



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: 86 linear feet, 2 linear inches open for research, 197 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:

<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

**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.

## 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

### **Container 7**

Brooks, [Representative Jack] - Committee  
Budget, 1980  
Budget, 1981 [1]  
Budget, 1981 [2]  
Budget, 1982  
Budgets  
Business Confidence  
Business Liaison [1]  
Business Liaison [2]

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

### **Container 8**

Cabinet [CF, O/A 374] [2]  
Cabinet [CF, O/A 374] [3]  
Cabinet Meeting Minutes, 1979  
Cable TV  
Cafeteria  
Califano, Joseph A.  
Camp David [1]  
Camp David [2]  
Camp David [3]  
Camp David [4]

### **Container 9**

Camp Hoover  
Campaign, 1980 [1]  
Campaign, 1980 [2]  
Campaign, 1980 [3]  
Campaign, 1980 [4]  
Campaign Events in Maryland, 10/26/80  
Campaign Events in Virginia, 10/29/80  
Campaign Trip to Illinois, 10/17/80  
Campaign Trip to Roanoke, Virginia, 10/23/80 [1]  
Campaign Trip to Roanoke, Virginia, 10/23/80 [2]

### **Container 10**

Campaign Trip to West Maryland, 10/4/80  
Campaign Workers [CF, O/A 374]  
Carpool - Vanpool  
Carter, Hugh A. - Office Files [1]  
Carter, Hugh A. - Office Files [2]  
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

### **Container 11**

China Visit [CF, O/A 494]  
Christmas [1]  
Christmas [2]



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]

### **Container 12**

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]  
Combined Federal Campaign  
Combined Federal Campaign [CF, O/A 374]  
Comment Office  
Comment Office [CF, O/A 374]

### **Container 13**

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]  
Commission Booklets (ID) and Staff Pins [3]  
Commissions  
Commissions and Certificates  
Comp Time  
Compensation of the President [1]  
Compensation of the President [2]  
Compensation of the President [3]

### **Container 14**

Computations of Special and Regular Tours [1]  
Computations of Special and Regular Tours [2]  
Computers  
Computers, 1978 [CF, O/A490] [1]  
Computers, 1978 [CF, O/A490] [2]  
Computers, 1978 [CF, O/A490] [3]  
Computers, 1978 [CF, O/A490] [4]  
Computers, 1979 [1]

### **Container 15**

Computers, 1979 [2]  
Computers, 1979 [3]  
Conference for Business Executives on Government Operations  
Conference on Small Business I [1]  
Conference on Small Business I [2]

Conference on Small Business II [1]  
Conference on Small Business II [2]  
Conference on Small Business III [1]  
Conference on Small Business III [2]

#### **Container 16**

Conference on Small Business III [3]  
Congressional Activity [1]  
Congressional Activity [2]  
Congressional Liaison  
Congressional Liaison, 1978 [CF, O/A 491] [1]  
Congressional Liaison, 1978 [CF, O/A 491] [2]  
Congressional Liaison, 1978 [CF, O/A 491] [3]  
Congressional Liaison, 1979 [1]  
Congressional Liaison, 1979 [2]  
Congressional Liaison Frank Moore, 1977 [CF, O/A 374] [1]

#### **Container 17**

Congressional Liaison Frank Moore, 1977 [CF, O/A 374] [2]  
[Congressional Outreach Project, Hospital Cost Containment]  
Conservation Energy Awards Program  
Consultants  
Consultants, 1978[CF, O/A 490]  
Consultants [CF, O/A 374] [1]  
Consultants [CF, O/A 374] [2]  
Consumer Affairs, 1979  
Consumer Affairs, 1979 [CF, O/A 491]  
Continuity of Government Concerns  
Continuity of Government Concerns II

#### **Container 18**

Correspondence - Agency Referral, 1979  
Correspondence - Agency Referrals  
Correspondence - Agency Referrals [CF, O/A 374]  
Correspondence - Agency Referrals, 1978 [CF, O/A 491]  
Correspondence - Alpha [Acree - Ayers] [CF, O/A 379]  
Correspondence - Alpha [Ballard - Benedict] [CF, O/A 379]  
Correspondence - Alpha [Berman - Brown] [CF, O/A 379]  
Correspondence - Alpha [Browning - Cockrell] [CF, O/A 379]

#### **Container 19**

Correspondence - Alpha [Coile - Diamond] [CF, O/A 379]  
Correspondence - Alpha [Diamondstein - Feldman] [CF, O/A 379]  
Correspondence - Alpha [Ferachi - Friedman] [CF, O/A 379]  
Correspondence - Alpha [Fukamoto - Grizzard] [CF, O/A 379]  
Correspondence - Alpha [Guthridge - Hawes] [CF, O/A 379]

Correspondence - Alpha Alpha [Hayes - Jaffe] [CF, O/A 379]  
Correspondence - Alpha [Jennings - Knight] [CF, O/A 379]

### **Container 20**

Correspondence - Alpha [Knoil - Marriott] [CF, O/A 379]  
Correspondence - Alpha [Marsh - Minto] [CF, O/A 379]  
Correspondence - Alpha [Mitchell - O'Brien] [CF, O/A 380]  
Correspondence - Alpha [O'Niell - Railsback] [CF, O/A 380]  
Correspondence - Alpha [Ramirez - Ringel] [CF, O/A 380]  
Correspondence - Alpha [Robb - Schultz] [CF, O/A 380]  
Correspondence - Alpha [Schumacher - Slappey] [CF, O/A 380]  
Correspondence - Alpha [Smith - Stephens] [CF, O/A 380]

### **Container 21**

Correspondence - Alpha [Stephenson - Van Cleave] [CF, O/A 380]  
Correspondence - Alpha [Van Housen - Woolen] [CF, O/A 380]  
Correspondence - Alpha [Woolf - Zweig] [CF, O/A 380]  
Correspondence - Miscellaneous [Abramowitz - Callahan]  
Correspondence - Miscellaneous [Capper - Farrar]  
Correspondence - Miscellaneous [Fay - Huffman]  
Correspondence - Miscellaneous [Hunt - Marcus]  
Correspondence - Miscellaneous [Marts - Rhodes]  
Correspondence - Miscellaneous [Rimmer - Shoerner]

### **Container 22**

Correspondence - Miscellaneous [Schwickrath - Sisk]  
Correspondence - Miscellaneous [Small - Taylor]  
Correspondence - Miscellaneous [Templeton - Whiten]  
Correspondence - Miscellaneous [Wilson - Zaidi]  
Correspondence Tracking System [1]  
Correspondence Tracking System [2]  
Costanza, Midge [CF, O/A 374]  
Costanza, Midge [CF, O/A 490]  
Council on Environmental Quality  
Council on Wage and Price Stability - Organizational Material

### **Container 23**

Council on Wage and Price Stability - Staffing  
Counselor to the President on Aging [CF, O/A 491]  
Counselor to the President on Aging, 1979  
Counselor to the President on Aging - Harold Sheppard  
Counsel's Office  
Counsel's Office, 1978 [CF, O/A 491]  
Counsel's Office, 1979  
Counsel's Office - Bob Lipshutz [CF, O/A 374]  
Cardiopulmonary Resuscitation (CPR) Course

Crites, Ann Curators  
Damadian, Raymond [CF, O/A 491]  
Day Care  
Daytona 500 Breakfast/Bill Curry  
Defense Organization  
Democratic National Committee (DNC)  
Democratic National Committee - Fundraiser  
Democratic National Committee, 1978 [CF, O/A 491]  
Democratic National Committee's Sports Weekend

#### **Container 24**

Detailees [1]  
Detailees [2]  
Detailees [3]  
Detailees [4]  
Director of White House Operations Candidate  
Domestic Policy Review System  
Donovan, Hedley, 1979  
Donovan, Hedley, 1980  
Draft  
Draft Procedures for White House Residence [1]  
Draft Procedures for White House Residence [2]  
Economic Policy Group  
Education, Department of  
Eidenberg, Gene - Office  
Eizenstat, Stuart  
Eizenstat, Stuart/Office, 1977 [CF, O/A 374]  
Eizenstat, Stuart - Office, 1978[CF, O/A 491] [1]

#### **Container 25**

Eizenstat, Stuart - Office, 1978 [CF, O/A 491] [2]  
Elberton County Chamber of Commerce  
Electrical Power System  
Emergency Dismissal Procedures  
Emergency Planning for Overseas Trips  
Employment  
Energy  
Energy, 1979 [1]  
Energy, 1979 [2]  
Energy Efficiency Task Force [1]  
Energy Efficiency Task Force [2]

