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Records of Tim Kraft, Special Assistant to the President: A Guide to Its Records at the Jimmy Carter Library

Collection Summary

Creator: Office of the Special Assistant to the President for Appointments

Title: Records of Tim Kraft Special Assistant to the President

Dates: 1977-1979

Quantity: 10 linear inches, 2 containers

Identification:

Accession Number: 80-1

Archival Research Catalog (ARC) Identification Number: 1088

Scope and Content:

This collection consists of the personal correspondence of Timothy Kraft, 1977-79. The material consists of incoming correspondence, with Kraft's responses, invitations, brochures, and miscellaneous material sent to Kraft. The correspondence is primarily of a social nature and only tangentially concerned with Kraft's duties as Special Assistant, though some of those sending congratulations or invitations also had working relationships with Kraft. Those seeking information on Kraft's day-to-day functions in scheduling appointments are advised to consult the White House Central Files, Federal Government-Organizations (FG) 6-1-1/Kraft, Tim.

Creator Information: Office of the Special Assistant to the President for Appointments

Tim Kraft began his White House service as Special Assistant to the President for Appointments at the onset of the Carter Administration. He originally supervised the Office of Scheduling and Office of Advance. He also held the position of private secretary to the President, taken over by Susan Clough, and social secretary to the President, assumed by Ida Maxwell Wells. In late April 1978, Kraft's title was changed to Assistant to the President and his area of supervision included the Offices of Presidential Personnel and Presidential Messages. Much of his political effort was conducted on the phone or in person.

On August 10, 1979, the White House announced that Kraft was leaving to join the Carter-Mondale Committee as campaign manager. At the same time it was announced that Sarah Weddington would take over many of Tim Kraft's duties as well as continuing her role as liaison to women.

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 Central Files, Federal Government-Organizations (FG) 6-1-1/Kraft, Tim

Index Terms:

Persons: Tim Kraft

Types of Material: correspondence, brochures, invitations, and miscellaneous 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.

System of Arrangement:

The Records of Tim Kraft, Special Assistant to the President are divided into 1series:

Series Title	Series ID (ARC)
Tim Kraft's Subject Files	144177

Detailed Description of the Collection

Tim Kraft's Subject Files

Scope and Content: Containers 1-2. This series was opened in January 1992. This series consists of correspondence, invitations, brochures, and miscellaneous material. Arranged alphabetically by folder title.

Container List:

Container 1

African/Latin American Studies Association, 10/77 [O/A 2624]
American Political Science Association, 8/78 [O/A 5388]
[Christmas Cards 1977]
Kraft, Tim [Miscellaneous Communications], 4/18/77-6/28/78
Kraft, Tim: A-K [correspondence], 1977-78
Kraft, Tim: L-Z [correspondence], 1977-78
Kraft, Timothy: Invitations, 1977
Kraft, Timothy: Invitations, 1978
Kraft, Timothy: Invitations, 1979

Container 2

Kraft, Timothy: Invitations, 1977 DC, 1/20/77-5/77
Kraft, Timothy: Invitations, 1977 DC, 6/1/77-9/30/77
Kraft, Timothy: Invitations, 1977 DC, 10/1/77-1/25/78
Minorities in Engineering, Committee on, 9/78 [O/A 5350]
Wisconsin Center for Public Policy, 3/78 [O/A 3856]

[Return to series list](#)

[Return to collection summary](#)

Last modified: 5/2013

Records of Tim Kraft Special Assistant to the President

Biographical Data

Tim Kraft was born April 10, 1941, in Noblesville, Indiana. He received a B.A. in Government Studies from Dartmouth College. He attended Georgetown University for Graduate Studies in Latin American Affairs. He was a college recruiter for Peace Corps. He worked for the Mexico Olympics Committee in 1968 and was a Congressional Campaigns Staffer from 1968-1970. He was Executive Director of Democratic Party in New Mexico from 1971-1974. In 1975, he joined Carter's campaign, becoming the western states' coordinator. He organized Carter's earliest victory, the Iowa caucus, and in November 1976, he became political coordinator on Carter's transition group. From 1977-1979 he was special Assistant for Appointments. In 1979 he was campaign manager for Carter-Mondale Re-election Campaign.