



441 Freedom Parkway NE  
Atlanta, GA 30307

<http://www.jimmycarterlibrary.gov>

## **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: 98 linear feet, 224 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. He 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, telegrams 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 fourteen series:

<b>Series Title</b>	<b>National Archives Identifier</b>
<a href="#">Hugh Carter's Subject Files</a>	165205
<a href="#">Hugh Carter's Chronological Files</a>	165205
<a href="#">Elizabeth Dow's Files</a>	166305
<a href="#">Valerio Giannini's Files</a>	166376
<a href="#">Hugh Holcombe's Files</a>	166410
<a href="#">Mary Lawton's Files</a>	166466
<a href="#">Dan Malachuk's Files</a>	166475
<a href="#">Veronica Pickman's Files</a>	166627
<a href="#">Ralph Peck's Subject Files</a>	583260
<a href="#">Phil Larsen's Subject Files</a>	7280571
<a href="#">Landon Kite's Subject Files</a>	7280570
<a href="#">Jane Simpson's Subject Files</a>	7280572
<a href="#">Pam Zinn's Subject Files</a>	7280574
<a href="#">Telegraph Office Correspondence Files</a>	583259

**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.

### **Landon Kite's Subject Files**

Scope and Content: Containers 1-4. This series was opened in March, 2019. The series consist of memoranda, correspondence, weekly reports, daily activity reports, and weekly mail summaries. The majority of the series consist of complaint letters and summaries of congressional mail reports that were sent to the President by members of Congress. The material reflects Landon Kite's role as Director of Presidential Correspondence Project Manager. Arranged alphabetically by subject.

### **Jane Simpson's Subject Files**

Scope and Content: Containers 1-5. This series was opened March, 2019. The series consist of correspondence, memoranda, newspaper clippings, and schedules. The series contains the original drafts of the White House Correspondence Manual and the final copy of the White House Correspondence Manual. The material relates to Jane Simpson's role as Assistant to the Director/White House Staff Liaison. Arranged alphabetically by subject.

### **Pamela Zinn's Subject Files**

Scope and Content: Containers 1-4. This series was opened in March, 2019. The series consist of memoranda, correspondence, and quarterly mail reports. The majority of the series deals with personnel actions, staff evaluations, and performance appraisals. The material reflects Pamela Zinn's role as Deputy/Correspondence Assistant Project Coordinator. Arranged alphabetically by subject.

### **Telegraph Office Correspondence Files**

Scope and Content: Containers 1-27. This series was opened in December 2019. This collection consists of correspondence. The materials mainly relate to the White House during the Carter Administration. The White House Telegraph Office was primarily responsible for receiving telegrams from the general public, congressmen, senators, businessmen, civic leaders, and

foreign dignitaries. Some topics included congratulatory messages, well wishes, discussion of domestic, as well as international, affairs, and the upcoming 1980 presidential election. Arranged alphabetically by folder title and thereunder chronologically.

## Container List

### Hugh Carter's Subject Files

#### **Container 1**

Accounting Office, 1979  
Accounts Receivable, 1979  
Accounts Receivable, 1980  
Administration Accomplishments, 1980 [1]  
Administration Accomplishments, 1980 [2]  
Advance Office [CF, O/A 374]  
Advance Office, 1978 [CF, O/A 490]  
Advance Office, 1979  
Advance Office, 1980  
Advance Training Seminar [1]  
Advance Training Seminar [2]  
Aircraft Manifests, 1/20/77-6/30/77 [1]  
Aircraft Manifests, 1/20/77-6/30/77 [2]

#### **Container 2**

Aircraft Manifests, 1/78-6/78 [1]  
Aircraft Manifests, 1/78-6/78 [2]  
Aircraft Manifests, 1/78-6/78 [3]  
Aircraft Manifests, 1979 [1]  
Aircraft Manifests, 1979 [2]  
Aircraft Manifests, 1979 [3]  
Aircraft Manifests, 1979 [4]

#### **Container 3**

Aircraft Manifests, 1980 [1]  
Aircraft Manifests, 1980 [2]  
Aircraft Manifests, 1980 [3]  
Aircraft Manifests, 1/78-6/78 [3]  
Aircraft Manifests - Air Force One  
Aircraft Manifests - First Family - Fixed Wing and Helicopter  
Aircraft Manifests - Marine One  
Aircraft Manifests - White House Support, Fixed Wing [1]  
Aircraft Manifests - White House Support, Fixed Wing [2]  
Aircraft Manifests - White House Support, Helicopter

