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Atlanta, GA 30307

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Records of the White House Office of Administration: A Guide to Its Records at the Jimmy Carter Library

Collection Summary

Creator: White House Office of Administration

Title: Records of the White House Office of Administration

Dates: 1977-1981

Quantity: 407 linear feet (80 linear feet, 6 linear inches open for research), 184 containers

Identification:

Accession Number: 80-1

National Archives Identifier: 1118

Scope and Content:

The materials in this collection consist of correspondence, reports, briefing material, staffing summaries, and printed material related to Hugh Carter's role as Special Assistant to the President for Administration.

The topics are wide ranging and include energy conservation measures within the White House and Camp David; staffing and travel budgets; and staff office space. In addition, the collection includes material related to the day to day functions of the White House; records management and Presidential Libraries; public correspondence to the President; the White House Gift Unit, issuance of Presidential Proclamations, maintaining the Camp David facility; Secret Service functions; and the creation of the Presidential Papers Act and the White House Authorization Act.

Creator Information: White House Office of Administration

This office was headed by Hugh A. Carter, Jr., son of President Carter's cousin. Carter was appointed as Special Assistant to the President for Administration in 1977, and served in that role throughout the administration. The White House Office of Administration was responsible for the daily operation of the White House, including staffing and salaries, the residence budget, and energy efficiency. The office also acted as liaison with the Military Office, former Presidents, the National Archives and Records Administration, and the Secret Service. Hugh Carter's staff also oversaw the White House Gift Unit, Visitor's Office, the White House Correspondence Office, and the distribution of all Presidential Proclamations. In addition, this office staffed telephone operators, and assigned White House staff office space. This office also assisted in the creation of the

Presidential Papers Act and the White House Authorization Act. Other responsibilities included parking arrangements, installation of wood stoves at the White House and Camp David, and record management functions.

[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 File, Subject Files: White House Administration (WH); Federal Government Organizations, (FG 6-1); Committee for the Preservation of the White House (FG 103); Public Relations (PR), White House Tours - Visitors (PR-18)

Index Terms:

Limited to major topics under each category

Persons: Hugh A. Carter, Jr., Elizabeth Dow, Valerio Giannini, Hugh Holcombe, Mary Lawton, Dan Malachuk, Veronica Pickman

Organizations: Executive Office of the President (EOP), General Services Administration (GSA), Small Business Administration (SBA), White House Communications Agency (WHCA), White House Fellows Program, White House Gift Unit, National Archives and Records Administration (NARA), White House Conference on Small Business; U.S. Secret Service

Subjects: Energy efficiency, wood stoves, solar energy, transportation, salaries, staffing, security, budget, the White House, Presidential Libraries, Presidential Proclamations, Presidential Papers Act, White House Authorization Act

Places: White House, Camp David, Washington D.C., Executive Office Buildings (EOB)

Types of Material: Correspondence, memorandums, reports, briefing material, monthly staff summaries, 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 January 1987.

System of Arrangement:

The records of the White House Office of Administration are divided into ten series:

Series Title	National Archives Identifier
Hugh Carter's Subject Files	165205
Hugh Carter's Chronological Files	165205
Elizabeth Dow's Files	166305
Valerio Giannini's Files	166376
Hugh Holcombe's Files	166410
Mary Lawton's Files	166466
Dan Malachuk's Files	166475
Veronica Pickman's Files	166627
Ralph Peck's Subject Files	583260
Phil Larsen's Subject Files	7280571

Detailed Description of the Collection

[Hugh Carter's Subject Files](#)

Scope and Content: Containers 1-102. This series was opened in January 1987. This series includes correspondence, staffing budgets and reports, aircraft manifests, and maintenance reports. The material relates to the daily operations of the White House including the mess hall, the Military Office, White House parking, reorganization of the Executive Office and First Lady's Office; Gift Unit procedures and reports; and detailee assignments. Also included are monthly staff summaries for each office that include staff changes, office titles, supervisor's names, and individual salaries. Other topics include federal holidays, the Camp David facility, energy conservation in the White House, security violations, entertainment arrangements, and planning for major conferences held at the White House. Arranged alphabetically by folder title.

[Hugh Carter's Chronological Files](#)

Scope and Content: Containers 103-105. This series was opened in January 1987. This series includes memoranda, phone message logs, scheduling requests, and weekly mail summaries. Arranged alphabetically by folder title and there under chronologically.

