Bureau Chief for the Ladies Home Journal. She was Press Secretary to Mrs. Edmund Muskie, 1968 Vice Presidential election; and Press Secretary to Mrs. George McGovern during the 1972 Presidential election. Hoyt was Director of Correspondence for Rosalynn Carter during the Presidential transition, and served as Rosaynn Carter’s Press Secretary from 1977-1981.

Madeline MacBean
Madeline MacBean was born on September 27, 1939 in Newton, North Carolina. She grew up there and attended Queens Evening College in Charlotte, North Carolina. MacBean served as Social Secretary and Assistant to the First Lady, Rosalynn Carter, at the Governor’s Mansion in Atlanta, Georgia from 1970-1974. She was personal assistant and scheduler to Jimmy Carter during the 1976 Presidential Primaries. She also was Rosalynn Carter’s personal assistant during the 1976 Presidential campaign. She served as Personal Assistant to Rosalynn Carter in the White House from 1977-1981.

Jane Fenderson
Jane Fenderson was born on April 30, 1943 in Biddeford, Maine and grew up in Saco, Maine. She received a Bachelor of Arts degree magna cum laude from Mount Holyoke College in 1965. She was Legislative Assistant to Senator Muskie from 1965-1971; Special Assistant to Jane Muskie in the Presidential primaries, 1971-1972; and Counsel to the Senate Subcommittee on Intergovernmental Relations. She served as Director of Scheduling and Advance for Rosalynn Carter during the 1976 campaign and Appointments Secretary to Mrs. Carter during the
Presidential transition. Fenderson served as Appointments Secretary to the First Lady from 1977-1981.

**Rita Merthan**
Rita Merthan was born on September 15, 1931 in Worcester, Massachusetts. She grew up there and attended Boston University. She served as a recording secretary and member of the Board of Governors, National Women's Democratic Club. Later she was an executive secretary at the Central Intelligence Agency. After working in the Carter/Mondale 1976 presidential campaign, she served as the corresponding secretary for Rosalynn Carter during the Presidential transition. Merthan served as Correspondence Secretary and later as Personal Secretary to the First Lady, 1977-1981.

**Gretchen Poston**
Gretchen Poston was born on February 14, 1932 in Danville, Virginia and grew up in Kansas City, Missouri. She was a graduate of St. Mary’s College and taught school for ten years. Poston was founder and President of Washington Whirl-Around, Inc., a convention and conference planning business. She was a board member of the Women’s National Democratic Committee and Advisor to the Chairman of the DNC for major entertainment events. Poston served as Social Secretary to the First Lady from 1977-1981.