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Records of the First Lady's Office: A Guide to Its Records at the Jimmy Carter Library

Collection Summary

Creator: Office of the First Lady

Title: Records of the First Lady's Office

Dates: 1977-1981

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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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:

Office Description
Press Office
Social Office
Scheduling Office
Correspondence Office
Projects Office
Secretary's Office

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:

Series Title	Series ID (ARC)
Mary Hoyt's Press Releases and Speeches Files	596812
Mary Hoyt's Domestic Trip Files	596813
Mary Hoyt's State Dinner Files	596814
Mary Hoyt's Foreign Trips Files	596815

Records of the First Lady's Office

Mary Hoyt's Chronological Files	596816
Mary Hoyt's Subject Files	596817
Mary Hoyt's Audio-Visual Files	596818
Mary Hoyt's Press Clippings Files	596819

Detailed Description of the Series

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:

Container 1

Speech Notes Campaign, 1976
 Cities and States visited by Rosalynn Carter, 9/76-11/76
 List of Participants from Various Events, 1977-1978
 List of Participants from Various Events, 1979-1980
 Press Activity, 1/77-8/80
 White House Entertainment, 1977-1980
 WGMS Radio Editorial, 1/26/77
 Human Rights, 2/77-3/77
 Wolf Trap Farm Foundation, 2/14/77
 National Portrait Gallery with Mrs. Lopez Portillo, 2/14/77
 Press Tea with Rosalynn Carter, 2/15/77
 President's Commission on Mental Health, 2/17/77
 Waldheim Luncheon, 2/25/77
 Marian Anderson/Young Audiences Concert, 2/27/77
 Governor's Dinner, 3/1/77

Container 2

Women Members of Congress Lunch, 3/4/77
 Parent Teacher Association Reception, 3/8/77
 National Institute of Health with Mrs. Callaghan, 3/11/77
 Girl Scout Reception, 3/11/77
 Spring Square Dance Festival, 3/17-19/77
 Phil Hart Memorial Statement, 3/29/77
 World Federation for Mental Health Speech, 3/29/77
 National Zoo – Elephant – Sri Lanka, 4/2/77
 Woman's National Democratic Club, 4/5/77
 Health Center for Mothers and Children Visit, 4/7/77
 Easter Egg Roll on White House Lawn, 4/11/77

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Mental Health Association, 4/11/77
One to One Video, 4/11/77
Kennedy Center Honorary Chairman, 4/12/77
National Council on Aging, 4/18/77
National Hispanic Heritage Week Spot, 4/18/77
Daughter of the American Revolution Tea, 4/18/77
Senate Wives Luncheon, 4/26/77
National Council of Jewish Women Speech, 4/27/77
Mary Lasker's Award Ceremony, 5/4/77
President's Committee on Employment of the Handicapped, 5/5/77
Girls Club of America, 5/5/77
District of Columbia Village Geriatrics Center Opening, 5/10/77
Aging Round Table, 5/10/77

Container 3

Bill Milliken's Breakfast, 5/12/77
Unveiling of Peter Rodino Portrait, 5/12/77
Little General Cloggers, 5/13/77
Senate Wives Luncheon, 5/16/77
Former Members of Congress Auxiliary, 5/19/77
First Lady's Annual Breakfast, 5/19/77
Commencement Exercises of Notre Dame University, 5/22/77
Anne Dodson Book, 5/26/77
"Kin and Communities: The Peopling of America", 6/14/77
Princess Anne and Captain Mark Phillips's Luncheon, 6/15/77
Rosallynn Carter's Interview on the Today Show with Judy Woodruff, 6/21/77
Committee on International Relations, 6/30/77
Luncheon in Honor of Majesty the Empress Farah of Iran, 7/11/77
Congressional Picnic on South Lawn, 7/20/77
World Federation for Mental Health, 8/25/77
Friendship Force Reception, 9/8/77
League of Women Voters, 9/8/77
Washington Press Club, 9/15/77
World Bank and International Monetary Fund (IMF) Latin American Governor's Reception, 9/28/77
Dedication of the Mailman Psychobiological Center, 10/3/77
American Association of Nurserymen Awards Program, 10/5/77
Outstanding Handicapped Federal Employee Award Ceremony Department of Commerce, 10/6/77
Nosotros, 10/11/77
National Institute of Mental Health, "Mental Health Matters", 10/12/77
Peanut Brigade Barbecue, 10/13/77
Pernambuco Partners Reception, 10/17/77
United Nations Children Fund (UNICEF) Picture – Rosallynn and Amy, 10/26/77
Mental Health Association Luncheon, 10/27/77
Savannah Neighborhood Action Conference, 11/2-5/77

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Cities in School Project Coffee, 11/8/77
Rosalynn Carter's Op-Ed Article in New York Times, 11/10/77
American Film Institute Reception, 11/17/77
National Women's Conference in Houston, Texas, 11/19/77
Thanksgiving, 11/77
Rosalynn Carter's Interview with Gay Pauley, 12/2/77
Issues and Answers with Barbara Walters, 12/18/77
Christmas, 1977

Container 4

National Council on Jewish Women, 1/17/78
Iowa Reception for State of the Union, 1/19/78
"Folk Art and Folk Life" Exhibit and Reception, 1/12/78
Ford's Theatre Reception, 1/29/78
Federal City Council Luncheon, 1/30/78
Sumter County Chamber of Commerce, 2/2/78
Polish-American Reception, 2/6/78
Heart Association Luncheon, 2/7/78
Inter-American Commission of Women, 2/16/78
Friendship Force Reception in Pennsylvania, 2/21/78
New Hampshire's Reception, 2/24/78
Vladimir Horowitz Concert, 2/26/78
Governor's Wives Luncheon, 2/28/78
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Trade Fair of the Americas, 3/8/78
Public Television 25th Anniversary, 3/14/78
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Luncheon on Liberia, 4/3/78
American Society of Florist, 4/11/78
Country Music Night, 4/17/78
Senate Ladies Luncheon, 4/18/78
Jubilee Housing Dinner, 4/25/78
Mental Health Commission's Report, 4/27/78
Sun Day Press Briefing, 5/2/78
United Service Organization (USO) Benefit, 5/3/78
Chip and Caron Carter's Australia Trip, 5/3-12/78
Council on Foundations, 5/5/78
Polish Constitution Day Parade in Chicago, 5/6/78
Senate Wives Luncheon, 5/15/78
Armenian Reception, 5/16/78
District of Columbia General Hospital, 5/16/78
Women Honor Guard Ceremony, 5/17/78
Papanicolaou Stamp Dedication, 5/18/78
White House Promenade, 5/20/78

Records of the First Lady's Office

Container 5

Urban Policy Briefing, 5/23/78
Working Dinner, 5/23/78
First Lady Breakfast - Congressional Club, 5/24/78
President Ford's Portrait Unveiling, 5/24/78
United Service Organization (USO) Bob Hope Reception, 5/24/78
Hogg Foundation Seminar, 5/26/78
NATO Dinner and Luncheon, 5/30/78
Rosalynn Carter Article in McCalls Magazine, 6/78
Costa Rican Youth Symphony, 6/5/78
Gladys Spellman Fundraiser, 6/6/78
National Council of Senior Citizens, 6/7/78
White House Staff Picnic, 6/8/78
Retirement Living Interview with Rosalynn Carter, 6/8/78
National Spelling Bee, 6/9/78
Committee for the Preservation of the White House Luncheon, 6/12/78
Women's National Democratic Club Fundraiser, 6/12/78
Ladies Home Journal - Woman of the Year, 6/13/78
Rosalynn Carter's Interview with Carl Rowan, 6/13/78
Housing and Urban Development (HUD) \$15 Million - Mental Health Briefing, 6/15/78
Newport Jazz Festival, 6/18/78
National Press Club, 6/20/78
Rosalynn Carter's Communities Plan; White House Meetings, 7/19-20/78
Smithsonian - Inaugural Gown Presentation, 7/20/78
Rosalynn Carter's Radio Interview on WKYS, 7/21/78
New York Times Editorial Board Luncheon, 7/24/78
Employment Seminar, 7/27/78
Tchaikovsky Gold Medal Winners, 7/31/78
Radio Script for Rosalynn Carter's - Spanish Information Service, 8/9/78 - 10/17/78
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Rosalynn Carter, "Some Thoughts Jotted Down at Camp David", 8/78
Women Equality Day, 8/25/78