Elizabeth Dow's Files

Scope and Content: Containers 1-3. This series was opened in January 1987. This series includes memoranda, correspondence, publications, and other printed material. The material relates to her role as a staff assistant to Hugh Carter overseeing the installation of wood burning stoves in the White House and in several cabins at Camp David. Arranged alphabetically by folder title.

Valerio Giannini's Files

Scope and Content: Containers 1-3. This series was opened in January 1987. This series includes printed source material for the Administration's anti-inflation program, correspondence, memoranda, direct mail samples, and White House pass requests. The material relates to Giannini's primary responsibility in organizing a system to handle the thousands of resumes and mail items received at the White House. This series also contains material relating to his supervision over a staff of 240 that were responsible for all incoming White House correspondence, recordkeeping, printing, and the White House Central Files. Arranged alphabetically by folder title.

Hugh Holcombe's Files

Scope and Content: Containers 1-6. This series was opened in January 1987. This series includes memoranda, correspondence, publications, and early transition information. The material relates to administrative logistics such as issuing parking passes, the First Lady's travel arrangements, assigning office space, and maintaining security for the White House and the Executive Office Building. Arranged alphabetically by folder title.

Mary Lawton's Files

Scope and Content: Container 1. This series was opened in January 1987. This series includes memos, correspondence, legislation drafts, and reports. The material relates to Mary Lawton's primary role as a legal advisor on various projects such as the Former President's Bill (S. 2408). Arranged alphabetically by folder title.

Dan Malachuk's Files

Scope and Content: Containers 1-9. This series was opened in January 1987. This series contains the files of Dan Malachuk, who served as Deputy for White House Operations under Hugh Carter from 1979-1980. The series consists of correspondence, reports, summaries, computer printouts, and printed material. This material relates to his work on all aspects of White House operations including the White House budget, management of residence personnel, data processing systems, and communications. These files also contain extensive material on the functions of the White House Correspondence Office that was headed by Dan Chew. Arranged alphabetically by folder title.

[Veronica Pickman's Files](#)

Scope and Content: Containers 1-16. This series was opened in January 1987. This series includes memorandums, correspondence, press releases, speeches, newspaper clippings, notes, mailing lists, publications, and printed material. The material relates to Veronica Pickman's responsibilities as Executive Assistant to Hugh Carter in 1980 that included the preparation of memos, letters, reports, speeches, and briefing papers. The series also includes files relating to arrangements for important conferences and meetings held at the White House. In addition, there is a great deal of material relating to her work with Presidential Libraries, the Former President's Act, and other special projects. These projects include the President's Council on Energy Efficiency for the White House; energy efficiency awards; the President's Executive Exchange Program; and the White House Fellows Program. Arranged alphabetically by folder title.

[Ralph Peck's Subject Files](#)

Scope and Content: Containers 1-38. This series was opened in 2015. This series contains press releases, correspondence, memoranda, reports, and publications. The material covers presidential personnel appointments, candidate assignment tracking, and the Talent Information Program (TIP). Arranged alphabetically by folder title.

[Phil Larsen's Subject Files](#)

Scope and Content: Containers 1-3. This series was opened in July 2017. The series contains memorandums, correspondence, press releases, speeches, newspaper clippings, handwritten notes, proposals, booklets, manuals, mailing lists, publications, letters, and printed material. The materials reflect Phil Larsen's role as President Carter's Administrative Officer in the White House. Arranged alphabetically by subject.

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ADP Systems Documentation - AIS in the White House Office, First Lady's Meeting and Briefing File (Meeting), Procedures Manual
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ADP Systems Documentation - AIS in the White House Office, Issue Tracking System (Issue File) Volume 1 [1]
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PPO - Plum Files, Computer Printouts [2]

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Biographical Information

Hugh A. Carter, Jr.

Hugh A. Carter, Jr. was born on September 24, 1942 in Americus, Georgia. He received his bachelor's degree in Industrial Engineering from Georgia Institute of Technology in 1964, and his MBA from Wharton School at the University of Pennsylvania in 1966. From 1968-1977, Carter was employed by John H. Harland Company in Atlanta. He served as District Operations Manager for Harland from 1974-1976, and as Vice President from 1976-1977. In January of 1977, he was appointed by President Carter to serve as Special Assistant to the President for Administration. Hugh Carter worked in this role until the end of the Administration in 1981.