#### **Container 26**

Energy Efficiency Task Force [3]  
Energy Office [CF, O/A 374]  
Energy Office [CF, O/A 491]

Energy Reports  
Entertainment Fund [1]  
Entertainment Fund [2]  
Ethics in Government  
Ethics Special Assistant - Steve Aiello  
Eulogy for Amateur Boxers  
Executive Action Calendar  
Executive Office of the President (EOP) - Reorganization Decisions [1]  
EOP - Reorganization Decisions [2]

### **Container 27**

EOP - Reorganization Decisions [3]  
EOP - Reorganization Decisions [4]  
EOP - Reports [1]  
EOP - Reports [2]  
EOP - Reports [3]  
Executive Protection Service (EPS)  
Executive Protection Service - Protection of United Nations  
Executive Protective Service  
Executive Protective Service, 1978 [CF, O/A 491] [1]  
Executive Protective Service, 1978 [CF, O/A 491] [2]

### **Container 28**

Executive Residence [1]  
Executive Residence [2]  
Executive Residence [3]  
Executive Residence Appropriation  
Executive Residence Budget  
Executive Residence Budget, 1979 [CF, O/A 490]  
Executive Residence Budget, 1980 [1]  
Executive Residence Budget, 1980 [2]  
Executive Residence Budget Presentation - Spring 1979  
Executive Residence Job Descriptions  
Executive Residence Organization and Procedures Manual [1]

### **Container 29**

Executive Residence Organization and Procedure Manual [2]  
Executive Residence Reorganization [1]  
Executive Residence Reorganization [2]  
Federal Emergency Management Agency  
Federal Preparedness Agency - S. 1209  
First Lady's Log - Output Products  
First Lady's Office  
First Lady's Office, 1977 [CF, O/A 375] [1]  
First Lady's Office, 1977 [CF, O/A 375] [2]  
First Lady's Office, 1978 [CF, O/A 491]

### **Container 30**

First Lady's Office, 1980  
Fitzpatrick, Mary  
Former Presidents [1]  
Former Presidents [2]  
Former Presidents [3]  
Former Presidents [4]  
Former Presidents [5]  
Former Presidents' Act [1]  
Former Presidents' Act [2]

### **Container 31**

Former Presidents' Act [3]  
Former Presidents' Act [4]  
Former Presidents' Act [5]  
Former Presidents' Act [6]  
Former Presidents' Facilities and Services Act, 1980 [1]  
Former Presidents' Facilities and Services Act, 1980 [2]  
Former Presidents' Office  
Funeral Plans  
Gable, Dorothy Ann

### **Container 32**

Gate List (North Lawn) - Pope's Visit [Addabbo - Zylla]  
Gate List (South Lawn) - Pope's Visit [Abate - Lyter]  
Gate List (South Lawn) - Pope's Visit [Maass - Zurnelli]  
Gate List (North and South) - Regrets, Pope's Visit [Abboud - Yeung]  
General Accounting Office [1]  
General Accounting Office [2]  
General Accounting Office Bill  
General Accounting Office - Transition Flights  
General Services Administration (GSA)  
GSA [CF, O/A 375] [1]  
GSA [CF, O/A 375] [2]  
GSA, 1978 [CF, O/A 491]  
GSA, 1979  
Georgia Archives  
Georgia Mountains Planning and Development Commission

### **Container 33**

Georgia Tech Classroom, 10/22/79  
Germany [Bonn] Pre-Advance, 6/78-7/78 [1]  
Germany [Bonn] Pre-Advance, 6/78-7/78 [2]  
Gift Report, 11/77 [1]  
Gift Report, 11/77 [2]  
Gift Report, 2/78 [1]

Gift Report, 2/78 [2]  
Gift Unit

**Container 34**

Gift Unit [CF, O/A 375] [1]  
Gift Unit [CF, O/A 375] [2]  
Gift Unit [CF, O/A 491]  
Governors' Conference on Libraries - Speech, 9/15/77  
Grant Notification  
Growth of Government Activity, 1960-1979  
Gulley, Bill  
Harden, Richard [CF, O/A 375]  
Harkins, Viola Louise  
Harvard Business School Club  
Health Unit  
Hospital Cost Containment  
Hospital Cost Containment Work Plan  
Hot List, 5/4/79  
House Budget Testimony, 1979

**Container 35**

[House Leanings on Hospital Costs]  
Hunter, Jim  
Inauguration  
Industrial Development Bank  
Inflation [1]  
Inflation [2]  
Inflation [3]  
Inflation [4]  
Inflation [5]  
Inflation [6]

**Container 36**

Inflation [7]  
Inflation, 1978 [CF, O/A 491] [1]  
Inflation, 1978 [CF, O/A 491] [2]  
Inflation Briefing, 7/13/78  
Inflation Briefing View Graphs  
Inflation - Long-Range Continuing Activities  
Inflation Material  
Inflation Task Force Status Report, 3/18/80  
Inflation Working Notebook [1]  
Inflation Working Notebook [2]  
[Information and Data Needs of the Senior Policy Staff]  
Initial White House Automated Systems

**Container 37**

[Inquire System] Intelligence Oversight Board  
Intelligence Oversight Board [CF, O/A 375]  
Intelligence Oversight Board, 1978[CF, O/A 491]  
Interagency Coordinating Council  
International Association of Amusement Parks  
International Energy Situation Outlook, 1985  
Interns - Iran  
Ivory Item  
Jackson Place, 716  
Jefferson-Jackson Day Dinner, Atlanta, 3/3/78  
Jewish Affairs Office

**Container 38**

Johnson Library, Lyndon Baines  
Jordan, Hamilton  
Jordan, Hamilton - Office, 1977 [CF, O/A 375]  
Jordan, Hamilton - Office, 1978 [CF, O/A 491]  
Jordan, Hamilton - Office, 1980  
Justification for Personnel, 8/79  
Kennedy Center  
Kraft, Tim  
Kraft, Tim, 1977 [CF, O/A 375]  
Kraft, Tim - Office, 1978 [CF, O/A 491]  
Labor Law Reform Act  
Langford, James B. [CF, O/A 491]  
Leave Report, 5/6/78  
Leave Requests [1]  
Leave Requests [2]

**Container 39**

Leave Requests [3]  
Leave Requests [4]  
Leave Requests [5]  
Leave Requests [6]  
Leave Requests [7]  
Leave Requests [8]  
Library Services  
Linowitz, [Sol] Travel - Mideast Negotiations [CF, O/A 490]  
Lists [CF, O/A 490]

**Container 40**

Macon, Georgia - Chamber of Commerce, 1/12/78  
Magnetometers Security System  
Mail Section [1]  
Mail Section [2]



Mail Section [3]  
Mail Section [4]  
Mail Section [5]  
Mail Section [6]  
Mail Section [7]

#### **Container 41**

Mail Section [8]  
Mail Section [CF, O/A 375] [1]  
Mail Section [CF, O/A 375] [2]  
Mail Section [CF, O/A 375] [3]  
Mail Section [CF, O/A 375] [4]  
Mail Section, 1978 [CF, O/A 492] [1]  
Mail Section, 1978 [CF, O/A 492] [2]  
Mail Section, 1978 [CF, O/A 492] [3]

#### **Container 42**

Maintenance Reports [1]  
Maintenance Reports [2]  
[Major Events Calendar]  
Major Events Calendar - Output Reports [1]  
Major Events Calendar - Output Reports [2]  
Management Information Services Status Reports, 10/16/79  
Management Support Systems  
[Management Systems and Services]  
Martin, Louis  
Martin, Louis, 1978 [CF, O/A 492]  
Martin, Louis - Office  
Maryland - Bel-Air, Aberdeen, Harve De Grace, 5/12/80  
McDonald, Alonzo L. [1]  
McDonald, Alonzo L. [2]

#### **Container 43**

McDonald, Alonzo - Office, 1980 [1]  
McDonald, Alonzo - Office, 1980 [2]  
Medal of Freedom  
Mental Health Commission  
Mess [1]  
Mess [2]  
Mess, 1977 [CF, O/A 376] [1]  
Mess, 1977 [CF, O/A 376] [2]  
Mess, 1977 [CF, O/A 376] [3]  
Mess, 1977 [CF, O/A 376] [4]  
Mess, 1978 [CF, O/A 492] [1]