#### **Container 4**

Airplane Policy  
American Chamber of Commerce Executives - Boston, Massachusetts, 10/10/78  
American Institute of Industrial Engineers  
American Management Association, New York, New York  
Anti-Inflation Program - Federal, State, and Local  
Anti-Inflation Program Support Plan - Activity Tracking System

Anti-Inflation Speakers Program  
Anti-Inflation Work Plan  
Aragon, Joseph W., Office of  
Archives, National [1]  
Archives, National [2]  
Archives, National [3]  
Armored Vehicles

### **Container 5**

Art Work (Missing)  
Assistant Secretaries Group  
Audit of Executive Office [CF, O/A 491] [1]  
Audit of Executive Office [CF, O/A 491] [2]  
Authorization Bill - Report to Congress  
Automated Systems in the White House [1]  
Automated Systems in the White House [2]  
Barber Shop  
Bills  
Bills, 1978 [CF, O/A 490]  
Birth Date Listing  
Blair House  
Blood Bank Program

### **Container 6**

Bomb Incidents  
Bourne, Peter [CF, O/A 374]  
Bourne, Peter [CF, O/A 490]  
Braun, Bob - TV Show – Bowling Green, Kentucky - Chamber of Commerce  
Briefing Materials on Issues [CF, O/A 493] [1]  
Briefing Materials on Issues [CF, O/A 493] [2]  
Briefing Materials on Issues [CF, O/A 493] [3]  
Briefing on Government Continuity [1]  
Briefing on Government Continuity [2]  
Brookings Conference for Business Executives, 12/5/79  
Brookings Institution, 12/7/78

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Brooks, [Representative Jack] - Committee  
Budget, 1980  
Budget, 1981 [1]  
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Business Confidence  
Business Liaison [1]  
Business Liaison [2]

Cabinet  
Cabinet [CF, O/A374] [1]

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Cabinet [CF, O/A 374] [2]  
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Cabinet Meeting Minutes, 1979  
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Cafeteria  
Califano, Joseph A.  
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Camp David [2]  
Camp David [3]  
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Campaign Events in Maryland, 10/26/80  
Campaign Events in Virginia, 10/29/80  
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Campaign Trip to Roanoke, Virginia, 10/23/80 [1]  
Campaign Trip to Roanoke, Virginia, 10/23/80 [2]

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Campaign Trip to West Maryland, 10/4/80  
Campaign Workers [CF, O/A 374]  
Carpool - Vanpool  
Carter, Hugh A. - Office Files [1]  
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Carter, Hugh A. - Staff  
Carter, Hugh A. - Staff, 1978 [CF, O/A491] [1]  
Carter, Hugh A. - Staff, 1978 [CF, O/A491] [2]  
Carter's, Rosalynn - Communities Project  
Central Intelligence Agency  
Chattahoochee Boy Scout Council - Columbus, Georgia, 4/10/80  
Chauffeur - Driven Cars - Senator [William] Proxmire  
China

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China Visit [CF, O/A 494]  
Christmas [1]  
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Christmas, 1978 [CF, O/A493] [1]  
Christmas, 1978 [CF, O/A493] [2]  
Christmas, 1978 [CF, O/A493] [3]  
“Cities in Schools” Project  
Civil Service Reorganization [CF, O/A 490]  
Clearances from Counsel's Office [CF, O/A378] [1]

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Clearances from Counsel’s Office [CF, O/A378] [2]  
Clearances from Counsel’s Office [CF, O/A378] [3]  
Clearances from Counsel’s Office [CF, O/A378] [4]  
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Combined Federal Campaign [CF, O/A 374]  
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Comment Office [CF, O/A 374]

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Comment Office, 1978 [CF, O/A 491]  
Comment Office, 1979  
Commemorative Proclamations  
Commission Booklets (ID) and Staff Pins [1]  
Commission Booklets (ID) and Staff Pins [2]  
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Commissions and Certificates  
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Compensation of the President [1]  
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Computers, 1978 [CF, O/A490] [1]  
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Conference on Small Business I [1]  
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Congressional Liaison, 1978 [CF, O/A 491] [1]  
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Congressional Liaison, 1979 [1]  
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Congressional Liaison Frank Moore, 1977 [CF, O/A 374] [1]