Container 6

Campaign Speeches - Fall, 1978
American Newspaper Women's Club Reception, 9/12/78
NASCAR - Willie Nelson Event, 9/13/78
Council on Foundations Luncheon, 9/14/78
Italian - American Reception, 9/15/78
Hispanic Heritage Brunch, 9/17/78
Maestro Rostropovich, 9/17/78
Equal Rights Amendment Meeting, 9/18/78
Dr. Armand Hammer Painting Presentation, 9/19/78
Rosalynn Carter Rose Presentation, 9/19/78
Hispanic Caucus Press Dinner, 9/20/78
Old Post Office Building Dedication, 9/21/78

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Woodrow Wilson Center - Los Angeles Conference, 9/22/78
Reception for Congressman Bob Edgar, 9/23/78
Georgia Barbecue, 9/25/78
National Institute of Mental Health Tour, 9/27/78
8th Annual Congressional Black Caucus Legislative Dinner, 9/30/78
Martin Luther King Center Reception, 10/3/78
Washington Press Club, 10/4/78
Leukemia Society Reception, 10/6/78
Leontyne Price, 10/8/78
National Conference of the Association of Junior Leagues, 10/12/78
Marian Anderson Medal Presentation, 10/17/78
Amy's Birthday Party, 10/19/78
Equal Rights Amendment Extension – Bill Signing Ceremony, 10/20/78

Container 7

Committee Meeting for the Preservation of the White House, 10/20/78
Girl Scout Convention, 10/23/78
District of Columbia General, 10/25/78
Halloween Party, 10/30/78
Young Women's Club of America (YWCA) International Fair, 11/1/78
Friendship House Tour, 11/9/78
Committee Meeting for the Preservation of the White House, 10/20/78
Library Association Reception, 11/9/78
Suzanne Wilding – Town and Country Magazine Interview with Rosalynn Carter, 11/16/78
Mickey Mouse's Birthday Party, 11/17/78
Consumer Survival Kit Spot on Public Broadcasting Station (PBS), 11/20/78
Living White House Presentation / Purdue, Pete - Presentation, 11/21/78
Thanksgiving Dinner / National Bible Week - Alec McCowen, 11/22/78
United Way of the National Capital Area Victory Luncheon, 11/30/78
Rosalynn Carter's Article on the "The Gift of Giving" in Good Housekeeping Magazine, 12/78
Reception for Kennedy Center Honorees, 12/3/78
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Dinner for New Members of Congress, 12/6/78
Savannah Landmark Rehabilitation Project Seminar, 12/8/78
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Container 8

Federal Council on Aging Committee, 1/12/79
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Equal Rights Amendment Religious Committee, 1/15/79
Judicial Appointment Meeting, 1/18/79
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Congressional Wives for Soviet Jewry, 2/8/79
Consumer Federation of America, 2/9/79
B'nai B'rith, 2/12/79
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Rosalynn Carter's Radio Interview with Sherry Henry, 2/23/79
Mikhail Baryshnikov, 2/25/79
Governor's Dinner, 2/27/79
Taping of Rosalynn Carter for American Journal of Nursing, 3/9/79
Andres Segovia, 3/11/79
Gridiron Dinner, 3/24/79
Christian Life Commission, 3/26/79
National Student Poster Contest, 3/27/79
Jewish Theological Seminary, 3/29/79
Jefferson-Jackson Day Dinner, 3/31/79
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Volunteers from National Headquarters Reception, 4/5/79

Container 9

USS Georgia Keel - Laying Ceremony in Connecticut, 4/7/79
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National Conference on Mental Health and the Elderly, 4/23/79
Senior Citizen Day at the White House, 4/24/79
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Japan National Arboretum Reception and Fashion Show, 5/3/79
Medical Society of the World Health Organization, 5/7/79
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American Nurses' Association Reception, 5/25/79
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Food Editors Reception, 6/11/79
Congressman Marty Russo's Fundraiser, 6/12/79
Susan B. Anthony Coin Reception, 6/20/79
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Container 10

Special Olympics Stamp Unveiling Ceremony, 7/17/79
Good Housekeeping Family Doctor of the Year, 7/18/79
Rosalynn Carter's Article, "Helping Children to Cope", 8/79
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Monthly Activity Press Release, 9/79
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Greek-American Reception, 9/18/79
Black Women Leader's Reception, 9/21/79
Congressional Dinner, 9/23/79
National Symphony Board, 9/25/79
Country Music Luncheon, 10/2/79
Pope John Paul II Visit, 10/5-7/79
White Guide Book Presentation, 10/10/79
Reading is Fundamental Reception, 10/11/79
PM Magazine – Maria Shriver, 10/15/79
National Council of Jewish Women, 10/16/79
Washington Business Group on Health, 10/22/79
Equal Rights Amendment Reception, 10/23/79
Senior Citizen Rally Ad Hoc Coalition on Aging, 10/23/79
Committee for the Preservation of the White House, 11/9/79
Meeting with Volunteer Agencies on Refugees, 11/13/79
National Council of Negro Women, 11/16/79
Kennedy Center Honors Reception, 12/2/79
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Christmas at the White House, 1979

Container 11

Poetry Reception, 1/3/80
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National Cambodia Crisis Committee Meeting, 1/29/80
Rosalynn Carter's Ladies Home Journal Article on her Mother, 2/2/80
Meeting with Eugene Ormandy and Queen Sirikit Kitiyakara, 2/4/80
West Side Story, 2/4/80
Valentine's Dance, 2/13/80
Governor's Dinner, 2/26/80
Rosalynn Carter's Public Service Announcement on the 1980 Census, 3/4/80
Washington Performing Arts Society, 3/11/80
Harlem Globetrotters, 3/11/80
Diplomatic Wives Reception, 3/11/80
B'nai B'rith Luncheon - Hilton, 3/11/80
Received Green Bagel, 3/14/80

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New York City – St. Patrick’s Day Parade, 3/19/80
National Captioning Institute, 3/19/80
White House Conference on Aging Reception, 3/26/80
American Egg Board, 4/1/80
Easter Egg Roll, 4/7/80
Sadat Dinner, 4/8/80
American Baptist Church, 4/9/80
Prime Minister and Mrs. Begin, 4/15/80
Spring Garden Tour, 4/19-20/80
Luncheon for King and Queen of Belgium, 4/22/80
White House Preservation Fund Reception, 4/22/80
League of Pen Women, 4/22/80
Contributors to Cambodian Relief Dinner, 4/23/80
Save the Refugees Fund Presentation, 4/28/80
Arthritis Foundation Poster Child Reception, 5/1/80
March of Dimes Walk-a-thon, 5/4/80
Senate Wives Luncheon, 5/7/80
Reception and Ceremony for Department of Education Installation, 5/7/80
Atlanta Morehouse College, 5/11/80
Senior Citizen Day, 5/13/80
Yellow Ribbon Tying, 5/14/80
District of Columbia General, 5/15/80
Organization of American States (OAS) Friendship Festival, 5/19/80
Women’s National Democratic Club, 5/20/80
American Federation of Labor - Congress of Industrial Organizations (AFL-CIO) - Cambodia
Crisis Campaign, 5/29/80
Public Broadcasting Reception, 6/3/80
Rosalynn Carter’s Interview with Lynda Robb, 6/5/80 and 7/11/80
Metal of Freedom Ceremony, 6/9/80
Mental Health Association Dinner, 6/10/80
Girl Scout Reception, 6/10/80
Salute to Congress Buffet, 6/11/80