#### **Container 44**

Mess, 1978 [CF, O/A 492] [2]  
Mess, 1980 [1]  
Mess, 1980 [2]  
Message Office, 1980  
Military Aircraft  
Military Aircraft [CF, O/A 490]  
Military Aircraft, 1977 [CF, OA 376] [1]  
Military Aircraft, 1977 [CF, OA 376] [2]  
Military Aircraft, 1977 [CF, OA 376] [3]  
Military Aircraft, 1977 [CF, OA 492] [1]

#### **Container 45**

Military Aircraft, 1977 [CF, OA 492] [2]  
Military Aircraft, 1977 [CF, OA 492] [3]  
Military Aircraft Manifests [1]  
Military Aircraft Manifests [2]  
Military Aircraft Manifests [3]  
Military Aircraft Manifests [4]  
Military Notebook - [Aircraft-Airports Air Force One Can Land]  
Military Notebook - [Arlington Cemetery - Communications]

#### **Container 46**

Military Notebook - [Defense Liaison Military Office]  
Military Notebook - [Military Personnel at White House - Sequoia]  
Military Notebook - [Staff Mess - Wreath Laying] Military Office  
Military Office, 1977 [CF, O/A 376] [1]  
Military Office, 1977 [CF, O/A 376] [2]  
Military Office, 1977 [CF, O/A 376] [3]  
Military Office, 1977 [CF, O/A 376] [4]  
Military Office, 1978 [CF, O/A 492]

#### **Container 47**

Military Office, 1980 [CF, O/A 490] [1]  
Military Office, 1980 [CF, O/A 490] [2]  
Military Office Accomplishments  
Military Trips  
Minority Employment  
Mitchell, Bunny - Office of [CF, O/A 492]  
Mobile Phones  
Monthly Staff Summaries, 11/76 (Ford) [1]  
Monthly Staff Summaries, 11/76 (Ford) [2]  
Monthly Staff Summaries, 12/76 (Ford)  
Monthly Staff Summaries, 2/77  
Monthly Staff Summaries, 3/77

#### **Container 48**

Monthly Staff Summaries, 4/77  
Monthly Staff Summaries, 5/77  
Monthly Staff Summaries, 6/77  
Monthly Staff Summaries, 7/77  
Monthly Staff Summaries, 8/77

**Container 49**

Monthly Staff Summaries, 9/77  
Monthly Staff Summaries, 10/77  
Monthly Staff Summaries, 11/77  
Monthly Staff Summaries, 12/77  
Monthly Staff Summaries, 1/78  
Monthly Staff Summaries, 2/78

**Container 50**

Monthly Staff Summaries, 3/78  
Monthly Staff Summaries, 4/78  
Monthly Staff Summaries, 5/78  
Monthly Staff Summaries, 6/78  
Monthly Staff Summaries, 7/78

**Container 51**

Monthly Staff Summaries, 8/78  
Monthly Staff Summaries, 9/78  
Monthly Staff Summaries, 10/78  
Monthly Staff Summaries, 11/78  
Monthly Staff Summaries, 12/78

**Container 52**

Monthly Staff Summaries, 1/79  
Monthly Staff Summaries, 2/79  
Monthly Staff Summaries, 3/79  
Monthly Staff Summaries, 4/79  
Monthly Staff Summaries, 5/79

**Container 53**

Monthly Staff Summaries, 6/79  
Monthly Staff Summaries, 7/79  
Monthly Staff Summaries, 8/79  
Monthly Staff Summaries, 9/79  
Monthly Staff Summaries, 10/79

**Container 54**

Monthly Staff Summaries, 11/79  
Monthly Staff Summaries, 12/79  
Monthly Staff Summaries, 1/80

Monthly Staff Summaries, 2/80 [1]  
Monthly Staff Summaries, 2/80 [2]  
Monthly Staff Summaries, 3/80 [1]

#### **Container 55**

Monthly Staff Summaries, 3/80 [2]  
Monthly Staff Summaries, 4/80 [1]  
Monthly Staff Summaries, 4/80 [2]  
Monthly Staff Summaries, 5/80 [1]  
Monthly Staff Summaries, 5/80 [2]  
Monthly Staff Summaries, 6/80 [1]  
Monthly Staff Summaries, 6/80 [2]

#### **Container 56**

Monthly Staff Summaries, 7/80 [1]  
Monthly Staff Summaries, 7/80 [2]  
Monthly Staff Summaries, 8/80 [1]  
Monthly Staff Summaries, 8/80 [2]  
Monthly Staff Summaries, 9/80 [1]  
Monthly Staff Summaries, 9/80 [2]  
Monthly Staff Summaries, 10/80 [1]

#### **Container 57**

Monthly Staff Summaries, 10/80 [2]  
Monthly Staff Summaries, 11/80 [1]  
Monthly Staff Summaries, 11/80 [2]  
Monthly Staff Summaries, 12/80 [1]  
Monthly Staff Summaries, 12/80 [2]  
Monthly Staff Summaries, 1/81 [1]  
Monthly Staff Summaries, 1/81 [2]

#### **Container 58**

Morale  
Motor Pool  
Multi-Lateral Trade Negotiations - Congressional Outreach Final Reports [1]  
Multi-Lateral Trade Negotiations - Congressional Outreach Final Reports [2]  
Multi-Lateral Trade Negotiations - Congressional Outreach Final Reports [3]  
Multi-Lateral Trade Negotiations - Work Plan  
National Advisory Council - Small Business Administration Speech, 5/12/78  
National Alliance of Businessmen  
National Beer Wholesale Association, Las Vegas, 11/16/78  
National Emergency Airborne Command Post (NEACP)  
National Health Plan  
National Security Council  
National Security Council, 1977 [CF, O/A 376]  
National Security Council, 1978 [CF, O/A 492]

National Woman's Democratic Club - Speech, 12/15/77  
Natural Resources Reorganization Work Plan  
Nesmith, Jimmy

### **Container 59**

Newsletters  
Nixon - Gifts [1]  
Nixon - Gifts [2]  
Nixon, Richard - Access to Vault Material  
North Carolina Chapter of National Association of Bank Women  
North Carolina Young Democrats, 4/21/79  
Office of Administration [1]  
Office of Administration [2]  
Office of Administration I [CF, O/A 492] [1]

### **Container 60**

Office of Administration I [CF, O/A 492] [2]  
Office of Administration I [CF, O/A 492] [3]  
Office of Administration II [CF, O/A 492] [1]  
Office of Administration II [CF, O/A 492] [2]  
Office of Administration II [CF, O/A 492] [3]  
Office of Administration II [CF, O/A 492] [4]  
Office of Administration II [CF, O/A 492] [5]  
Office of Administration Services, 10/30/78  
Office of Management and Budget  
Office of Management and Budget, 1977 [CF, O/A 376]

### **Container 61**

[Office of Management and Budget] OMB Exceptions  
Office of Personnel Management Report  
Office of Science and Technology [CF, O/A 377]  
Office of Science and Technology, 1977 [CF, O/A 492]  
Office of Science and Technology Policy  
Office of Science and Technology Policy (OSTP)  
Oil Import Reduction Work Plan - Draft [1]  
Oil Import Reduction Work Plan - Draft [2]  
O'Keefe, Charles  
Old Executive Office Building Space as of, 11/20/76  
Olympics  
Operating Offices [1]  
Operating Offices [2]  
Operating Offices [3]  
Operating Offices [4]  
Operating Offices [5]

### **Container 62**

Operating Offices, 1977 [CF, O/A 375] [1]  
Operating Offices, 1977 [CF, O/A 375] [2]  
Operation Offices, 1978 [CF, O/A 492] [1]  
Operation Offices, 1978 [CF, O/A 492] [2]  
Operation Sale - Boston, Massachusetts, 5/30/80  
Organization  
Organization Units with Automated Info Systems  
Outplacement, 1980 [1]  
Outplacement, 1980 [2]  
Outreach - AMA Interview Outreach Program  
Outward Bound

### **Container 63**

Panama Canal Briefing  
Panama Canal Treaty Signing, 9/7/77 [CF, O/A 376] [1]  
Panama Canal Treaty Signing, 9/7/77 [CF, O/A 376] [2]  
Paperwork Reduction [CF, O/A 494] [1]  
Paperwork Reduction [CF, O/A 494] [2]  
Paperwork Reduction [CF, O/A 494] [3]  
Parking [1]  
Parking [2]  
Parking, 1977 [CF, O/A 376]

### **Container 64**

“Perqs” - General  
Personnel [1]  
Personnel [2]  
Personnel [3]  
Personnel [4]  
Personnel [5]  
Personnel [6]  
Personnel Committee [1]