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Congressional Liaison Frank Moore, 1977 [CF, O/A 374] [2]  
[Congressional Outreach Project, Hospital Cost Containment]  
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Consultants, 1978 [CF, O/A 490]  
Consultants [CF, O/A 374] [1]  
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Consumer Affairs, 1979  
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Correspondence - Agency Referrals [CF, O/A 374]  
Correspondence - Agency Referrals, 1978 [CF, O/A 491]  
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Correspondence - Alpha [Ballard - Benedict] [CF, O/A 379]  
Correspondence - Alpha [Berman - Brown] [CF, O/A 379]  
Correspondence - Alpha [Browning - Cockrell] [CF, O/A 379]

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Correspondence - Alpha [Coile - Diamond] [CF, O/A 379]  
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Correspondence - Alpha [Ferachi - Friedman] [CF, O/A 379]  
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Correspondence - Alpha Alpha [Hayes - Jaffe] [CF, O/A 379]  
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Correspondence - Alpha [Robb - Schultz] [CF, O/A 380]  
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Correspondence - Miscellaneous [Fay - Huffman]  
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Counsel's Office  
Counsel's Office, 1978 [CF, O/A 491]  
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Crites, Ann Curators  
Damadian, Raymond [CF, O/A 491]  
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Democratic National Committee (DNC)  
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Draft Procedures for White House Residence [1]  
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Eizenstat, Stuart  
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Executive Protective Service, 1978 [CF, O/A 491] [2]

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General Services Administration (GSA)

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Harden, Richard [CF, O/A 375]  
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Hospital Cost Containment  
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## **Valerio Giannini's Files**

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ADP - Issue Tracking  
ADP - Mitre Report  
ADP - Name/Organization  
ADP - Presidential Personnel  
ADP - Systems - Overall [1]  
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Body Shop - Current Searches  
Body Shop - Professional  
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Correspondence Office - Agency Referrals  
Correspondence Office - Autopen/Telegram  
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Correspondence Office - Gift Unit  
Correspondence Office - Guidelines/Rules  
Correspondence Office - Key Statistics  
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Correspondence Office - Quality Control  
Correspondence Office - Simpson Review  
Correspondence Office - Staffing  
Correspondence Office - WAEs (When Actually Employed)  
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Facilities - Current Space  
Facilities - Energy  
Facilities - Maintenance  
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#### **Container 5**

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Financial - EOP Finance  
Financial - 50 K Allowance  
Financial - Financial Disclosure  
Financial - FY 81 Budget  
Financial - FY 82 Budget  
Financial - Freeze Accounting  
Financial - GAO  
Financial - GAO Special Review  
Financial - Taxes  
Financial - Travel (1980) [1]  
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Financial - Unanticipated Needs  
Financial - White House Budget  
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Management - Christmas 1980 [1]  
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Management - Democratic National Committee  
Management - Delegation of Authority  
Management - Fedor's Weekly Report  
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Management - Linowitz, Sol  
Management - Major Task Status  
Management - Bi-Monthly Management Meeting, 4/80  
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Management - Operating Unit Staffing Plan  
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Management - Transition Notes  
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Personnel - Facilities/Equipment/Supply  
Personnel - First Lady's Staff  
Personnel - Head Count Report  
Personnel - Interns  
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Personnel - New System  
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Political/Official - 1980 Campaign Information [1]  
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Residence - Entertainment Budget  
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Residence - House Keepers Search  
Residence - Monthly  
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Residence - Proposed Staff Director's Instructions on Executive Residence Events  
Residence - Reimbursement  
Residence - Rex [Scouten] - President [1]  
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Residence - Residence FY 1982 Budget

