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Atlanta, GA 30307
<http://www.jimmycarterlibrary.gov>

Alonzo L. McDonald Papers: A Guide to His Papers at the Jimmy Carter Library

Collection Summary

Creator: McDonald, Alonzo L, 1928-

Title: Alonzo L. McDonald Papers

Dates: 1979-1981

Quantity: 37 linear feet; 5 linear inches; (6 linear feet, 7 linear inches open for research); 15 containers

Identification:

Accession Number: 93-01

National Archives Identifier: 559511

Scope and Content:

This collection consists of memoranda, correspondence, lists of calls, news clippings, notes in steno pads, telephone records, schedules, notes, letters, policy discussions, and staff meeting and Cabinet minutes. This collection documents his administrative duties as White House Staff Director, including handwritten notes that discuss or describe policy implementation. Other notes are personal reflections by Alonzo McDonald on current administrative and administration situations. The collection material also contains information relating to his responsibilities to improve management and management techniques, such as providing effective and efficient methods of handling White House processes, staff coordination, and policy presentation.

Despite some difficulty in reading the notes, these files provide a great deal of information on administration functioning, policy and personnel.

Creator Information: Alonzo L. McDonald

Alonzo L. McDonald was born August 5, 1928 in Atlanta, Georgia. He graduated from Emory University in 1948. He was a Reporter for the *Atlanta Journal* from 1948 -1950. He served in the United States Marine Corps from 1950 to 1952. He worked for the Westinghouse Electric Corporation from 1956 to 1960 and received an M.B.A. from the Harvard Business School in 1956. He worked for McKinsey and Company, serving as

Partner in New York City and London, and Chief Executive Officer, until he was Managing Director when he retired in 1977.

He was appointed Deputy Special Trade Representative and Ambassador in charge of the U.S. Delegation to the General Agreement on Tariffs and Trade in Geneva July 1977. In April 1979, he was appointed Project Manager under Robert Strauss for Congressional public liaison on trade negotiations legislation. In August 1979, he was appointed Acting Special Trade Representative after the resignation of Robert Strauss, and was later appointed Assistant to the President and White House Staff Director serving immediately under the White House Chief of Staff.

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 Staff Office Files, Al McDonald; White House Central File, Subject File, WH (White House Administration); White House Staff Office Files, Chief of Staff; Miller Center Oral History Interviews, Hamilton Jordan (including Landon Butler); Miller Center Oral History Interviews, Al McDonald (including Michael Rowny)

Index Terms:

Limited to major topics under each category
Persons: Alonzo McDonald

Subjects: White House staffing, administrative procedures, Cabinet

Types of Material: Memoranda, correspondence, staff meeting minutes, lists of calls, news clippings, hand-written notes, telephone records, schedules, notes, letters, and policy discussions

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 donated historical materials were received under provisions of the instrument of gift that Alonzo L. McDonald signed on January 13, 1993.

Processing information: The first series of the collection was opened in September 1997.

System of Arrangement:

The records of the Alonzo L. McDonald Papers are divided into two series:

Series Title	National Archives Identifier
Chronological Files	559512
Steno Pad Chronological Files	559518

Detailed Description of the Collection

[Chronological Files](#)

Scope and Content: Containers 1-10. This series was opened in September 1997. This series contains memoranda, correspondence, telephone records, schedules, handwritten notes, letters, policy discussions, and news paper clippings. The material relates to the daily administrative duties undertaken by Alonzo McDonald as the White House Staff Director. The notes contain personal reflections by McDonald on current administrative and administrative situations. Arranged chronologically.

[Steno Pad Chronological Files](#)

Scope and Content: Containers 11-15. This series was opened in September 1997. This series contains hand written minutes from staff and cabinet meetings compiled by Alonzo McDonald. The series also contain notes regarding his personal reflections on issues, memo reminders, and policy notes. Arranged chronologically.

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Container List

Alonzo L. McDonald Chronological Files

Container 1

Weekly Chronological Files

[3/6/71-12/28/79]

[1/79-8/79]

9/4/79-10/12/79

Container 2

10/15/79-12/15/79

Container 3

12/17/79-2/8/80

Container 4

2/11/80-4/4/80

Container 5

4/7/80-5/30/80

Container 6

6/2/80-7/12/80

Container 7

7/14/80-8/22/80

Container 8

8/25/80-10/10/80

Container 9

10/13/80-11/28/80

Container 10

12/1/80-1/20/81

[10/6/81-4/15/82 – Newspaper Articles]

10/19/92 – [“Organizing the Presidency”]

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Alonzo L. McDonald Steno Pad Chronological Files

Container 11

#2 8/14/79-8/16/79

#3 8/20/79-8/23/79

#4 8/23/79-8/29/79

#5 8/29/79-9/5/79

#6 9/5/79-9/11/79

#7 9/11/79-9/17/79

#8 9/17/79-9/24/79

- #9 9/24/79-10/2/79
- #10 10/3/79-10/12/79
- #11 10/12/80-10/22/79
- #12 10/22/79-10/30/79
- #13 10/30/79-11/7/79

Container 12

- #14 11/8/79-11/16/79
- #15 11/16/79-11/29/79
- #16 11/29/79-12/7/79
- #17 12/7/79-12/14/79
- #18 12/14/79-12/20/79
- #19 12/20/79-1/3/80
- #20 1/4/80-1/8/80
- #21 1/9/80-1/16/80
- #22 1/16/80-1/22/80
- #23 1/23/80-2/4/80
- #24 2/4/80-2/11/80

Container 13

- #25 2/11/80-2/22/80
- #26 2/22/80-2/28/80
- #27 2/28/80-3/5/80
- #28 3/6/80-3/12/80
- #29 3/13/80-3/31/80
- #30 3/31/80-4/8/80
- #31 4/8/80-4/15/80
- #32 4/16/80-4/22/80
- #33 4/22/80-4/29/80
- #34 4/29/80-5/7/80
- #35 5/7/80-5/14/80

Container 14

- #36 5/14/80-5/29/80
- #37 5/29/80-6/4/80
- #38 6/4/80-6-13/80
- #39 6/13/80-6/21/80
- #40 6/23/80-7/2/80
- #41 7/2/80-7/15/80
- #42 7/18/80-7/28/80
- #43 7/28/80-8/4/80
- #44 8/4/80-8/21/80
- #45 8/21/80-9/2/80
- #46 9/2/80-9/11/80

Container 15

- #47 9/11/80-9/17/80
- #48 9/18/80-9/24/80
- #49 9/25/80-10/1/80
- #50 10/1/80-10/21/80
- #51 10/22/80-11/12/80

#52 11/12/80-11/19/80
#53 11/20/80-12/3/80
#54 12/12/80-1/19/81

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Last modified: July 2015