### **Container 65**

Personnel Committee [2]  
Personnel Committee [3]  
Personnel Committee [4]  
Personnel Committee [CF, O/A 376] [1]  
Personnel Committee [CF, O/A 376] [2]  
Personnel Evaluation Forms  
Personnel - Final [1]  
Personnel - Final [2]  
Personnel Justifications  
Personnel Policy Guidelines  
Personnel - Staffing by Category

**Container 66**

Pettigrew, Richard, 1978 [CF, O/A 493]  
Pettigrew, Richard, 1979  
Photo Office, 1977 [CF, O/A 376]  
Photo Office, 1978[CF, O/A 493]  
Pictures in Hugh Carter's Office  
Pig, Norris - Dinner, Atlanta, Georgia, 3/4/78  
Plains  
Policy  
Policy on Presidential Correspondence [1]  
Policy on Presidential Correspondence [2]  
Political [1]  
Political [2]  
Political [3]  
Political - Campaign Workers [1]  
Political - Campaign Workers [2]  
Political Guidelines

**Container 67**

Political Travel [1]  
Political Travel [2]  
Pope John Paul II - Visit  
Portrait Unveiling - Fords [CF, O/A 493]  
President, 1977 [1]  
President, 1977 [2]  
President, 1977 [3]  
President, 1977 [4]  
President, 1978 [1]  
President, 1978 [2]

**Container 68**

President, 1978 [3]  
President, 1978 [4]  
President, 1979 [1]  
President, 1979 [2]  
President, 1979 [3]  
President, 1980 [1]  
President, 1980 [2]  
President, 1980 [3]  
Presidential Agenda - Fall, 1977  
Presidential Autopen  
Presidential Classroom for Young Americans

**Container 69**

Presidential Commendation  
Program Presidential Correspondence Reference Manual

Presidential Delegations  
Presidential Emergency Funding  
Presidential Executive Exchange II [1]  
Presidential Executive Exchange II [2]  
Presidential Executive Exchange II [3]  
Presidential Libraries I [1]  
Presidential Libraries I [2]  
Presidential Libraries I [3]  
Presidential Libraries II [1]

### **Container 70**

Presidential Libraries II [2]  
Presidential Libraries II [3]  
Presidential Management Intern Program  
Presidential Papers [1]  
Presidential Papers [2]  
Presidential Papers [3]  
Presidential Papers Act - H.R. 13500 [1]  
Presidential Papers Act - H.R. 13500 [2]

### **Container 71**

Presidential Papers Act - H.R. 13500 [3]  
Presidential Papers Act - H.R. 13500-2 [1]  
Presidential Papers Act - H.R. 13500-2 [2]  
Presidential Papers Act - H.R. 13500-2 [3]  
Presidential Papers Working Group  
Presidential Personnel [1]  
Presidential Personnel [2]  
Presidential Personnel [3]  
Presidential Personnel [CF, O/A 376]  
Presidential Personnel, 1978[CF, O/A493]  
Presidential Personnel, 1979 [1]  
Presidential Personnel, 1979 [2]  
Presidential Portrait in Georgia Legislature  
Presidential Proclamations  
Presidential Protective Assistance Act [1]  
Presidential Protective Assistance Act [2]  
Presidential Signature  
Presidential Successor - ID Cards  
Presidential Summary Report - Executive Office of President  
Presidentially Directed Military Exercises  
President's Anti-Inflation Program [1]  
President's Anti-Inflation Program [2]

### **Container 73**

President's Commission on Executive Exchange [1]



President's Commission on Executive Exchange [2]  
President's Commission on Executive Exchange [3]  
President's Commission on Executive Exchange [4]  
President's International Trip, 11/77  
President's Reorganization Project  
President's Speech on Troops in Cuba, 10/79  
President's Travel [1]  
President's Travel [2]  
President's Travel [3]  
Press Office, 1977 [CF, O/A 376]

#### **Container 74**

Press Office, 1978 [CF, O/A 493]  
Press Office, 1979  
Press Office, 1980  
Press Releases, 1978 [CF, O/A 493] [1]  
Press Releases, 1978 [CF, O/A 493] [2]  
Press Releases - Executive Office of the President  
Printing Services  
Productivity Council [1]  
Productivity Council [2]  
Professional Appointment Book, 1977  
Professional Appointment Book, 1978  
Professional Appointment Book, 1979  
Professional Appointment Book, 1980  
Puerto Rico [1]  
Puerto Rico [2]  
Puerto Rico, 2/9/80, 3/12-14/80, 5/2/80

#### **Container 75**

Rafshoon, Jerry, 1978[CF, O/A 493]  
Rafshoon, Jerry - Office, 1979  
Recycled Paper  
Refrigerators  
Regulatory Council [1]  
Regulatory Council [2]  
Regulatory Reform  
Reorganization [1]  
Reorganization [2]  
Reorganization of the Executive Office of the President (Draft Report) [1]  
Reorganization of the Executive Office of the President (Draft Report) [2]  
Reorganization of the Executive Office of the President (Draft Report) [3]  
Reorganization Questionnaire  
Requests for Files [1]

#### **Container 76**

Requests for Files [2]  
Residence [CF, O/A 377]  
Residence Budget Residence Budget, 1981  
Restored Leave  
Resumes [1]  
Resumes [2]  
Resumes [3]  
Resumes [4]  
Rochester Institute of Technology Speech  
Rotary Club - Raleigh, North Carolina - Engineers Club, Charlotte, North Carolina  
Salaries [1]  
Salaries [2]  
SALT II  
SALT II Outreach  
SALT II Ratification Work Plan, 2/79  
SALT II Ratification Work Plan, 4/79  
Sanders, Ed, 1978 [CF, O/A 493]  
Sanders, Ed - Office, 1979  
Savings Bonds

#### **Container 77**

Schedules of Meetings  
Scheduling Office, 1977 [CF, O/A 493]  
Scheduling Office, 1978 [CF, O/A 493]  
Scheduling Office, 1979

#### **Container 78**

Scheduling Office, 1980  
Schmidt, Chancellor Helmut - Letter  
Schneiders, Greg [CF, O/A 493]  
Schneiders, Greg, 1977 [CF, O/A377]  
Second Term Planning  
Secret Service  
Secure Television Link  
Security  
Security [CF, O/A 378] [1]  
Security [CF, O/A 378] [2]  
Security [CF, O/A 378] [3]  
Security [CF, O/A 378] [4]  
Security, 1978 [CF, O/A 494]

#### **Container 79**

Security II, 1977 [CF, O/A378] [1]  
Security II, 1977 [CF, O/A378] [2]  
Security II, 1977 [CF, O/A378] [3]  
Security II, 1977 [CF, O/A378] [4]

Security Officer  
Security Reports  
Security System - East Wing  
Security Violations  
Security Violations, 1978 [CF, O/A 495] [1]  
Security Violations, 1978 [CF, O/A 495] [2]  
Security Violations, 1978 [CF, O/A 495] [3]  
Security Violations, 1978 [CF, O/A 495] [4]  
Security Violations, 1978 [CF, O/A 495] [5]  
Security Violations, 1978 [CF, O/A 495] [6]  
Security Violations, 1978 [CF, O/A 495] [7]  
Security Violations, 1979  
Security Violations - Monthly Reports, 1977 [CF, O/A 495] [1]  
Security Violations - Monthly Reports, 1977 [CF, O/A 495] [2]  
Security Violations - Monthly Reports, 1977 [CF, O/A 495] [3]  
Security Violations - Monthly Reports, 1977 [CF, O/A 495] [4]  
Security Violations - Monthly Reports, 1977 [CF, O/A 495] [5]  
“Siege of Savannah” Banquet, 10/13/79  
Selected Statistics Depicting Growth in Government Activity  
Selig, Janet  
Senate Budget Testimony, 1979 [CF, O/A 490]  
Senior Executive Service Vacancies

### **Container 80**

Senior Staff Meetings  
Sequoia  
Shoob, Steve  
Shower Room - West Wing  
[Small Business Administration]  
Small Business Administration (SBA) - Briefing by Transition Team [1]  
SBA - Briefing by Transition Team [2]  
SBA - Briefing by Transition Team [3]  
SBA - Briefing by Transition Team [4]  
SBA - Conference, New Orleans, Democratic Mid-Term Conference, Memphis [1]  
SBA - Conference, New Orleans, Democratic Mid-Term Conference, Memphis [2]  
Small Business [1]  
Small Business [2]  
Small Business Conference - Cleveland, Ohio, 9/30/78