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Artwork - Rasmussen, Jack  
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Energy Conservation Outreach - Briefing Book, 6/25/80 - Phase II Draft [1]  
Energy Conservation Outreach - Briefing Book, 6/25/80 - Phase II Draft [2]  
Energy Conservation Outreach - Briefing Book, 6/25/80 -Phase II Draft [3]  
Energy Conservation Outreach - Briefing Book, 6/26/80 - Status Report  
Energy Conservation Outreach - Briefing Book, 7/22/80 - Status Report [1]  
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Energy Efficiency Program - Energy Efficiency Mailing [3]  
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Energy Efficiency Program - ["Gas Savers" Promotional Literature, 7/80]  
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Energy Efficiency Program - Phase II Residential Kit, 7/80 [2]  
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Planned Projects  
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Presidential Libraries - Background Information - Eisenhower Library  
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Presidential Libraries - Building Guidelines [1]  
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Presidential Libraries - Building Guidelines [3]  
Presidential Libraries - Building Guidelines [4]

### **Container 12**

Presidential Libraries - Establishment of a Library  
Presidential Libraries - General [1]  
Presidential Libraries - General [2]  
Presidential Libraries - General [3]  
Presidential Libraries - General [4]  
Presidential Libraries - General [5]  
Presidential Libraries - General [6]  
Presidential Libraries - General [7]  
Presidential Libraries - General [8]  
Presidential Libraries - General [9]  
Presidential Libraries - General [10]

### **Container 13**

Presidential Libraries - General [11]  
Presidential Libraries - General [12]  
Presidential Libraries - General [13]  
Presidential Libraries - General [14]  
Presidential Libraries - [Photographs]  
Presidential Libraries - Presidential Papers  
Presidential Libraries - Senator Chiles' Bill  
Presidential Libraries - [Senator Chiles' Bill] - Old Drafts [1]  
Presidential Libraries - [Senator Chiles' Bill] - Old Drafts [2]  
Presidential Management Improvement Council  
Publications [1]

#### **Container 14**

Publications [2]

Publications [3]

Residence Management Committee

Second Term Organization

Security [1]

Security [2]

Security Briefing, 6/13/80

Small Business Administration [1]

Small Business Administration [2]

Small Business Administration [3]

Small Business Administration - White House Conference on Small Business

#### **Container 15**

Solar Project - Hot water for the White House [1]

Solar Project - Hot water for the White House [2]

Solar Project - Hot water for the White House [3]

Solar Project - Hot water for the White House [4]

Solar Project - Hot water for the White House [5]

Solar Project - Hot water for the White House [6]

Speech - Reference Material [1]

Speech - Reference Material [2]

Speech - Reference Material [3]

Speech - Reference Material [4]

#### **Container 16**

Speech - Reference Material [5]

Speech - Reference Material [6]

Speech - Reference Material - Clippings

Speech - Reference Material - Fact

Sheets Staff Enrichment Programs

Staff Pins

Task Force - Detailee Definitions

Tours [of the White House]

Transition 1980-81 [1]

Transition 1980-81 [2]

Transition 1980-81 [3]

Travel Guidelines

White House Fellows Program [1]

White House Fellows Program [2]

White House Fellows Program [3]

White House Fellows Program [4]

Women's Task Force

Wood Stove

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## **Ralph Peck's Subject Files**

### **Container 1**

ADP (Automated Data Processing) -Applications, General  
ADP - Central Unit  
ADP - Congressional Liaison  
ADP - Correspondence  
ADP - Diary  
ADP - First Lady  
ADP - Grant Tracking  
ADP - Issue Management System  
ADP - Los Altos Research Center  
ADP - Miscellaneous [1]  
ADP - Miscellaneous [2]

### **Container 2**

ADP - Name/Organization Code File  
ADP - Press Release  
ADP - Scheduling  
ADP - Staff Calendar  
ADP - Staff Contact Log  
ADP - Staff Secretary  
ADP - Status Reports 1978-79 [1]  
ADP - Status Reports 1978-79 [2]

### **Container 3**

ADP - Status Reports 1978-79 [3]  
ADP - Status Reports for Hugh A. Carter  
ADP - Summary Work Sheets  
ADP Systems Documentation - Automated Information Systems (AIS) in the White House Office, Calendar of Events (Final Report) [1]  
ADP Systems Documentation - Automated Information Systems (AIS) in the White House Office, Calendar of Events (Final Report) [2]

### **Container 4**

ADP Systems Documentation - AIS in the White House Office, Congressional Information Outreach System Volume 1 [1]  
ADP Systems Documentation - AIS in the White House Office, Congressional Information Outreach System Volume 1 [2]  
ADP Systems Documentation - AIS in the White House Office, Congressional Information Outreach System Volume 2 [1]  
ADP Systems Documentation - AIS in the White House Office, Congressional Information Outreach System Volume 2 [2]

