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Atlanta, GA 30307

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## **Special Assistant to the President for Information Management, Richard Harden: A Guide to Its Records at the Jimmy Carter Library**

### **Collection Summary**

Creator: Special Assistant to the President for Information Management

Title: Special Assistant to the President for Information Management, Richard Harden

Dates: 1977-1981

Quantity: 24 linear feet, 48 containers

Identification:

Accession Number: 80-1

Archival Research Catalog (ARC) Identification Number: 590491

Scope and Content:

The files consist of correspondence, memorandums, briefing papers, notes, speeches, legal documents, reports, press clippings, contracts, receipts, and miscellaneous printed material. These records relate to Richard Harden's responsibilities as Special Assistant to the President for Information Management. The records reflect his work in developing a computer tracking system for referencing White House correspondence, cutting costs and increasing White House staff efficiency, and introducing new computer technologies for maintaining financial records. This series also includes material regarding Harden's liaison with the American Institute of Certified Public Accountants (CIPA). In addition, records include Harden's ad hoc projects such as managing the travels of Lillian Carter, securing entertainment contracts for the 1976 inaugural celebrations, and administering the Federal Election Committee and Democratic National Committee finance operations.

Creator Information: Special Assistant to the President for Information Management

The Office of the Special Assistant for Information Management was responsible for introducing new technology to promote White House staff efficiency, record keeping procedures regarding White House correspondence, and restructuring budget and finance procedures. In addition, this office was heavily involved in cutting the size and increasing the efficiency of the Office of Administration; staffing of the Carter White House; and instituting the suggestions and reports from the American Institute of Certified Public Accountants (AICPA).

Biographical information on key office personnel is located at the end of the finding aid.

Restrictions:

Restrictions on Access: These papers contain documents restricted in accordance with applicable executive order(s), which governs National Security policies, applicable statutes/agency restrictions, and material which has been closed in accordance with the donor's deed of gift.

Terms Governing Use and Reproduction: Copyright interest in these papers has been donated to the United States Government. Some of the records may be subject to copyright restrictions (i.e. newspapers, publications, etc.). Researchers should contact the publisher for further information.

Related Material:

Related materials in this repository: White House Office of Administration, Domestic Policy Staff

Index Terms:

Limited to major topics under each category

Persons: Richard Harden, William Pollak, Emily Sketoff, Lillian Carter

Organizations: 1976 Inaugural Committee; American Institute of Certified Public Accountants (CIPA)

Subjects: Information management, personnel, technology, automation, computer systems, computers, office practices, inaugurations, government reorganization, small business, trips

Types of Material: Correspondence, memorandums, briefing papers, notes, speeches, speech drafts, legal documents, reports, press clippings, contracts, receipts, and printed material

Administrative Information:

Preferred citation: [Type of Document], [Names of Sender and Recipient or Title of Document], [Date], [Collection Title], [Series Title], [Folder Title], [Box Number], Jimmy Carter Presidential Library.

Acquisition information: These historical materials were received under provisions of the instrument of gift that Jimmy Carter signed January 31, 1981.

Processing information: The first series of the collection was opened in 1996. The open dates are indicated in the series descriptions.

System of Arrangement:

The records of the Special Assistant to the President for Information Management are divided into five series:

<b>Series Title</b>	<b>Series ID (ARC)</b>
<a href="#"><u>Richard Harden's Subject Files</u></a>	590508
<a href="#"><u>Richard Harden's Chronological Files</u></a>	590525
<a href="#"><u>Richard Harden's Speech Files</u></a>	590526
<a href="#"><u>William Pollack's Files</u></a>	590561
<a href="#"><u>Emily Sheketoff's Files</u></a>	590562

### **Detailed Description of the Collection**

#### **Richard Harden's Subject Files**

Scope and Content: Containers 1-29. This series was opened in 1996. This series consists of correspondence, memoranda, notes, reports, and miscellaneous printed material. The material relates to topics concerning cutting the size of and increasing the efficiency of the White House Office of Administration through new computer technologies. In addition, this series contains material detailing Harden's liaison with accountancy firms; staffing the Carter White House; and personnel issues regarding budget and finance information. Also included is material relating to financial information involving the Democratic National Committee (DNC) and Federal Election Committee (FEC) during the 1980 campaign; contracts for entertainment services for the 1976 inaugural celebration; and personnel material related to the presidential transition period. This series also includes information relating to Harden's involvement with the trips of President Carter's mother, Lillian Carter. Arranged alphabetically by folder title.

#### **Richard Harden's Chronological Files**

Scope and Content: Container 30. This series was opened in 1996. This series consists of correspondence, memoranda, and reports. The material mainly relates to White House personnel staffing issues, appointments, and staff recommendations within the first year of the Carter Administration. Arranged chronologically.

#### **Richard Harden's Speech Files**

Scope and Content: Container 31-33. This series was opened in 1996. This series contains speech drafts, printed speeches, press clippings, and articles. The material relates to Harden's liaison activities with the business community and public accountants regarding computer information management systems, government accounting, and business information management. Arranged alphabetically by folder title.