### **Container 81**

Small Business Conference - Option Paper - Economic Policy and Government Programs [1]  
Small Business Conference - Option Paper - Economic Policy and Government Programs [2]  
Solar Hot Water Heating - West Wing 1 [CF, O/A 494] [1]  
Solar Hot Water Heating - West Wing 1 [CF, O/A 494] [2]  
Solar Hot Water Heating - West Wing 2 [CF, O/A 494] [1]  
Solar Hot Water Heating - West Wing 2 [CF, O/A 494] [2]

Solar Hot Water Heating - West Wing 3 [CF, O/A 494] [1]  
Solar Hot Water Heating - West Wing 3 [CF, O/A 494] [2]  
Solar Hot Water Heating - West Wing 3 [CF, O/A 494] [3]

### **Container 82**

Solar Hot Water Heating - West Wing 3 [CF, O/A 494] [4]  
Solar Hot Water Heating - West Wing 3 [CF, O/A 494] [5]  
Space  
Space, 1977 [CF, O/A 377]  
Space, 1979 [1]  
Space, 1979 [2]  
Space, 1979 [3]  
Speakers Bureau, 1979

### **Container 83**

Speech Material  
Speech to Brookings Conference on Federal Government Operations, 3/26/80  
Sports Proposal Bill - France - Inflation  
Staff Changes [1]  
Staff Changes [2]  
Staff Departures  
Staff Mess [1]  
Staff Mess [2]  
Staff Organization  
Staff Requests [CF, O/A 377]  
Staff Secretary, 1977 [CF, O/A 377] [1]  
Staff Secretary, 1977 [CF, O/A 377] [2]

### **Container 84**

Staff Secretary, 1978 [CF, O/A 493]  
Staff Secretary, 1980  
Staffing and Budget Status Reports  
Staffing Levels [1]  
Staffing Levels [2]  
Staffing Survey  
Standards of Conduct  
State Visits  
State Visits, 1977 [CF, O/A 377] [1]  
State Visits, 1977 [CF, O/A 377] [2]  
Status of Various Projects  
Status Reports, ADP [CF, O/A 490]  
Status Reports, ADP, 1979

### **Container 85**

Steering Committee Meetings  
Subscriptions [CF, O/A 377] [1]

Subscriptions [CF, O/A 377] [2]  
Sunshine Act  
Support Plan for Conservation - Activity Tracking System [1]  
Support Plan for Conservation - Activity Tracking System [2]  
Support Systems [1]  
Support Systems [2]  
Survey of Mondale's Papers [1]  
Survey of Mondale's Papers [2]  
Susan Curtis Foundation - Bangor, Maine, 3/2/79

### **Container 86**

Task Force for the 80's  
Tax Reform  
Telephones  
Telephones, 1977 [CF, O/A 378]  
Telephones, 1979  
Telephones, 1979 [CF, O/A 493]  
Televisions and Radios Issued  
Tennis Court and Swimming Pool  
Torres, Ed - Office, 1979  
Torres, Ed - Office, 1980  
Transition, 1980 [1]  
Transition, 1980 [2]

### **Container 87**

Transition Act and Former President's Act [1]  
Transition Act and Former President's Act [2]  
Transition Act and Former President's Act [3]  
Transition Act and Former President's Act [4]  
[Transition Book for the President] Transportation  
Transportation, 1979  
Transportation - Car List, 1977 [CF, O/A 378] [1]

### **Container 88**

Transportation - Car List, 1977 [CF, O/A 378] [2]  
Transportation Office  
Travel [1]  
Travel [2]  
Travel, 1977 [CF, O/A 377] [1]  
Travel, 1977 [CF, O/A 377] [2]  
Travel, 1977 [CF, O/A 377] [3]  
Travel, 1977 [CF, O/A 377] [4]  
Travel, 1977 [CF, O/A 377] [5]

### **Container 89**

Travel, 1977 [CF, OA 377] [6]

Travel, 1978 [CF, O/A 493]  
Travel and Security for Dr. Brzezinski  
Travel Policy  
Trips by Government Aircraft  
Trip - Presidential - Egypt and Israel  
Unanticipated Needs Fund  
Unanticipated Needs - Policy and Procedures  
Union Carbide Officials, Roosevelt Room, 6/18/79  
United States Secret Service [USSS] [1]  
USSS [2]  
USSS, 1978 [CF, O/A 493] [1]  
USSS, 1978 [CF, O/A 493] [2]  
USSS, 1978 [CF, O/A 493] [3]

### **Container 90**

USSS - Security Inspections of Offices  
USSS - White House Access Information  
United Way Kick-off - Speech, 9/14/77  
Units within the Executive Office of the President  
U.S. Code, 1976 Edition [1]  
U.S. Code, 1976 Edition [2]  
U.S. Code, 1976 Edition [3]  
U.S. Code, 1976 Edition [4]  
U.S. Code, 1976 Edition [5]  
U.S. Code, 1976 Edition [6]

### **Container 91**

U.S. Code, 1976 Edition [7]  
U.S. Code, 1976 Edition [8]  
U.S. Code, 1976 Edition [9]  
U.S. Code, 1976 Edition [10]  
U.S. Savings Bonds [CF, O/A 377] [1]  
U.S. Savings Bonds [CF, O/A 377] [2]  
Veterans Administration  
Veterans Affairs  
Vice-President  
Vice-President, 1977 [CF, O/A 378]  
Vice-President, 1978 [CF, O/A 493]

### **Container 92**

Vice-President's Office, 1979  
Visitors and Other Activities  
Visitors Office  
Visitors Office, 1977 [CF, O/A 378]  
Visitors Office, 1978 [CF, O/A 493]  
Voluntary Services Policy

## Volunteers

Water Plant - LeRoy, New York

## Water Projects

Watson, Jack - Office, 1977 [CF, O/A 378]

Watson, Jack - Office, 1978 [CF, O/A 493]

Watson, Jack - Office, 1979

Watson, Jack - Office, 1980

Weddington, Sarah, 1978 [CF, O/A 493]

Weddington, Sarah - Office, 1979

Weddington, Sarah - Office, 1980

Wexler, Anne, 1978 [CF, O/A 493]

## Container 93

Wexler, Anne - Office, 1979

Wexler, Anne - Office, 1980

Wharton Alumni of New York - Speech, 12/13/77

[Wharton Magazine] [CF, O/A 6611]

Wharton Public Policy Fellows, 8/9/79

Wharton Public Policy Fellows, 8/5/80

Wharton School - Speech, University of Pennsylvania, 4/5/78

White House Aircraft Manifests, 7/1/77-1/6/78 [1]

White House Aircraft Manifests, 7/1/77-1/6/78 [2]

White House Authorization Bill, H.R. 11003 [1]

White House Authorization Bill, H.R. 11003 [2]

## Container 94

White House Authorization Bill, H.R. 11003 [3]

White House Authorization Bill, H.R. 11003 [4]

White House Authorization Bill, H.R. 11003 [5]

White House Authorization Bill, H.R. 11003 [6]

White House Authorization Bill, H.R. 11003 [7]

White House Authorization Bill, H.R. 11003 [8]

White House Authorization Bill, H.R. 11003 [9]

## Container 95

White House Authorization Bill - Report to Congress

White House Briefing on Inflation [1]

White House Briefing on Inflation [2]

White House Budget Hearings, 1980 [1]

White House Budget Hearings, 1980 [2]

White House Budget Projections

White House Budget Testimony, 1978 [1]

White House Budget Testimony, 1978 [2]

White House Budget Testimony, 1981 [1]

White House Budget Testimony, 1981 [2]

### **Container 96**

White House Budget Testimony, 1981 [3]  
White House Classification Index, 11/78  
White House Communications Agency (WHCA) [1]  
WHCA [2]  
WHCA [CF, O/A 378] [1]  
WHCA [CF, O/A 378] [2]  
WHCA - Resources Reduction  
White House Conference on Small Business [1]  
White House Conference on Small Business [2]

### **Container 97**

White House Conference on Small Business [3]  
White House Conference on Small Business [4]  
White House Conference on Small Business, 1/80  
White House Conference on Small Business, 1/13/80-1/17/80 [1]  
White House Conference on Small Business, 1/13/80-1/17/80 [2]  
White House Conference on Small Business, 1/13/80-1/17/80 [3]  
White House Conference on Small Business - Atlanta  
White House Conference on Small Business - Labor  
White House Conference on Small Business - Louisville / Tampa, Florida Council