### **Container 5**

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

#### **Container 6**

ADP Systems Documentation - AIS in the White House Office, Program Announcement Tracking Contact File  
ADP Systems Documentation - AIS in the White House Office, Small-Scale Hydro Site Data Base  
ADP - Urban Policy System  
ADP - Vote Tally System  
ADP - White House Integrated Correspondence Tracking  
Ainsworth  
Automated Information Systems in the White House Office, 6/80  
Automated Systems in the White House

#### **Container 7**

Bario, Pat's Log  
Bario, Pat's Log, Index  
Bario, Pat's Log, Owner's Manual  
Bario, Pat's Log Volume 1  
Bario, Pat's Log Volume 2

#### **Container 8**

Bario, Pat's Log Volume 3  
Bario, Pat's Log Volume 4

#### **Container 9**

Bario, Pat's Log Volume 5  
Bario, Pat's Log Volume 6

#### **Container 10**

Bario, Pat's Log Volume 7

#### **Container 11**

Bario, Pat's Log Volume 8

**Container 12**

Bario, Pat's Log Volume 9

**Container 13**

Bario, Pat's Log Volume 10

Bario, Pat's Log Volume 11

**Container 14**

Calendar of Events, Final Report

Calendar of Executive Actions

Cluster I - Policy

Cluster IV - Administration

Cluster V - Text Processing

Correspondence Tracking System (C Track)

Correspondence with Office of Administration [1]

**Container 15**

Correspondence with Office of Administration [2]

Correspondence with White House Communication Agency [1]

Correspondence with White House Communication Agency [2]

Energy Conservation Pledge Tracking System (General Description)

First Lady's Log System Reference Manual

[Information Management Manual]

Mail/Organization System

**Container 16**

Management Information Services (MIS) Contract Support

Master Event Calendar System (Notebook - WHCA Computer Applications)

MIS Products/Service Reports

Name/Organization File

Name/Organization System

National Association of State Information Systems (NASIS)

Peterson, Esther

Photo Retrieval System

Presidential Address Book (Kardex)

Presidential Diary System (Diary/Contact File)

Presidential Gift System (Gift File)

Presidential Outgoing Correspondence Log (Corlog)

Presidential Personnel - Arnie Miller [1]

Presidential Personnel - Arnie Miller [2]

Presidential Personnel Files

**Container 17**

Presidential Personnel Office (PPO), Appointments, (Computer Printouts)

**Container 18**

PPO - Candidate Assignment Tracking System  
PPO - Candidate Assignment Tracking System, Computer Manual, 10/80  
PPO - Candidate Assignment Tracking System - List of Candidates, 2/80 [1]  
PPO - Candidate Assignment Tracking System - List of Candidates, 2/80 [2]  
PPO - Candidate Assignment Tracking System - Procedures Manual  
PPO - Candidate Assignment Tracking System - Training Manual, 4/80  
PPO - Candidate Assignment Tracking System - User's Manual, 1/80  
PPO - Computer User's Manual, 7/77  
PPO - Example Reports [1]

#### **Container 19**

PPO - Example Reports [2]

#### **Container 20**

PPO - Example Reports [3]

#### **Container 21**

PPO - Plum File  
PPO - Plum Files, Computer Printouts [1]

#### **Container 22**

PPO - Plum Files, Computer Printouts [2]

#### **Container 23**

PPO - Plum Files, Job List  
PPO - Plum Files, User's Manual  
PPO - Procedures Guide, 1/75  
PPO - Talent Information Profile  
PPO - Talent Information Profile, Talent Information Program (TIP) Training Manual  
PPO - Talent Information Profile, TIP User's Manual, 10/80  
Presidential Personnel Office Placement System (PPOPS), Requirements Specification [1]  
PPOPS - Requirements Specification [2]  
PPOPS - Requirements Specification [3]

#### **Container 24**

Press Releases - Notes  
Press Releases - Questionnaires  
Speaking Engagement File  
Speaker Tracking - Computer Printout  
Speaker Tracking - Computer Tapes  
Speaker Tracking - Events Volume 1