Container 12

Volunteers In-Service to America (VISTA) Reception, 6/13/80
Cambodian Crisis Center, 6/16/80
Equal Rights Amendment Reception, 6/18/80
Veterans Administration Reception, 7/19/80
Mexican American Women’s National Association, 7/24/80
Society of American Florists, 7/25/80
United States Team Reception, 7/30/80
Georgia Barbecue, 8/7/80
New York Convention, 8/11-15/80
Dinner, Retiring Members of Congress, 8/25/80
United Food and Commercial Workers First Women’s Affairs Conference, 8/27/80

General Campaign Speech Cards, Fall 1980
Labor Day Picnic, 9/1/80
Women's Bureau – 60th Anniversary, 9/2/80
Blacks in Government Reception, 9/3/80
Foster Grandparents Coffee, 9/4/80
Frankie Welch – Book signing Party, 9/8/80
General Federation of Women's Club Reception, 9/9/80
National Multiple Sclerosis Society Reception, 9/12/80
Women's Committee for the National Symphony Orchestra, 9/17/80
National Coalition of Hispanic Mental Health and Human Services Organization (COSSMHO)
Luncheon at Shoreham Hotel, 9/17/80
National Symphony Orchestra Reception 50th Anniversary, 9/18/80
Telephone Pioneers of America, 9/22/80
National Portrait Gallery, 9/24/80
National Endowment for Arts and Humanities 15th Anniversary, 9/30/80
International Human Assistance Program, 9/30/80
Captain America Youth Conservation Campaign Kick-Off, 10/1/80
Juvenile Diabetes Foundation, 10/1/80
Consumer Education Commemorative Stamp Unveiling, 10/6/80
Mental Health Systems Act of 1980 - Signing Ceremony, 10/7/80
Carter-Mondale Reception, 10/10/80
Press Advance Seminar, 10/12-14/80
National Broadcast Association for Community Affairs, 10/16/80
Southeast District Conference of National Secretaries Association, 10/17/80
Mental Health Systems Act Reception, 10/17/80
Dinner Honoring Dr. Benjamin Mays, 10/22/80
International Horse Show/Amy, 10/24/80
Rosalyn Carter Interview w/ UPI (United Press International), New York Times, Washington Post, Washington Star, Los Angeles Times, Women's Wear Daily, 11/18/80
Kennedy Center Honors Gala, 12/7/80
District of Columbia Council Resolution, 12/9/80
Christmas, 1980
Commission for White House Record Library Reception, 1/3/1981

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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:

Container 13

New York, New York, 2/27/77
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San Jose, California, 6/21/77
Hawaii, 6/22-25/77
Vancouver, 8/25-26/77
Massachusetts, 10/3/77
New York, 10/4/77
Deptford, Almanesson, Camden, New Jersey, 10/20/77
Virginia, 10/22/77
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New Orleans, Louisiana, 11/4/77
New York, 12/12/77

Container 14

Atlanta, Georgia; Hartford, Connecticut, 1/20-24/78
Orlando, Tampa, Florida, 2/18/78
Texas, 9/3-4/78
Pennsylvania, 9/23/78
Cedar Rapids, Ames, Iowa; Terre Haute, Indiana; North Carolina; Florida, 9/28-30/78
Columbus, Ohio; St. Paul, Minnesota; Milwaukee, Wisconsin; Chicago, Illinois, 10/6-7/78
Rochester, New York, New Haven, Connecticut; New Hampshire; Maine, 10/18-19/78
Sioux Falls, South Dakota, Topeka, Kansas, Atlanta, Georgia, Orlando, Florida, 11/1-3/78
New York, New York, 12/12/78

Container 15

St. Louis, Missouri; Davis, California; Springfield, Massachusetts; Lorain, Ohio, 3/19-21/79
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Atlanta, Georgia; New Hampshire, 6/2-5/79
Illinois; Arkansas; Texas; California, 7/22-25/79
Atlanta, Plains, Georgia; Tampa, Florida, 8/30/79-9/1/79
San Antonio, Garland, Dallas, Texas, 9/4/79
Cedar Rapids, Iowa, 9/8/79
New Hampshire; New York, 9/12/79
Orlando, Florida, 9/18/79
South Carolina; Tampa, Orlando, Palm Beach, Jacksonville, Florida, 9/20-21/79
Erie; Pittsburgh, Pennsylvania, 9/27/79

Container 16

Boston, Massachusetts, 10/1/79
St. Petersburg, Ft. Myers, Naples, Florida, 10/4/79
Chicago, Illinois; Birmingham, Alabama, 10/8/79
Bristol, Johnson City, Tennessee; Asheville, North Carolina, 10/12/79
Kansas City, Missouri; Chicago, Illinois, 10/15/79
Iowa; Oregon; Washington, 10/17-19/79
New Hampshire; Maine, 10/24-25/79

Houston, Texas, 10/29/79
Los Angeles, California; Denver, Colorado; Winnipeg, Canada, 11/14-16/79
St. Petersburg, Florida, 11/17/79
Manchester, Hooksett, E. Derry, Salem, Pelham, New Hampshire, 11/29/79
Jackson, Mississippi; Georgia; Little Rock, Arkansas, 12/6-8/79
New York, 12/12-13/79
Marion, Olin, Maquoketa, Clinton, Davenport, Iowa, 12/20/79

Container 17

Iowa, 1/7-8/80
Waterloo, Iowa Falls, Marshalltown, Ames, Des Moines, Iowa, 1/11/80
Des Moines, Adel, Boone, Fort Dodge, Iowa, 1/12/80
Atlanta, Georgia, 1/15/80
New Hampshire; Sanford, Maine, 1/18/80
Auburn, Lewiston, Augusta, Waterville, Maine, 1/25/80
New York; Maine; New Hampshire, 1/31/80-2/1/80
Van Buren, Bath, Portland, Maine, 2/6/80
Minneapolis; Oklahoma City, Oklahoma; California, 2/8-9/80
Massachusetts; Connecticut; New Hampshire, 2/14-15/80
Vermont; New Hampshire; New York; Massachusetts, 2/21-23/80
Florida; Birmingham, Alabama; Macon, Georgia, 3/3/80
Chicago, Illinois, 3/6/80
Richmond, Virginia, 3/8/80
New York City, Wichita, Kansas, Springfield, Carbondale, Illinois, 3/13-14/80
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Hartford, Connecticut, Albany, New York City, Long Island, New York, 3/20-21/80
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New Hampshire, 6/4-5/80
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Miami; Pensacola; Jacksonville, Florida, 10/8/80
Harrisburg, Reading, Mahanoy City; Hazelton; Wilkes Barre, Pennsylvania, 10/9/80
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Arlington, Alexandria, Springfield, Virginia, 10/16/80
Alexandria, Virginia, 10/20/80
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Mississippi; Illinois; Missouri; Wisconsin, 10/23-24/80
Maine; Vermont; New Jersey; Kentucky; Tennessee; Ohio; Pennsylvania, 10/26-29/80
Mississippi; Louisiana; Texas; Illinois; Michigan, 10/30/80-11/1/80
Delaware; Pennsylvania, Ohio; West Virginia; Wisconsin; Illinois; Missouri; Alabama, 11/2-4/80

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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.