### **Container 98**

White House Fellows  
White House Historical Association  
White House Office Budget, 1979 [1]  
White House Office Budget, 1979 [2]  
White House Office Budget, 1979 [3]  
White House Office Budget, 1980 [1]  
White House Office Budget, 1980 [2]  
White House Office Budget, 1980 [3]  
White House Office Floor Plans  
White House Office Functions and Assignment Worksheets

### **Container 99**

White House Office Operating Budget and Responsibility Center [1977] [1]  
White House Office Operating Budget and Responsibility Center [1977] [2]  
White House Operating Staff Reorganization [1]  
White House Operating Staff Reorganization [2]  
White House Operating Staff Reorganization [3]  
White House Operating Staff Reorganization [4]  
White House Organization and Procedures Manual

### **Container 100**

White House Personnel Handbook  
White House Policy Statements [1]



White House Policy Statements [2]  
White House Procedures [1]  
White House Procedures [2]  
White House Procedures [3]  
White House Procedures [4]  
White House Residence Budget, FY 79 [1]

### **Container 101**

White House Residence Budget, FY 1979 [2]  
White House Residence Budget, FY 1980 [1]  
White House Residence Budget, FY 1980 [2]  
White House Residence Budget, FY 1980 [3]  
White House Management Monthly Reports, 11/78-5/79  
White House Management Monthly Reports, 6/79-10/79  
White House Management Monthly Reports, 1980 [1]  
White House Management Monthly Reports, 1980 [2]  
White House Space

### **Container 102**

White House Staff [1]  
White House Staff [2]  
White House Staff - Coordinated Staff Calendar  
White House Systems  
Whittmore, T.M.  
Winder, Building  
Wood Burning Stoves [1]  
Wood Burning Stoves [2]  
Young President's Organization  
Zero Based Budgeting  
Zorn, Jeffrey

[Return to series list](#)

## **Hugh Carter's Chronological Files**

### **Container 103**

1/20/77-3/16/77  
3/17/77-6/30/77  
7/1/77-11/1/77  
11/2/77-3/1/78  
3/6/78-6/30/80  
7/10/78-12/15/78  
12/18/78-3/15/79  
3/16/79-8/25/79  
8/27/79-12/21/79

### **Container 104**

Carter, Hugh - 12/28/79-6/27/80

Carter, Hugh - 6/30/80-12/31/80

First Lady's Correspondence, 2/7/77-12/23/77 [CF, O/A 375]

First Lady's Correspondence, 12/19/77-12/19/78 [CF, O/A 491]

First Lady's Correspondence, 12/19/78-12/21/79

First Lady's Correspondence, 12/22/79-11/21/80

Carter, Hugh - Memoranda, 1/21/77-8/29/77 [O/A 5976]

Messages, 6/14/77-11/2/77

Messages, 11/2/77-5/9/78

### **Container 105**

Messages, 5/9/78-10/4/78

Messages, 10/5/78-5/9/79

Messages, 5/9/79-10/16/79

Messages, 10/17/79-4/11/80

Messages, 4/11/80-10/1/80

Messages, 10/1/80-1/20/81

President's Foreign Visit's - Appointment Schedules, 1/10/77-10/22/80

[Return to series list](#)

### **Elizabeth Dow's Files**

#### **Container 1**

Abundant Life [O/A 10232]

A. C. and Associates, Incorporated [O/A 10232]

Acme Metal, Incorporated [O/A 10232]

Acme Stoves Company [O/A 10232]

Aeroheater Company, Incorporation [O/A 10232]

Agriculture, Department of [O/A 10232]

Alaska Company, Incorporation [O/A 10232]

The Ambercrombie Shop [O/A 10232]

Autocrat Corporation [O/A 10232]

Bat Cave Stove Company [O/A 10232]

Buck Stove [O/A 10232]

The Crawley Stove Company, Incorporation [O/A 10232]

Cruse Manufacturing and Distributing Company [O/A 10232]

Dulude Energy System, Incorporation [O/A 1023]

Energy, Department of [O/A 1023]

Energy, Department of - Tax Credits [O/A 1023]

Energy Option, Incorporated [O/A 1023]

Energy Research and Development Corporation [O/A 1023]

Ernie's Plumbing, Heating and Air Conditioning [O/A 1023]

Fisher Stoves [O/A 1023]

Fisher Stoves [2] [O/A 1023]

## **Container 2**

Fisher Stoves of Pennsylvania [O/A 1023]  
Frizzelle Enos Company, Incorporated [O/A 1023]  
Gail's Appliance [O/A 1023]  
Harrington Manufacturing Company, Incorporation [O/A 1023]  
Hayes Equipment Corporation [O/A 1023]  
Heat King [O/A 1023]  
The Heat Shoppe [O/A 1023]  
Home Energy Centers, Incorporation [O/A 1023]  
Index Cards [1] [O/A 1023]  
Index Cards [2] [O/A 1023]  
Kennedy's Store [O/A 1023]  
Kristia Associates [O/A 1023]  
Lakewood Manufacturing Ltd. [O/A 1023]  
The Majestic Company [O/A 1023]  
Maryland Stove Sales, Incorporation [O/A 1023]  
Mazzeo's Chimney Service [O/A 1023]  
Miscellaneous Stove Offers [O/A 1023]  
National Wood Stove and Fireplace Journal [O/A 1023]  
North Central Manufacturing [O/A 1023]  
Nova Wood Heat and Environmental Products [O/A 1023]  
Physical Specifications [O/A 1023]  
Physical Specifications Checklist [O/A 1023]  
Plymouth Coal Stove Works [O/A 1023]  
Presidential - Congress [O/A 1023]  
Presidential - Draft Information for Hugh Carter [O/A 1023]  
Presidential - Media Cover [O/A 1023]  
Quaker Stove Company [O/A 1023]  
Research [O/A 1023]

## **Container 3**

Research - Categories [O/A 1023]  
Resource Materials [O/A 1023]  
Safety [O/A 1023]  
Scandinavian Embers, Incorporated [O/A 1023]  
Schrader Stoves of Missouri [O/A 1023]  
Schrader Wood Stoves [O/A 1023]  
Jay W. Shelton - Resume [O/A 1023]  
Smoky Mountain Enterprises, Incorporated [O/A 1023]  
Solid Comfort Stoves (Formerly Arrowhead Stoves) [O/A 1023]  
Stove Background [O/A 1023]  
The Stoveman [O/A 1023]  
Top Hat Sweeps [O/A 1023]  
University of Maine [O/A 1023]  
Vermont Casting, Incorporation [O/A 1023]

The Wood Shed [O/A 1023]  
Wood Burning Stoves - Action [O/A 1023]  
Wood Burning Stoves - Announcements and Installation [O/A 1023]  
Wood Stoves - Background [O/A 1023]  
Wood Burning Stoves - Research [O/A 1023]

[Return to series list](#)

## **Valerio Giannini's Files**

### **Container 1**

Anti-Inflation Program - List of Individuals, Organizations, and Reference Sources [CF, O/A 465]  
Anti-Inflation Program - Memos, Internal, Inflation [CF, O/A 465]  
Anti-Inflation Program - Memos, Regional Information and Reference Sources [CF, O/A 465]  
Anti-Inflation Program - Reference Materials, Atlanta, Georgia [empty] [CF, O/A 465]  
Anti-Inflation Program - Reference Materials, Dallas, Texas [CF, O/A 465]  
Anti-Inflation Program - Reference Materials, Hartford, Connecticut [CF, O/A 465]  
Anti-Inflation Program - Reference Materials, Minneapolis, Minnesota [CF, O/A 465]  
Anti-Inflation Program - Reference Materials, St. Louis, Missouri [CF, O/A 465]  
Anti-Inflation Program - Reference Materials [CF, O/A 465]

### **Container 2**

Chronological File, 4/1/77-4/15/77 [O/A 8525]  
Chronological File, 4/18/77-4/26/77 [O/A 8525]  
Chronological File, 4/27/77-4/29/77 [O/A 8525]  
Direct Mail Samples - Abusive Language [O/A 2944]  
Direct Mail Samples - Anonymous [O/A 2944]  
Direct Mail Samples - Copy Letters [O/A 2944]  
Direct Mail Samples - Illegible [O/A 2944]  
Direct Mail Samples - Insufficient Address [O/A 2944]  
Direct Mail Samples - Lance/Critical [O/A 2944]  
Direct Mail Samples - Mental Patients [O/A 2944]  
Direct Mail Samples - Miscellaneous [O/A 2944]  
Direct Mail Samples - Newspaper Clippings [O/A 2944]  
Direct Mail Samples - Panama Canal [O/A 2944]  
Direct Mail Samples - Personal Announcements [O/A 2944]  
Direct Mail Samples - Presidential/Critical [O/A 2944]  
Direct Mail Samples - Prison Inmates [O/A 2944]  
Direct Mail Samples - Prolific [O/A 2944]  
Direct Mail Samples - Propaganda [O/A 2944]  
Direct Mail Samples - Questionable [O/A 2944]  
Direct Mail Samples - Religious Fanatics [O/A 2944]  
Direct Mail Samples - Tally Sheets [O/A 2944]