#### **Container 25**

Speaker Tracking - Events Volume 2  
Speaker Tracking - Events Volume 3

**Container 26**

Speaker Tracking - Events Volume 4  
Speaker Tracking - Events Volume 5

**Container 27**

Speaker Tracking - Events Volume 6  
Speaker Tracking - Events Volume 7

**Container 28**

Speaker Tracking - Events Volume 8  
Speaker Tracking - Events Volume 9

**Container 29**

Speaker Tracking - Events Volume 10  
Speaker Tracking - Events Volume 11

**Container 30**

Speaker Tracking - Events Volume 12  
Speaker Tracking - Events Volume 13

**Container 31**

Speaker Tracking - Events Volume 14  
Speaker Tracking - Events Volume 15  
Speaker Tracking - Index

**Container 32**

Speaker Tracking - Reports

**Container 33**

Speaker Tracking - Speakers Volume 1  
Speaker Tracking - Speakers Volume 2  
Speaker Tracking - Speakers Volume 3  
Speaker Tracking - System User's Manual

**Container 34**

Staff Secretary Log  
Talent Information Program (TIP) [1]  
Talent Information Program (TIP) [2]  
Talent Information Program (TIP) [3]  
Talent Information Program (TIP) [4]  
Talent Information Program (TIP) [5]

**Container 35**

Talent Information Program (TIP) [6]  
Talent Information Program (TIP) [7]  
Talent Information Program (TIP) [8]

**Container 36**

Talent Information Program (TIP) [9]

**Container 37**

Talent Information Program (TIP) [10]

**Container 38**

Talent Inventory Program, Skills Cataloging System  
White House Bureau (Speakers Index)  
White House Classification Index, 1/81 [1]  
White House Classification Index, 1/81 [2]  
White House Integrated Correspondence Tracking System  
White House Name List Services System  
White House Name/Organization File  
White House Name/Organization File, Handbook  
White House Office Personnel

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**Phil Larsen's Subject Files****Container 1**

Administrative Automated Data Processing (ADP)  
Administrative Recycling Paper  
Books on Loan from Library of Congress  
Budget Task Force  
Christmas, 1979  
Christmas, 1980  
Cities in School Projects  
Duplicating and Messenger Services [1]  
Duplicating and Messenger Services [2]  
Executive Office of the President (EOP) History  
First Lady's Advisory Committee  
General Accounting Office (GAO) Report - Executive Office of the President Reorganization

**Container 2**

Government Organization and Employees  
Historical - Boards, Commissions, Committees, etc.  
Historical - White House Handbook  
Interagency Committee on the Integration of Human Services  
Interagency Coordinating Council  
National Alliance of Businessmen  
Printing - White House Stationary  
Procedures Manual  
Procedures - Eliminate Waste, Fraud, and Error in Government Programs

Proposed Booklet: The White House Office  
Proposed Press Advance Manual  
Proposed Regulation: Administrative Control of Funds  
Proposed White House Reorganization - Tim Kraft's Office  
Reorganization - White House Office of Administration's Problems during Transition

### **Container 3**

Transfers for Presidential Library  
Transfer of Functions - Office of Management and Budget and General Services Administration  
Weddington, Sarah's Newsletter  
Weddington, Sarah's Office  
White House Task Force on Regulatory Reform

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### **Landon Kite's Subject Files**

#### **Container 1**

Agency Bulk Referral Follow-Up Request, 7/12/77 [OA 8696]  
Auto Penned Signatures 8/77-1/77 [OA 8696]  
Carter, Lillian's Mail [OA 8696]  
Children's Book [OA 8696]  
Complaint Letters [OA 8696]  
Correspondence [OA 8696]  
Correspondence Section Work Reports [OA 8696]

#### **Container 2**

Dispatched and Referral Mail to all Departments [OA 8696]  
Final Candidate Reports for the 1978 Primary Election [OA 5888]  
Memorandum [OA 8696]  
Photographs [OA 8696]  
Presidential and First Family Mail Daily Activity Report [OA 8696]  
Presidential and First Lady Mail Held in the White House Staff Office for Reply [OA 8696]  
Presidential Mail Summary Logs, 1/77 [OA 5888]  
Presidential Mail Summary Logs, 2/77 [OA 5888]  
Presidential Mail Summary Logs, 3/77 [OA 5887]