Container List:

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State Dinners
State Dinners – Press Pools
President José Lopez Portillo of Mexico, 2/14/77
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

Records of the First Lady's Office

Prime Minister Begin of Israel, 7/19/77
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

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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
Prime Minister Desai of India, 6/13-14/78
His Majesty Hassan II, King of Morocco, 11/14/78
Essia Noura, wife of Tunisian Prime Minister Hedi Noura, 11/29/78

Container 23

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Egyptian-Israeli Peace Treaty Dinner, 3/25-26/79
Prime Minister Ohira of Japan, 5/2/79
President Portillo of Mexico, 9/28/79
Prime Minister Lynch of Ireland, 11/8/79
Prime Minister Thatcher of Great Britain, 12/17/79
Prime Minister Cossiga of Italy, 1/24/80
President Daniel T. Arap Moi of Kenya, 2/20/80
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Prime Minister Begin, 4/15/80
King Baudouin and Queen Fabiola of Belgium, 4/22/80
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

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

Container List:

Container 24

Foreign Trips Background Material, 1977-1980
Latin America Trip - Briefings and Background Information
Latin America Trip - Transcripts of Return Speeches, June, 1977
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Costa Rica, 5/31/77-6/1/77
Ecuador, 6/1-3/77
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Brazil, 6/6-8/77
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Venezuela, 6/10-12/77

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European Trip - Italy; Yugoslavia; Spain; Portugal; Peru; Puerto Rico, 6/19-26/80
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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.

Container List:

Container 28

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

Container 29

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
Correspondence, 1978 and 1980
Curator - Conger, Clement Ellis
Dam Inspections, 1977

Container 31

ERA Issues
Housekeeper, Carey Peggy
Map Room
Memos to Rosalynn Carter from Mary Hoyt - Briefing Papers, 1977-1980
Memos to Rosalynn Carter from Mary Hoyt - Press East Wing, 1977-1980
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Schedule Wrap-Up, Rosalynn Carter, 1977-1980
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White House - Brochure
White House - Expenses
White House - Historical Association
White House - Garden Brochure
White House - Grounds / Japanese Maple Tree Planting
White House - Kitchen
White House - Menus
White House - Preservation
White House - Preservation Fund
White House - Press Corps Lists

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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.

Container List:

Container 34

Carpet in Tehran
Family Photographs
Interviews by Rosalynn Carter
Miscellaneous Photos
Photographs of Amy Carter
Photographs of Jimmy Carter
Photographs of Miss Allie
President and Rosalynn Carter with POTUS
Rosalynn Carter on an Airplane
Rosalynn Carter with Children
Rosalynn Carter with Evind
Social Aides
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Container 35

Various Photographs featuring Rosalynn Carter [1-7]
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Container 36

Wolf Trap Farm Foundation, 2/10/77

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Portillo's of Mexico State Dinner, 2/14/77
Prime Minister Trudeau's State Dinner, 2/21/77
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Girl Scout Reception, 3/11/77
Rosallynn Carter's Spanish Class, 3/18/77
Rosallynn Carter's Interview with Helen Thomas, 3/19/77
Rosallynn Carter with Asian Women, 4/4/77
Rosallynn Carter with Mrs. Fong Eu, 4/4/77
Kennedy Center African Reception Room, 4/7/77
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Senior Citizens White House Tours, 5/10/77
Rosallynn Carter and L. Hershey, 5/23/77
Latin American Trip, July 1977
Chancellor Helmut Schmidt of West Germany, 7/13/77
Rosallynn Carter at the Senate Foreign Relations Committee, 7/18/77
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United States Capital Historical Society, 9/19/77
Rosallynn Carter with Mrs. Portillo of Mexico, 11/4/77
National Women's Conference in Houston, 11/19/77
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Polish-American Reception, 2/6/78
Florida Reception, 3/9/78
National Newspaper Association, 3/10/78
President's Commission on Mental Health, 4/27/78
Rosallynn 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
Rosallynn Carter with the Elderly, 7/22/79
Audiovisual Files -- Photographs
Photographs and Contact Sheets (Transferred to Audiovisual Department)
Audiovisual Files -- Audiocassettes
Audiocassettes (Transferred to Audiovisual Department)
Audiovisual Files -- Videotapes
Videotapes (Transferred to Audiovisual Department)
Audiovisual Files -- Audiotapes
Audiotapes (Transferred to Audiovisual Department)
Campaign Photographs 1979-1980

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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.

Container List:

Container 37

Carter Family - Extended
Carter Family - Data
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Carter, Amy - Classmates and Friends
Carter, Amy – Elephant Scare, 5/20/78
Carter, Amy – Fashions
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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Prime Minister Jack Lynch of the Irish Republic, 11/8/79
British Prime Minister Margaret Thatcher, 12/17/79
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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

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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First Lady's Social Office

Office Summary

Creator: Office of the First Lady. Social Office.

Title: Records of the First Lady's Office

Dates: 1977-1981

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:

Series Title	Series ID (ARC)
Gretchen Poston's Social Files	592961
Gretchen Poston's Administrative Files	720265
White House Social Office Subject Files	562473
White House Social Office Oversized Attachment Files	607451

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, 9/21/77

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

Records of the First Lady's Office

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

Records of the First Lady's Office

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 Commemorative 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

Records of the First Lady's Office

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
Dinner for the Press, 9/19/78
Georgia Barbecue on the South Lawn, 9/25/78
Dinner for the Media, 9/26/78
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

Records of the First Lady's Office

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
Christmas Party for the White House Staff, 12/18/78
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
Tea for Georgia State Society, 2/179
Thailand State Dinner, 2/6/79
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
Dinner for the Media, 2/22/79
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
State Dinner on the Occasion of the Signing of the Egyptian-Israeli Peace Treaty, 3/26/79

Container 17

Peace Treaty Signing Ceremony, 3/26/79 [1-6]

Container 18

Peace Treaty Signing Ceremony, 3/26/79 [7]
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

Records of the First Lady's Office

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
Luncheon for President and Mrs. Carter, 9/5/79
Gospel Music Association Concert, 9/9/79
Private Luncheon with President and Mrs. Carter, 9/13/79
Greek Festival, 9/18/79
Reception for the Women Attending the Congressional Black Caucus, 9/21/79
Broadway Revue, 9/23/79
Political Luncheon with President and Mrs. Carter, 9/24/79
Reception in Honor of the Board of the National Symphony Orchestra, 9/25/79
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]
Entertainment for the Mexican Dinner, 9/28/79
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

Dinner for Prime Minister Jack Lynch of Ireland, 11/8/79 [1-2]
Entertainment for the Ireland State Dinner, 11/8/79
Political Dinner with President Carter, 11/14/79
Reception for the AFL-CIO Convention, 11/15/79
Private Political Lunch with President Carter (Cancelled), 11/16/79
Thanksgiving Dance, 11/19/79
Political Luncheon with Rosalynn Carter, 11/30/79