### **Container 3**

Pass Requests 1978-79 [1] [O/A 8359]  
Pass Requests 1978-79 [2] [O/A 8359]  
Pass Requests 1978-79 [3] [O/A 8359]

[Return to series list](#)

### **Hugh (Skip) Holcombe Files**

#### **Container 1**

Americus Office [O/A 4804]  
Auto Rental [O/A 6220]  
Automated Data Processing System [O/A 6220]  
Budget [O/A 6219]  
Chronological File, 2/77-12/77 [O/A 8995]  
Chronological File, 1/78-6/78 [O/A 8895]  
Chronological File, 7/78-10/78 [O/A 8895]  
Chronological File, 11/78-12/78 [O/A 8895]  
Chronological File, 1/79-2/79 [O/A 8995]

#### **Container 2**

Chronological File - Staff Memos, 1/77-6/77 [O/A 4804]  
Chronological File - Transition, Staff Memos, 1976 [O/A 6219]  
Classified Documents [O/A 4804]  
Combined Federal Campaign [O/A 6219]  
Domestic Policy Review System [O/A 7564]  
Domestic Secretariat [O/A 6219]  
First Lady Travel - Texas, 9/5/78 [O/A 6220]  
First Lady Travel - Philadelphia, 9/23/78 [O/A 6220]  
First Lady Travel - North Carolina, Florida, Iowa, and Indiana, 9/28-30/78 [O/A 6220]  
First Lady Travel - Ohio, Minnesota, Wisconsin, and Illinois, 10/6-7/78 [O/A 6220]  
First Lady Travel - New York, Connecticut, New Hampshire, and Maine 10/18-19/78 [O/A 6220]  
First Lady Travel - South Dakota, Kansas, Florida, and Georgia, 11/1-3/78 [O/A 6220]  
First Lady's Neighborhood Project [O/A 6220]

#### **Container 3**

Furniture [O/A 6220]  
Government Printing Office [O/A 6219]  
General Services Administration (GSA) - Energy Conservation [O/A 6219]  
General Services Administration - Nonrecurring Reimbursable [O/A 4804]  
Government Services, Incorporated [O/A 6219]  
Grant Project [O/A 6220]  
Grant Project [O/A 6220]  
Hatch Act [O/A 6220]  
Health Unit [O/A 6219]  
Interagency Advisory Group [O/A 6219]

Lanier Business Products, Incorporated [O/A 6219]  
Mice in the White House [O/A 6219]

#### **Container 4**

Office Space [O/A 6220]  
Parking Information [1] [O/A 6219]  
Parking Information [2] [O/A 6219]  
Parking Requests [1] [O/A 6219]  
Parking Requests [2] [O/A 6219]  
Public Liaison Outplacement [O/A 6220]  
Reorganization [1] [O/A 4804]  
Reorganization [2] [O/A 4804]

#### **Container 5**

Reorganization [3] [O/A 6219]  
Residence [O/A 6220]  
Security [O/A 6220]  
Speaker's Bureau [O/A 6220]  
Tax Reform [O/A 6220]  
Transition Files, 1976-1977 - Closing Security [O/A 6219]  
Transition Files, 1976-1977 - EOB Security and Move [O/A 6219]  
Transition Files, 1976-1977 - Inventory and Property [O/A 6219]  
Transition Files, 1976-1977 - Responsibility Form [O/A 6219]  
Transition Files, 1976-1977 - Security Problems [O/A 6219]

#### **Container 6**

Travel Policy, 1977-1978 [O/A 6220]  
Travel Policy - Background Information, 1977-1978 [O/A 6220]  
Travel Policy - Current Information, 1977-1978 [O/A 6220]  
Xerox [O/A 6219]

[Return to series list](#)

### **Mary Lawton's Files**

#### **Container 1**

Billy Carter [O/A 11190]  
Expense Account [O/A 11190]  
Former President's Bill (S. 2408) [O/A 11190]  
Government Accounting Office Inquiry [O/A 11190]  
1980 Campaign [O/A 11190]  
Political Activities [O/A 11190]  
Presidential Records [O/A 11190]  
Special Counsel [O/A 11190]

[Return to series list](#)

## **Dan Malachuk's Files**

### **Container 1**

Administration, Office - Background [1]  
Administration, Office - Background [2]  
Administration, Office - Current Administrative Services  
Administration, Office - FOIA  
Administration, Office - Weekly Meeting  
Automated Data Processing (ADP) - Congressional Outreach  
ADP - Congressional Tracking  
ADP - First Lady's Staff  
ADP - Issue Tracking  
ADP - Mitre Report  
ADP - Name/Organization  
ADP - Presidential Personnel  
ADP - Systems - Overall [1]  
ADP - Systems - Overall [2]  
ADP - Upgrade, Computers

### **Container 2**

ADP - Weekly Report, 1/80-9/80  
Body Shop - Clerical  
Body Shop - Current Searches  
Body Shop - Professional  
Correspondence Office - Agency Details  
Correspondence Office - Agency Referrals  
Correspondence Office - Autopen/Telegram  
Correspondence Office - Autopen  
Correspondence Office - Caddell Data  
Correspondence Office - Children's Book  
Correspondence Office - Christmas Cards (1979-1980)  
Correspondence Office - Christmas Prints  
Correspondence Office - Comment Office  
Correspondence Office - Gift Unit  
Correspondence Office - Guidelines/Rules  
Correspondence Office - Key Statistics  
Correspondence Office - Monthly Reports, 5/79-10/79

### **Container 4**

Correspondence Office - Production Management  
Correspondence Office - Quality Control  
Correspondence Office - Simpson Review  
Correspondence Office - Staffing  
Correspondence Office - WAEs (When Actually Employed)  
Correspondence Office - Weekly Mail Report, 12/79-1/80

Facilities - Construction/Decorating [1]  
Facilities - Construction/Decorating [2]  
Facilities - Current Space  
Facilities - Energy  
Facilities - Maintenance  
Facilities - Office Space Management [1]  
Facilities - Office Space Management [2]  
Facilities - Oval Office  
Facilities - Parking Facilities - Power Plant  
Facilities - Regulatory Council

#### **Container 4**

Facilities - Secret Service (TSD) [Technical Security Division]  
Facilities - Switchboard [1]  
Facilities - Switchboard [2]  
Facilities - Weekly Facilities Meeting  
Financial - Accounts Receivable [1]  
Financial - Accounts Receivable [2]  
Financial - Annual Reports, 1/79-2/79  
Financial - Budget Execution [1]  
Financial - Budget Execution [2]  
Financial - Budget Submission

#### **Container 5**

Financial - Entertainment  
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]  
Financial - Travel (1980) [2]  
Financial - 4th Quarter Travel  
Financial - Unanticipated Needs  
Financial - White House Budget  
Management - Assistant Secretaries Management Group  
Management - Attitude Survey

#### **Container 6**

Management - Central Files  
Management - Christmas 1980 [1]  
Management - Christmas 1980 [2]



Management - Democratic National Committee  
Management - Delegation of Authority  
Management - Fedor's Weekly Report  
Management - HAC Initiatives  
Management - Linowitz, Sol  
Management - Major Task Status  
Management - Bi-Monthly Management Meeting, 4/80  
Management - Bi-Monthly Management Meeting, 6/80  
Management - June Management Reports, [1980]  
Management - July Management Reports, [1980]  
Management - Yearly Management Reports, 1980  
Management - Monthly Reports, [1979]  
Management - Monthly Reports, [1980]  
Management - Monthly Staff Meeting  
Management - OMS Reorganization  
Management - Operating Unit Meetings  
Management - Operating Unit Staffing Plan  
Management - Pass Policy