#### **Container 3**

Presidential Mail Summary Logs, 4/77 [OA 5888]  
Presidential Mail Summary Logs, 5/77 [OA 5888]  
Presidential Mail Summary Logs, 6/77 [OA 5888]  
Presidential Mail Summary Logs, 7/77 [OA 5888]  
Presidential Mail Summary Logs, 8/77 [OA 5888]  
Presidential Mail Summary Logs, 9/77 [OA 5888]  
Presidential Mail Summary Logs, 10/77 [OA 5888]

#### **Container 4**

Presidential Mail Summary Logs, 11/77 [OA 5888]  
Presidential Mail Summary Logs, 12/77 [OA 5888]  
The President's Mail from the Congress and Senate [OA 5887]  
Week Ending Reports, 1977 [OA 8696]  
Week Ending Reports, 1/77-12/77 [OA 8696]  
Weekly Mail Reports, 1/78-12/78 [OA 8696]  
White House Comment Reports, 1/77-12/77 [OA 8696]  
White House Comment Reports, 1/78-12/78 [OA 8696]  
White House Correspondence Units Status Report [OA 8696]

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#### **Jane Simpson's Subject Files**

##### **Container 1**

Business [OA 9850]  
Campaign Host [OA 9850]  
Campaign Staff [OA 9850]  
Carter, Jimmy Steering Committee [OA 9851]  
Carter Mondale Staff in Michigan [OA 9850]  
Celebrities [OA 9850]  
Christmas Card List [OA 9850]  
Christmas Cards [OA 9850]  
Christmas Cards Return Envelops [OA 9850] [1]

##### **Container 2**

Christmas Cards Return Envelops [OA 9850] [2]  
Delegates and Alternates [OA 9850]  
Democratic National Committee [OA 9850]  
Early Jimmy Carter Supporters [OA 9850]  
Education [OA 9850]  
Government Appointees [OA 9850]  
Hispanics [OA 9850]  
Inaugural Committee [OA 9850]  
Iowa Delegates [OA 9850]  
National Score Council [OA 9850]

##### **Container 3**

Newspaper Clippings [OA 9851]  
Religious [OA 9850]  
Schedules [OA 9851] [1]  
Schedules [OA 9851] [2]  
Schedules [OA 9851] [3]

##### **Container 4**

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Schedules [OA 9851] [5]  
Trip - Chicago [OA 9851]  
Trip - Georgia [OA 9851]  
Trip - Washington, DC [OA 9851]  
White House Correspondence Manual [OA 9849]

### **Container 5**

White House Correspondence Manual Drafts [OA 9849] [1]  
White House Correspondence Manual Drafts [OA 9849] [2]  
White House Correspondence Manual Drafts [OA 9849] [3]  
White House Correspondence Manual Drafts [OA 9849] [4]  
White House Correspondence Manual Drafts [OA 9849] [5]  
White House Correspondence Manual Drafts [OA 9849] [6]

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### **Pamela Zinn's Subject Files**

#### **Container 1**

ADP Status Report [O/A 7258]  
Agency Contacts [O/A 7258]  
Agency Forms [O/A 7258]  
Children's Hospital [O/A 7258]  
Christmas Party, 1979 [OA 7258]  
Combined Federal Campaign [O/A 7258] [1]  
Combined Federal Campaign [O/A 6230] [2]  
Department Heads and Supervisors [O/A 6230]  
Detaillee and Intern Policy, 1977 [O/A 6230]  
Dominance, Inducement, Steadiness and Compliance [O/A 6230]  
DOW Chemical [O/A 7258]  
Executive Office of the President Computer Center Users [O/A 6230]

#### **Container 2**

Executive Office of the President Orientation Program [O/A 6230]  
Godrey, Therese [O/A 6230]  
Hugh A. Carter Speech to New York Democrats, 7/13/79 [O/A 7258]  
Human Resources Background Information [O/A 6230]  
Human Resources Development Schedule [O/A 6230]  
Human Resources Management Program [O/A 7258]  
Intern Program [O/A 6230]  
Interviews [O/A 7258]  
Job Classification for Office Support Personnel [O/A 7258]  
John Paul II [O/A 6230]  
Kinnucan, William [O/A 6230]  
Management Reporting [O/A 7258]