Container 22

The Kennedy Center Honors Gala, 12/2/79
Buffet Dinner/Briefing for Bi-Partisan Members of Congress, 12/5/79
Private Luncheon with President and Mrs. Carter, 12/5/79
Mrs. Carter Breakfast with Victor Palmieri, 12/6/79
Swearing-In Ceremony for Shirley Hufstedler, 12/6/79
Buffet - Luncheon Briefing for State Constituents from Virginia, 12/7/79
Breakfast - Off-Record, 12/8/79
Congressional Christmas Ball, 12/11/79
Reception for Volunteers, 12/11/79
Tour for Mentally Handicapped, 12/12/79
Presidential Announcement, 12/12/79
Reception - Briefing for Members of the Business Council, 12/12/79
Christmas Party for the Press, 12/13/79
Reception for Residence Staff and Families, 12/13/79
Reception for White House Staff and Guests, 12/14/79
Dinner for Prime Minister Margaret Thatcher of Great Britain, 12/17/79 [1-3]

Container 23

Entertainment for the Great Britain Dinner, 12/17/79
Luncheon with President and Mrs. Carter, 12/18/79
Reception for Members of the United States Secret Service (USSS), 12/18/79
Diplomatic Children Christmas Party, 12/19/79
Political Lunch – Off-Record, 12/20/79
Reception Members for Cabinet Members, 12/20/79
Buffet Luncheon / Briefing for State Constituents from Illinois, 12/20/79
Luncheon with President and Mrs. Carter, 12/21/79
Christmas at the White House, 1979
Reception Honoring American Poets, 1/3/80
Dinner for President Francesco Cossiga of Italy, 1/24/80 [1-2]
Entertainment for the Italian Dinner, 1/24/80
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

Dinner for President Daniel T. Arap Moi of Kenya, 2/20/80
Entertainment for the Kenya Dinner, 2/20/80
Private Luncheon with President Carter, 2/22/80
Reception Honoring the Pittsburgh Pirates and Pittsburgh Steelers, 2/22/80
Luncheon for the Winter Olympic Team, 2/25/80
Dinner Honoring the Governors of the States and Territories, 2/26/80
Reception for Law Enforcement Officers, 2/28/80
Dinner for Chancellor and Mrs. Helmut Schmidt of the Federal Republic of Germany, 3/5/80 [1-2]
Entertainment for the Germany Dinner, 3/5/80
Luncheon with President Carter, 3/6/80
Tea for the Wives of Foreign Ambassadors, 3/11/80
15th Anniversary of the Head Start Program, 3/12/80

Container 25

St. Patrick's Day Party, 3/17/80
Reception Honoring the National Captioning Institute, 3/19/80
1st Anniversary of the Signing of the Treaty of Peace with Egypt and Israel, 3/23/80
Reception for the Seminar on the Status of Adoption and Foster Care, 3/25/80
Political Luncheon with President and Mrs. Carter, 3/26/80
White House Conference on Aging Reception, 3/26/80
Easter Egg Roll on the South Lawn, 4/1/80
Luncheon for Business Leaders, 4/2/80
National Conference of Artists Reception, 4/2/80
Dinner for President and Mrs. Sadat of Egypt, 4/8/80
Entertainment for the Egyptian Dinner, 4/8/80
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
Luncheon for the Corporate Steering Committee of Cambodia, 4/16/80

Container 26

Luncheon for the King Baudouin and Queen Fabiola of Belgium, 4/22/80
The Ladies of the Senate Luncheon, 5/5/80
Reception in Celebration of the Creation of the Department of Education, 5/7/80
Reception for the Carter Supporters and Contributors, 5/8/80
Tea for the White House Preservation Fund Committee, 5/13/80
Reception for the Carter Supporters and Contributors, 5/14/80
Corporate Executives/Olympic Fundraising Luncheon, 5/23/80
Medal of Freedom Luncheon, 6/9/80
Girl Scout Reception, 6/10/80
Congressional Picnic, 6/11/80
Vista Reception, 6/13/80
Luncheon with the Wall Street Group, 6/17/80
Dinner for King Hussein and Queen Noor of Jordan, 6/17/80
Entertainment for the Jordanian Dinner, 6/17/80

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Equal Rights Amendment Reception, 6/18/80
Signing of the Energy Security Act of 1980, 6/30/80
Volunteer Luncheon with Rosalynn Carter, 7/1/80
Fireworks on the South Lawn, 7/4/80
50th Anniversary of the Establishment of the Veterans Administration, 7/9/80

Container 27

Luncheon for the Commission of the 80's, 7/18/80
President's Awards for Energy Efficiency Program, 7/22/80
Workshop for Deinstitutionalization of the Chronically Mentally Ill, 7/29/80
Reception Honoring the 1980 United States Summer Olympic Team, 7/30/80
Hispanic Heritage Week Proclamation Program, 7/31/80
White House Barbecue for Georgians, 8/7/80
Dinner for the Retiring Members of Congress, 8/25/80
Coffee with Mrs. Rosalynn Carter, 8/29/80
Labor Day Picnic, 9/1/80 [1-4]
Reception for Blacks in Government, 9/3/80
Tour / Coffee for 15th Anniversary of Foster Grandparents Program, 9/4/80
Meeting with Cabinet – Off-Record, 9/8/80
Senior Executive Service Awards Program, 9/9/80
Reception for General Federation of Women's Club, 9/9/80

Container 28

Reception for Minority Telecommunications Conference, 9/11/80
Presentation of the Medal of Honor to Anthony Casamento, 9/12/80
Tour/Coffee for Federation of Garden Clubs, 9/12/80
Reception for American Bakers Association, 9/15/80
Briefing/Reception for National Federation of Democratic Women, 9/17/80
Signing Ceremony of the Agreement of the United States and China, 9/17/80
Small Business Signing Ceremony, 9/19/80 [1-2]
Reception for National Symphony, 9/18/80

Container 29

Reception for Bill Signing – Rural Development Act, 9/24/80
Reception for the 10th Anniversary of the Congressional Black Caucus, 9/25/80 [1-2]
Reception for Student Leaders, 9/26/80
Reception – Carter/Mondale (Off-Record), 9/29/80
Reception for Swearing-In Ceremony of Intergovernmental Advisory Council on Education, 9/29/80
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Scope and Content: Containers 1-157. This series was opened in 2001. This series consists of invitations; requests for messages to organizations and committees; honorary membership requests; correspondence relating to gifts received and given; material relating to public relations; and material relating to social affairs such as menus, invitations, and seating arrangements for dinners, receptions, and luncheons. The material relates to the public's views on issues; expressions of support or criticism; holiday greetings, invitations, scheduling requests and plans; assistance requests and offers, and other matters. Also included are the First Lady's trip files and country files that include itineraries, travel arrangements, briefing papers, reports, and correspondence. Arranged alphabetically by the White House Central Files two letter file code and there under chronologically.