#### **William Pollak's Files**

Scope and Content: Containers 33-41. This series was opened in 1996. This series consists of correspondence, memoranda, notes, contracts, receipts, tickets, printed samples, and resumes. The material mainly relates to White House personnel recommendations, staffing and budget issues, and the President's White House Executive Office reorganization. Also included is material concerning entertainment for the 1977 Inaugural celebration. Arranged alphabetically by folder title.

#### **Emily Sheketoff's Files**

Scope and Content: Containers 42-48. This series was opened in 1996. This series consists of correspondence, memoranda, notes, itineraries, background briefing reports, schedules, and

telegrams. The material relates to Richard Harden's and Lillian Carter's trip files including scheduling details concerning appearances and interviews; travel information, expense reporting, responses to invitations, and thank you letters. The trip files cover or detail Lillian's foreign trips regarding world hunger, and domestic trips while campaigning for the President. Arranged alphabetically by folder title.

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#### **Container 2**

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Association of Government Accountants - 26th National Symposium [D.C.] 6/27/77 [OA 7883]  
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[Carter, Lillian - Schedule] 1/78-12/78  
[Egypt and Israel - Lillian Carter's] Itinerary, 4/13/80-4/28/80  
[Egypt, Israel, France] Cable Traffic - Lillian Carter Trips, 4/4/80-4/20/80  
[Entente African Enterprises] 5/78  
European Trip [Lillian Carter] 6/79-8/80

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France - Paris [Preparations for Lillian Carters Sahel Trip] 4/78-7/78  
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Future [Suggested Trips and Interviews for Lillian Carter] 10/79-9/80  
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[Israel: Letters and Memorabilia] 4/80  
[Jerusalem - Marc Chagall Colored Glass Windows] [n.d.]  
Maps - The Gambia [n.d.]  
[Meir, Golda - Lillian Carters Trip to Funeral] 12/78  
Morocco - Rabat, 6/78-8/78  
Morocco - Rabat - American Embassy [Backup Material] 7/78  
Organization for Economic Co-operation and Development (OECD) - Women and  
Employment, 3/80-4/80  
[Photographs] International Communication Agency [n.d.]  
Photographs [Lillian Carter and Entourage in Rome and West Africa] 7/78  
Press Clippings - Lillian Carter Trips, 4/13/80-4/28/80  
Rome - American Embassy [Background Material] [n.d.]

[Rome - Background Information] 3/77-7/78  
Rome, Italy, 5/77-8/78  
Rome - Lillian Carter's Trip - Correspondence, 7/13/78-7/21/78  
[Sahel Backup Material] [n.d.]  
[Sahel Development Booklets] 6/75-2/78  
Senegal-Dakar [and Preceding Visit to Morocco by Lillian Carter] 2/77-8/78

#### **Container 46**

Trips - Alabama, 1/15-16/80  
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[Trips - California - Los Angeles Gay Center and Lillian Carter] 10/23-27/79  
Trips - Florida [Daytona Beach] 3/8/80  
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[Trips] Future - Nebraska, 8/19/79-11/15/79  
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[Trips] Future - Texas, 10/25/79-8/27/80  
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#### **Container 47**

Trips - Nevada, Las Vegas Fundraiser [Lists] 12/13/79  
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Trips - Ohio, Michigan, and Wisconsin, 10/12/80-10/15/80  
Trips - Pennsylvania, 3/20/80-3/22/80  
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Trips - Phoenix, Arizona, Los Angeles, and San Francisco California, 10/23-27/79  
[Trips - Proposed] Arizona, 10/79  
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Trips - Washington, DC, Virginia, and Maryland, 11/8-10/79  
[United Nations - Organization and History] 2/23/78  
Upper Volta - Ouagadougou [Lillian Carter Visit] 3/76-11/78

**Container 48**

[Vallianatos, Evan] [n.d.]

Virgin Islands [Lillian Carter's Trip] 6/8/80-7/3/80

[West Africa and Senegal] 7/26/76-7/29/78

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Last Modified: 8/2013

## Biographical Information

### **Richard Harden**

Richard Harden was born on September 12, 1944. He received his BBA degree in 1966 from Davidson College in North Carolina and his MBA degree from Georgia State University in Atlanta, Georgia in 1968. He worked for the accounting firm of Arthur Anderson and Company from 1968-1972. Harden joined the administration of Governor Jimmy Carter in 1972 to assist in the reorganization study of state government and to serve as Commissioner of Administrative Services, and as Commissioner of the Department of Human Resources.

In 1975, he joined the accounting firm of Seidman and Seidman and then worked in his private accounting practice from 1975-1976. He also served as the Budget and Finance Director of the Carter/Mondale Campaign and Carter transition.

On January 21, 1977, President Carter appointed him as Special Assistant to the President for Information Management, Special Assistant to the President for Budget and Organization. In addition, under the new reorganization plan, he was appointed as Director of the Office of Administration on December 28, 1977. He continued in both these roles until the end of the Carter administration in 1981.