McManis, Jerry [O/A 7258]  
Miscellaneous [O/A 7258]  
Miscellaneous File [O/A 6230]  
Office of Administration Services Directory [O/A 6230]  
Operating Unit Report [O/A 7258]  
Operation Christmas [1] [O/A 6230]

### **Container 3**

Operation Christmas [2] [O/A 6230]  
Parking [O/A 6230]  
Performance Analysis Workshop [O/A 6230]  
Performance Appraisal of Virginia Employee [O/A 7258]  
Performance Evaluation Program [O/A 6230]  
Personnel Manual [O/A 6230]  
Personnel Orientation [O/A 7258]  
Presidential Mail Referred to Agencies [O/A 6230]  
Presidential Referred Correspondence, 8/2/78 [O/A 6230]  
Public Relation Article for HAC  
Public Relation Strategy of Hugh Carter [O/A 7258]  
Qualification Standards [O/A 6230]  
Quarterly Mail Reports [O/A 7258]  
Records and Information Management [O/A 6230]  
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Staff Assembly [O/A 6230]  
Staff Meeting [O/A 6230]  
Standards of Performance [O/A 7258]

### **Container 4**

Subject Agency Index [O/A 7258]  
Telephone Techniques Workshop [O/A 6230]  
Travel Reimbursement Policy [O/A 6230]  
Tunison, Eileen [O/A 7258]  
Univar Corporation, 1979 Annual Report [O/A 6230]  
White House Information Center [O/A 7258]  
White House Issue Tracking System [O/A 7258]  
White House Mail Section and Post Office Employees [O/A 6230]  
White House Management [O/A 7258]  
Working Group Correspondence [O/A 6230]

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## **Telegraph Office Correspondence Files**

### **Container 1**

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Telegrams - D-G, 1/77

Telegrams - H-M, 1/77  
Telegrams - N-Z, 1/77

**Container 2**

Telegrams - A-G, 2/77  
Telegrams - H-K, 2/77  
Telegrams - L-P, 2/77  
Telegrams - Q-Z, 2/77

**Container 3**

Telegrams - A-E, 10/77  
Telegrams - F-K, 10/77  
Telegrams - L-N, 10/77

**Container 4**

Telegrams - O-P, 10/77  
Telegrams - Q-S, 10/77  
Telegrams - T-V, 10/77  
Telegrams - W-Z, 10/77

**Container 5**

Telegrams - A-C, 11/77  
Telegrams - D-G, 11/77  
Telegrams - H-M, 11/77

**Container 6**

Telegrams - N-O, 11/77  
Telegrams - S-V, 11/77  
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**Container 7**

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**Container 8**

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**Container 9**

Telegrams - N-Q, 10/78  
Telegrams - R-S, 10/78  
Telegrams - T-W, 10/78  
Telegrams - W-Z, 10/78

**Container 10**

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Telegrams - D-E, 11/78  
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**Container 11**

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Telegrams - S, 11/78  
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Telegrams - B-C, 5/79  
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**Container 13**

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Telegrams - H-J, 5/79  
Telegrams - K, 5/79  
Telegrams - L, 5/79  
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**Container 14**

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Telegrams - P, 5/79

Telegrams - Q-R, 5/79  
Telegrams - S, 5/79

**Container 15**

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**Container 16**

Telegrams - A, 6/79  
Telegrams - C, 6/79  
Telegrams - G, 6/79

**Container 17**

Telegrams - A-C, 7/79  
Telegrams - D, 7/79  
Telegrams - E-G, 7/79  
Telegrams - H-K, 7/79

**Container 18**

Telegrams - L-M, 7/79  
Telegrams - N-O, 7/79  
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**Container 19**

Telegrams - A-C, 10/79  
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Telegrams - H-J, 10/79  
Telegrams - K-M, 10/79

**Container 20**

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Telegrams - Q-R, 10/79  
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**Container 22**

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Telegrams - U-Z, 8/80

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Telegrams - A-L, 9/80

Telegrams - M-Z, 9/80

Telegrams - A-B, 10/80

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Telegrams - O-R, 10/80

Telegrams - S-T, 10/80

**Container 26**

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Telegrams - A-L, 11/80

Telegrams - M-Z, 11/80

Telegrams - A-B, 1/81

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Telegrams - E-G, 1/81

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**Container 27**

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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.