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SO 3 Social Affairs - Dinners, 12/6/78 - Dinner for Freshmen Members of Congress

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SO 3 Social Affairs - Dinners, 1/29/79 - State Dinner in Honor of V.P. Deng Xiaoping and Madame Zhuo Lin of China

SO 3 Social Affairs - Dinners, 2/6/79 - State Dinner for P.M. and Mrs. Virat of Thailand

SO 3 Social Affairs - Dinners, 2/27/79 - Dinner Honoring the State Governors

SO 3 Social Affairs - Dinners, 3/11/79 - Concert by Andres Segovia

SO 3 Social Affairs - Dinners, 3/26/79 - Dinner following the Egypt - Israel Peace Treaty Signing

SO 3 Social Affairs - Dinners, 5/2/79 - Dinner for Prime Minister and Mrs. Ohira of Japan

SO 3 Social Affairs - Dinners, 6/7/79 - Buffet/Dinner in Honor of the Black Music Association

SO 3 Social Affairs - Dinners, 9/23/79 - Dinner for Members of Congress

SO 3 Social Affairs - Dinners, 9/28/79 - Dinner for Mexican President and Mrs. Lopez Portillo

SO 3 Social Affairs - Dinners, 11/8/79 - Dinner for Prime Minister and Mrs. Lynch of Ireland

SO 3 Social Affairs - Dinners, 12/17/79 - State Dinner in Honor of Prime Minister Thatcher
SO 3 Social Affairs - Dinners, 1/24/80 - State Dinner in Honor of Prime Minister Cossiga of Italy
SO 3 Social Affairs - Dinners, 2/20/80 - Dinner for President Daniel T. Arap Moi of Kenya
SO 3 Social Affairs - Dinners, 2/26/80 - Dinner for National Governors' Conference Participants
SO 3 Social Affairs - Dinners, 3/5/80 - Dinner for Chancellor and Mrs. Schmidt of Germany
SO 3 Social Affairs - Dinners, 4/8/80 - State Dinner for President and Mrs. Sadat of Egypt
SO 3 Social Affairs - Dinners, 4/15/80 - State Dinner for Prime Minister and Mrs. Begin of Israel
SO 3 Social Affairs - Dinners, 6/17/80 - Dinner for King Hussein of Jordan
SO 3 Social Affairs - Dinners, 10/7/80 - Dinner for President Shagari of Nigeria
SO 4 Social Affairs - Entertainers, 1/21/77-6/30/77
SO 4 Social Affairs - Entertainers, 7/1/77-1/20/81
SO 5 Social Affairs - Luncheons, 1/21/77-1/20/81
SO 5 Social Affairs - Luncheons, 3/4/77 - Lunch for Women Members of Congress
SO 5 Social Affairs - Luncheons, 5/16/77 - Luncheon for Senate Wives
SO 5 Social Affairs - Luncheons, 7/11/77 - Luncheon for Empress Farrah of Iran
SO 5 Social Affairs - Luncheons, 10/14/77 - Luncheon for Mental Health Commission

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SO 5 Social Affairs - Luncheons, 5/15/78 - Luncheon Honoring the Senate Wives
SO 5 Social Affairs - Luncheons, 6/12/78 - Luncheon for the Committee for the Preservation of the White House
SO 5 Social Affairs - Luncheons, 9/14/78 - Luncheon for the Community Foundation
SO 5 Social Affairs - Luncheons, 10/25/78 - Luncheon for Southern Black Leaders
SO 5 Social Affairs - Luncheons, 11/29/78 - Luncheon for Mrs. Nouria of Tunisia
SO 5 Social Affairs - Luncheons, 2/23/79 - Luncheon Honoring Elderly Blacks
SO 5 Social Affairs - Luncheons, 5/21/79 - Luncheon for Senate Wives
SO 5 Social Affairs - Luncheons, 6/6/79 - Luncheon for Mrs. Schmidt and Mrs. von Staden
SO 5 Social Affairs - Luncheons, 7/30/79 - Luncheon for Camp David Participants
SO 5 Social Affairs - Luncheons, 8/15/79 - Political Luncheon
SO 5 Social Affairs - Luncheons, 10/2/79 - Lunch with Mrs. Thomas O'Neill's Country Music Folks
SO 5 Social Affairs - Luncheons, 1/24/80 - Luncheon with the President's Committee on Mental Retardation
SO 5 Social Affairs - Luncheons, 4/16/80 - Luncheon for Business Executives re: Cambodia
SO 5 Social Affairs - Luncheons, 4/22/80 - Luncheon in Honor of King Baudouin and Queen Fabiola of Belgium
SO 5 Social Affairs - Luncheons, 5/5/80 - Luncheon for the Senate Wives
SO 5 Social Affairs - Luncheons, 6/9/80 - Medal of Freedom Presentation and Luncheon
SO 6 Social Affairs - Receptions, 1/21/77 - 1/20/81
SO 6 Social Affairs - Receptions, 3/3/77 - Reception for Retired Persons
SO 6 Social Affairs - Receptions, 3/8/77 - Reception for National Congress of Parents and Teachers
SO 6 Social Affairs - Receptions, 3/31/77 - Reception for Arkansas Bankers Association
SO 6 Social Affairs - Receptions, 10/5/77 - Reception for the American Association of Nurserymen and Presentation of Landscape Awards

SO 6 Social Affairs - Receptions, 10/47/77 - Reception for the Finance Council of the Democratic National Committee
SO 6 Social Affairs - Receptions, 10/17/77 - Reception for Brazilian Delegation of Pernambuco Partners
SO 6 Social Affairs - Receptions, 11/17/77 - Reception for American Film Institute
SO 6 Social Affairs - Receptions, 12/13/77 - Christmas Reception for Members of Congress
SO 6 Social Affairs - Receptions, 12/14/77 - Christmas Party for Diplomatic Children
SO 6 Social Affairs - Receptions, 12/16/77 - Christmas Reception for the Executive Protective Service
SO 6 Social Affairs - Receptions, 12/17/77 - Christmas Reception for Volunteers
SO 6 Social Affairs - Receptions, 12/19/77 - Christmas Reception for Secret Service Agents
SO 6 Social Affairs - Receptions, 12/19/77 - Christmas Reception for White House Staff
SO 6 Social Affairs - Receptions, 12/20/77 - Christmas Reception for the Residence Staff
SO 6 Social Affairs - Receptions, 12/20/77 - Christmas reception for the Press Corps
SO 6 Social Affairs - Receptions, 1/19/78 - Reception - State of the Union
SO 6 Social Affairs - Receptions, 1/19/78 - Reception - Iowa
SO 6 Social Affairs - Receptions, 1/29/78 - Reception for the American Film Institute
SO 6 Social Affairs - Receptions, 1/29/78 - Reception for Ford's Theatre
SO 6 Social Affairs - Receptions, 1/30/78 - Reception for International Ladies Garment Workers Union
SO 6 Social Affairs - Receptions, 1/31/78 - Reception for Conferees of the White House Conference for Balanced National Growth and Economic Development
SO 6 Social Affairs - Receptions, 2/6/78 - Reception for Polish Americans

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SO 6 Social Affairs - Receptions, 2/7/78 - Reception for Atlanta Jewish Women's Welfare Federation
SO 6 Social Affairs - Receptions, 2/14/78 - Reception for Finance Council (DNC)
SO 6 Social Affairs - Receptions, 2/24/78 - Reception for Friends from New Hampshire
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
SO 6 Social Affairs - Receptions, 4/11/78 - Reception for Society of American Florists
SO 6 Social Affairs - Receptions, 4/28/78 - Reception for National Federation of Democratic Women
SO 6 Social Affairs - Receptions, 5/1/78 - Reception for Prime Minister and Mrs. Begin of Israel
SO 6 Social Affairs - Receptions, 5/2/78 - Reception for Southern Baptist Mission Service Corps
SO 6 Social Affairs - Receptions, 5/4/78 - Reception for White House Fellows
SO 6 Social Affairs - Receptions, 5/16/78 - Reception for Armenian Americans
SO 6 Social Affairs - Receptions, 5/18/78 - Reception for Senior Citizen Organization Representatives

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SO 6 Social Affairs - Receptions, 5/18/78 - Reception for Issuance of Stamp Honoring Dr. George N. Papanicalaou

SO 6 Social Affairs - Receptions, 5/19/78 - Reception for the National Trustees of the National Symphony Orchestra

SO 6 Social Affairs - Receptions, 5/31/78 - Reception for the NATO Wives at National Gallery of Art East Building

SO 6 Social Affairs - Receptions, 6/5/78 - Reception for 18th Mexican - American Inter - parliamentary Conference Delegates

SO 6 Social Affairs - Receptions, 6/7/78 - Reception for Democratic National Committee

SO 6 Social Affairs - Receptions, 6/9/78 - Reception for Washington Bullets

SO 6 Social Affairs - Receptions, 6/9/78 - Reception for Spelling Bee Winners and Guests

SO 6 Social Affairs - Receptions, 6/9/78 - Reception for 100 Top Black Businessmen and Meeting

SO 6 Social Affairs - Receptions, 8/1/78 - Reception for Asian Americans

SO 6 Social Affairs - Receptions, 9/12/78 - Reception for the American Newspaper Women's Club

SO 6 Social Affairs - Receptions, 9/15/78 - Reception for Prominent Jewish Leaders and their Wives

SO 6 Social Affairs - Receptions, 9/15/78 - Reception for National Italian - American Foundation

SO 6 Social Affairs - Receptions, 9/19/78 - Reception and Presentation of Painting by William Harnett Donated by Armand Hammer

SO 6 Social Affairs - Receptions, 9/21/78 - Reception for Georgia Partners of the Americas and the Pernambuco Partners

SO 6 Social Affairs - Receptions, 9/27/78 - Reception for Democratic National Committee

SO 6 Social Affairs - Receptions, 10/2/78 - Reception – Freedom Hall - for Friends of the Martin Luther King Center for Social Change

SO 6 Social Affairs - Receptions, 10/6/78 - Reception for the Leukemia Society of America

SO 6 Social Affairs - Receptions, 10/17/78 - Reception for and Presentation of Medal to Miss Marian Anderson

SO 6 Social Affairs - Receptions, 10/20/78 - Reception for Coalition of Labor Union Women

SO 6 Social Affairs - Receptions, 10/26/78 - Reception for National Minority Purchasing Council, Inc.

SO 6 Social Affairs - Receptions, 10/27/78 - Reception for Signing the Humphrey - Hawkins Bill

SO 6 Social Affairs - Receptions, 10/30/78 - Halloween Party for White House Staff

SO 6 Social Affairs - Receptions, 11/9/78 - Reception for Friendship Force

SO 6 Social Affairs - Receptions, 11/9/78 - Reception for Signing of Energy Bill

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

SO 6 Social Affairs - Receptions, 12/18/78 - Christmas Party for the White House Staff
SO 6 Social Affairs - Receptions, 12/18/78 - Reception for Members of the USSS
SO 6 Social Affairs - Receptions, 12/20/78 - Reception for White House Press Correspondents
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 100th 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

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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 Reading is Fun Day

SO 6 Social Affairs - Receptions, 10/16/79 - Reception for National Council of Jewish Women

SO 6 Social Affairs - Receptions, 10/23/79 - Reception in Behalf of the Equal Rights Amendment

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, 12/4/79 - Coffee and Tour for National Commission on the International Year of the Child

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

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, 6/8/78 - "Summer on the White House Lawn" - Staff Picnic

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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

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

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ST States - Territories, 1/21/77-1/20/81
ST 51-1 States - Territories - Guam, 1/21/77-1/20/81
ST 51-2 States - Territories - Puerto Rico, 1/20/77-1/20/81
ST 51-3 States - Territories - Ryukyu, 1/20/77-1/20/81
ST 51-4 States - Territories - Virgin Islands, 1/20/77-1/20/81
TN Transportation, 1/20/77-1/20/81
TR Trips, 1/21/77-1/5/78

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]

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TR 10 Trips - Texas, El Paso, Louisiana, New Orleans, and Mexico, 11/3-4/77 [2]
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

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 [1-2]
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 [1-2]
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 [1-2]
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 [1-2]
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
TR 37 Trips - Texas, Tennessee, Pennsylvania, Maryland, North Carolina, Iowa, Indiana, Florida, Ohio, New York, Connecticut, New Hampshire, Maine, South Dakota, and Kansas for Campaigning, 9/3/78-11/3/78 [1]

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TR 37 Trips - Texas, Tennessee, Pennsylvania, Maryland, North Carolina, Iowa, Indiana, Florida, Ohio, New York, Connecticut, New Hampshire, Maine, South Dakota, and Kansas for Campaigning, 9/3/78-11/3/78 [2-5]
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

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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]

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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

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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]

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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

TR 91 Trips - Georgia, Atlanta, 1/15/80

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

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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 105 Trips - Connecticut, Hartford; New York, Albany, New York City, and Long Island, 3/20-21/80

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]

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

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WE 4 Welfare - Geriatrics (Aged), 6/8/77-7/20/77

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WE 4 Welfare - Geriatrics (Aged), 7/21/77-/31/78

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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

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WH 10 White House Administration - Travel Transportation, 1/21/77-1/20/81

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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

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[Return to Collection Summary](#)

First Lady's Scheduling Office

Office Summary

Creator: Office of the First Lady. Scheduling Office

Title: Records of the First Lady's Office

Dates: 1977-1981

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:

Series Title	Series ID (ARC)
Jane Fenderson's Advance Office's 1980 Campaign Files	596820
Jane Fenderson's Daily Schedule Files	596822
Jane Fenderson's Domestic Trip Files	596824
Jane Fenderson's Foreign Trip Files	596825
Jane Fenderson's Future State Trip Files	596826
Jane Fenderson's Invitation Files	596827
Jane Fenderson's Telephone Logs	596828
Jane Fenderson's Subject Files	596889

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]

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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:

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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

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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.

Container List:

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Domestic Events Log - Alabama - Maine, 1976-1980
Domestic Events Log - Michigan - Wyoming, 1976-1980
Domestic Trips, 8/76-11/76
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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

Michigan, Wisconsin, Illinois, Missouri, 10/23/80-10/24/80 [2]
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
Illinois, Wisconsin, Pennsylvania, Missouri, Ohio, West Virginia, Georgia, Alabama, 11/2/80-11/4/80 [1-2]
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, 11/24/77-11/26/77
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]

Lima, Peru, 7/26/80-7/29/80 [1-2]

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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

Container 33

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

Appointment Book - First Lady, 1980-1981

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

Memos - Visitor's Office
Memos - West Wing Staff
Suburban D.C. Events
Thank You Notes, A-K
Thank You Notes, L-Z
White House "Georgia" Barbecue, 8/7/80
Wolf Trap File

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[Return to Office Description](#)

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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:

Series Title	Series ID (ARC)
Rhonda Bush's Correspondence Files	596820
Helen Dougherty's, Rhonda Bush's and Margaret McGuire's Chron Files	596822
Helen Dougherty's Pre-Inaugural Correspondence Files	596824
Helen Dougherty's Campaign Correspondence Files	596825
Margaret McGuire's Christmas Card Files	596826

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
Issues
Jeff and Annette Carter’s Carbons
Jewish
Justice Department
Kefauver, Estes – Senator Building
Kite, Landon
Legal Aid
Legislation
Lupus
Malpractice
Margaret McGuire’s Sample Letters
Marijuana
McCall’s Patterns
Medicaid
Medicare
Memberships
Memorandums [1-2]
Memorandums – Gift Unit

Container 7

Memorandums – Landon Kite
Mental Health - Activities
Mental Health - Assistance
Mental Health Commission Report – Members
Mental Health – Press Releases
Messages
Messages – Press Releases
Middle East Initiatives
Military
Miss Lillian’s Trip to West Africa
Mrs. Carter – Form Letters for East Wing Signatures [1-2]
Mrs. Carter – Press

Records of the First Lady’s Office

Mrs. Carter - Staff
National Geographic

Container 8

National Health Insurance [1-2]
National Health Plan
Neighborhoods
Nuclear Power
Nursing Homes
Olympics
Panama Canal Treaty
Pay Raises
Peace Treaty
Physical Fitness
Plains Cookbooks
Policy Directives – Correspondence, Autopen
Policy Directives – Correspondence, Form Letters
Policy Directives – Correspondence, General Procedures
Policy Directives – Correspondence, Language
Policy Directives – Correspondence, Mail Reports
Policy Directives – Correspondence, Presidential Messages
Policy Directives – Correspondence, Records Management Groups
Policy Directives – Correspondence, Signatures on Auction Items
Political
Pope John Paul II
Pope Paul VI
President – Press
Presidential Libraries
Presidential Seal
President's Foreign Trips
Public Broadcasting
Puerto Rico
Reading Programs
Recipes
Rehabilitation – Handicapped
Religious
Requests - Various
Retarded Children
Rhonda Bush's Notes
Science
Senator Humphrey
Small Business Administration
Social Security
Solar Energy
Solzhenitsyn, Alexander

Records of the First Lady's Office

Container 9

South American Trip
Spanish
Special Incoming
Stamps
State Department Referrals
State Dinner Menus
State of the Union, 1980
Strategic Arms Limitation Talks (SALT) II [1-2]
Summer Employment
Sympathy
Taxes – Property
Television Programming
Thanksgiving Proclamation
Time and Attendance Manual
Toccoa Falls College
Toohey File
Transportation Department
Travel Policy
Trip to Ohio – Mrs. Carter
Urban Initiatives
Venezuela
Veterans Administration Referrals
Views and Suggestions
Weddings
Weekly Mail Reports, 6/77-12/77
Weekly Mail Reports, 1978

Container 10

Weekly Mail Reports, 1979
Weekly Mail Reports, 1/80-1/81
Weekly Mail Reports – Year End Reports, 1977-1980
Welfare
White House
White House Correspondence Information
White House Correspondence Manual
White House – Family and Cost to Taxpayers
White House Fellowship
White House Preservation Fund
White House Staff – Size and Salary
Women
Worker's Compensation Case

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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

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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]

[Return to Series List](#)

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

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

Container 18

Mental Health
Post-Election Correspondence
Robbins, Anne
Rosallynn Carter's Biography
Rosallynn Carter's Letters
Rosallynn 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 – Ambassadors, 1980-1981 [1-2]
Christmas Cards – Celebrities, 1980-1981
Christmas Cards – Congress and Senate, 1980-1981 [1-2]
Christmas Cards – Governors, 1980-1981

Container 20

Christmas Cards – Heads of State and Other Government Officials, 1980-1981 [1-5]

Container 21

Christmas Cards – Heads of State and Other Government Officials, 1980-1981 [6]
Christmas Cards – Mayors, 1980-1981
Christmas Cards – Military Leaders and Other Government Officials, 1980-1981
Christmas Cards – National, State and Local Organizations, 1980-1981
Christmas Cards – Personal [1-2]

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First Lady's Projects Office

Office Summary

Creator: Office of the First Lady. Projects Office

Title: Records of the First Lady's Office

Dates: 1977-1981

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:

Series Title	Series ID (ARC)
Kathy Cade's Mental Health Project Files	565816
Kathy Cade's Project Files	5968811
Wanda Davis Lewis' Communities Project Files	561334

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.

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 - Concept Paper on Federal - State - Local Partnership, 4/17/79
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

Records of the First Lady's Office

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 - House, 5/79-8/80 [1-2]
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.
New York Times - Mental Health Op-Ed Article, 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

Container 7

PCMH - Final Report Drafts, 3/78 [1-4]
PCMH - Final Report, Mrs. Carter's Notes on Presentation, 4/1/78
PCMH - Implementation, 4/78-11/78
PCMH - Implementation, 1/79-6/80

Container 8

PCMH - Institute for Social Research, Report on How Americans View their Mental Health, 6/6/79, [1-2]
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
PCMH - National Association for Mental Health (NAMH) Annual Meeting, Philadelphia, Pennsylvania, 11/17-19/76 [1]

Container 9

PCMH - NAMH - Annual Meeting, Philadelphia, Pennsylvania, 11/17-19/76 [2]
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

PCMH - Report of the Alcohol, Drug Abuse, and Mental Health Association, (ADAMHA)
PCMH - Report of the Alcohol, Drug Abuse, and Mental Health Association, (ADAMHA)
Volume II, 9/78

PCMH - Report of the Governor's Commission to Improve Services for the Mentally and
Emotionally Handicapped Georgians, 10/29/71

PCMH - Report of the Special Conference on Access and Barriers to Mental Health, Arlie
House, 6/77-8/77 [1-2]

Container 12

PCMH - Report of the Special Conference on Access and Barriers to Mental Health, Arlie
House, 6/77-8/77 [3-4]

PCMH - Signing of Executive Order Establishing the Commission, 2/17/79

PCMH - Special Study - Alternative Mental Health Services, n.d.

PCMH - Speech at Bakersfield, California, 10/15/76

PCMH - Statistics on Mental Health Expenditures, 1971-1975

PCMH - Summary of Final Report, n.d.

PCMH - Task Panel and Staff Work Plans, 6/77

PCMH - Task Panel Report of the Liaison Task Panel on Drug Abuse, 2/15/78

PCMH - Task Panel Report of the Liaison Task Panel on Mental Retardation, 2/15/78

PCMH - Task Panel Report on Access and Barriers to Mental Health, n.d.

PCMH - Task Panel Report on Alcohol Use Problems as a Mental Health Issue, n.d.

PCMH - Task Panel Report on Community Mental Health Centers, 7/77-10/77

PCMH - Task Panel Report on Community Support Systems, 7/77-2/78 [1-2]

Container 13

PCMH - Task Panel Report on Cost and Financing Mental Health, 7/77

PCMH - Task Panel Report on Deinstitutionalization, 1/78

PCMH - Task Panel Report on Family and Mental Health-Subpanel on Aging, 7/77 [1-2]

PCMH - Task Panel Report on Legal and Ethical Issues, 8/77-1/78

PCMH - Task Panel Report on Mental Health of American Families, 1/78

PCMH - Task Panel Report on Organization and Structure, 11/77

PCMH - Task Panel Report on Personnel and Manpower, 7/77-1/78

PCMH - Task Panel Report on Planning and Review, 7/77

PCMH - Task Panel Report on Prevention, 7/77-1/78

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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.

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Wanda Davis Lewis' Communities Project Files

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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

Dates: 1977-1981

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 Dobbelle and Chris Hathaway.

System of Arrangement:

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

Series Title	Series ID (ARC)
Rita Merthan's Trip Files	4685591

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

Records of the First Lady's Office

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]
1/78 - Hartford, Connecticut
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
5/6/78 - Chicago, Illinois
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 - Cotactin 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

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
4/18/79 - Raleigh, North Carolina
4/26/79-4/27/79 - New York City, New York, Thomasville, Georgia
5/5/79/-5/11/79 - Rome, Italy, Geneva, Switzerland [1-2]

Container 6

5/15/79-5/16/79 - Chicago, Illinois
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
10/29/79-10/30/79 - Houston, Texas

Records of the First Lady's Office

11/7/79-11/10/79 - Bangkok, Thailand [1-2]

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.

12/5/79 - New York City, New York

12/6/79-12/7/79 - Jackson, Mississippi

12/7/79 - Atlanta, Georgia

12/12/79-12/13/79 - New York City, New York

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]

7/26/80-7/29/80 - Lima, Peru [1-3]

8/13/80-8/15/80 - New York City, New York

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 Rosalynn 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.