#### **Container 7**

Management - Presidential Records Act  
Management - Quarterly Progress Report, 6/30/85  
Management - Security  
Management - Supervisors  
Management - Transition Notes  
Management - Vice President  
Management - Year End Travel  
Personnel  
Personnel - Christ as Party [1979]  
Personnel - White House Staff Party List of Invitees  
Personnel - Compensatory Time  
Personnel - Congressional Personnel Report  
Personnel - Detailee Program  
Personnel - Executive Search  
Personnel - Facilities/Equipment/Supply  
Personnel - First Lady's Staff  
Personnel - Head Count Report  
Personnel - Interns  
Personnel - Minority Reports  
Personnel - New System  
Personnel - "No's"  
Personnel - Office of Personnel Management (OPM) Report #1

#### **Container 8**

Personnel - Operating Unit Pay Program  
Personnel - Performance Evaluation Program [1]

Personnel - Performance Evaluation Program [2]  
Personnel - Personnel Management  
Personnel - Personnel Policies  
Personnel - Policy Background  
Personnel - Position Upgrade  
Personnel - Savings Bond Campaign  
Personnel - Training Programs  
Political/Official - Correspondence  
Political/Official - General Regulations  
Political/Official - Leave  
Political/Official - 1980 Campaign Information [1]  
Political/Official - 1980 Campaign Information [2]  
Political/Official - Travel [1]  
Political/Official - Travel [2]  
Residence - Residence Budget Testimony

### **Container 9**

Residence - Curators System  
Residence - Entertainment Budget  
Residence - Executive Residence - Current [1]  
Residence - Executive Residence - Current [2]  
Residence - FY 81 Budgets  
Residence - House Keepers Search  
Residence - Monthly  
Residence - Paint Job  
Residence - Proposed Staff Director's Instructions on Executive Residence Events  
Residence - Reimbursement  
Residence - Rex [Scouten] - President [1]  
Residence - Rex [Scouten] - President [2]  
Residence - Simmons Search  
Residence - Residence FY 1982 Budget

[Return to series list](#)

### **Veronica Pickman's Files**

#### **Container 1**

Achievements of Hugh Carter's Office  
Administrative Briefing [Structure of White House Administration and Job Descriptions]  
Appointment Book, 1980  
Artwork for White House Offices - Argosy Gallery  
Artwork - Associated American Artists  
Artwork - Rasmussen, Jack  
Artwork - Ridgfield, Incorporate  
Assistant Secretaries for Administration Breakfast, 5/9/80 [1]  
Assistant Secretaries for Administration Breakfast, 5/9/80 [2]

Authorization Bill [H.R. 11003 - White House Personnel  
[Automation] - ADP  
Automation - [White House Information Systems]  
Barber for the White House  
Budget for White House Offices - Business Liaison  
Carter/Mondale Re-Election Committee

### **Container 2**

Carter/Mondale Re-Election Committee -Talking Points [1]  
Carter/Mondale Re-Election Committee -Talking Points [2]  
Celebrities  
Certificates for Senior Executive Service  
Chronological File, 4/29/80-5/29/80  
Chronological File, 6/80  
Chronological File, 7/1/80-7/14/80  
Chronological File, 7/15/80-7/31/80  
Chronological File, 8/1/80-8/19/80  
Chronological File, 8/20/80-8/30/80  
Chronological File, 9/1/80-9/14/80  
Chronological File, 9/15/80-9/30/80  
Chronological File, 10/1/80-10/14/80  
Chronological File, 10/15/80-10/31/80  
Chronological File, 11/1/80-11/20/80  
Chronological File, 11/21/80-12/24/80

### **Container 3**

Combined Federal Campaign  
Congressional Liaison [Senate Messengers and security]  
Democratic National Committee  
Energy [1]  
Energy [2]  
Energy - Background Information and Publications  
Energy Conservation Outreach, 4/80 - Secretary Duncan's Briefing Book [1]  
Energy Conservation Outreach, 4/80 - Secretary Duncan's Briefing Book [2]  
Energy Conservation Outreach, 4/80 - Secretary Duncan's Briefing Book [3]  
Energy Conservation Outreach - Briefing Book, 4/80 - Status Report [1]  
Energy Conservation Outreach - Briefing Book, 4/80 - Status Report [2]  
Energy Conservation Outreach - Briefing Book, 4/80 - Transportation [1]  
Energy Conservation Outreach - Briefing Book, 4/80 - Transportation [2]  
Energy Conservation Outreach - Briefing Book, 4/80 - Transportation [3]  
Energy Conservation Outreach - Briefing Book, 4/22/80 -Work Plan [1]  
Energy Conservation Outreach - Briefing Book, 4/22/80 -Work Plan [2]

### **Container 4**

Energy Conservation Outreach - Briefing Book, 4/22/80 -Work Plan [3]  
Energy Conservation Outreach - Briefing Book, 4/22/80 -Work Plan [4]

Energy Conservation Outreach - Briefing Book, 6/80 - Residential  
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]  
Energy Conservation Outreach - Briefing Book, 7/22/80 - Status Report [2]  
Energy Conservation Outreach - Briefing Book, 7/22/80 - Status Report [3]  
Energy Conservation Outreach - Briefing Book, 10/80 - Status Report [1]  
Energy Conservation Outreach - Briefing Book, 10/80 - Status Report [2]  
Energy Conservation Outreach - Briefing Book, 10/80 - Status Report [3]  
Energy Conservation Outreach - Briefing Book, 10/80 - Status Report [4]  
Energy Conservation Outreach - Briefing Book, 10/80 - Status Report [5]

### **Container 5**

Energy Conservation Outreach - DOE Information  
Energy Conservation Outreach - DOE Speakers Kit  
Energy Conservation Outreach - DOE Speech Book  
Energy Conservation Outreach - General [1]  
Energy Conservation Outreach - General [2]  
Energy Conservation Outreach - General [3]  
Energy Conservation Outreach - General [4]  
Energy Conservation Outreach - General [5]  
Energy Conservation Outreach - General [6]  
Energy Conservation Outreach - General [7]  
Energy Conservation Outreach - General [8]  
Energy Conservation Outreach - General [9]

### **Container 6**

Energy Conservation Outreach - General [10]  
Energy Conservation Outreach - General [11]  
Energy Conservation Outreach - General [12]  
Energy Conservation Outreach - General [13]  
Energy Efficiency Program - Clippings  
Energy Efficiency Program - Driving Efficiency Kit, 6/15/80  
Energy Efficiency Program - Energy Efficiency Awards [1]  
Energy Efficiency Program - Energy Efficiency Awards [2]  
Energy Efficiency Program - Energy Efficiency Awards [3]

### **Container 7**

Energy Efficiency Program - Energy Efficiency Mailing [1]  
Energy Efficiency Program - Energy Efficiency Mailing [2]  
Energy Efficiency Program - Energy Efficiency Mailing [3]  
Energy Efficiency Program - ["Gas Savers" Promotional Literature, 6/80]  
Energy Efficiency Program - ["Gas Savers" Promotional Literature, 7/80]  
Energy Efficiency Program - Phase II Residential Kit, 7/80 [1]

Energy Efficiency Program - Phase II Residential Kit, 7/80 [2]  
Energy Efficiency Program - Phase II Residential Kit, 7/80 (Short Version)

### **Container 8**

Energy Efficiency Program - President's Council on Energy Efficiency [1]  
Energy Efficiency Program - President's Council on Energy Efficiency [2]  
Energy Efficiency Program - President's Council on Energy Efficiency [3]  
Energy Efficiency Program - President's Council on Energy Efficiency [4]  
Energy Efficiency Program - President's Council on Energy Efficiency [5]  
Energy Efficiency Program - President's Council on Energy Efficiency [6]  
Energy "656" - Interagency Federal Energy Policy Committee (IFEPC) [1]  
Energy "656" - IFEPC [2]

### **Container 9**

Executive Exchange, President's Commission on [1]  
Executive Exchange, President's Commission on [2]  
Executive Exchange, President's Commission on [3]  
Executive Exchange, President's Commission on [4]  
Executive Exchange, President's Commission on [5]  
Executive Exchange, President's Commission on [6]  
Executive Exchange, President's Commission on [7]  
Federal Advisory Committees  
Former Presidents  
Freedom of Information Act  
Gift Regulations  
Housing Industry  
Interagency Activities  
Interagency Committee on the Integration of Human Services ("Cities in Schools")  
Intern Program

### **Container 10**

Limousines - Proxmire - [Use of Limousines by Government Officials] [1]  
Limousines - Proxmire - [Use of Limousines by Government Officials] [2]  
Linowitz, Ambassador Sol [Travel Expenses]  
Miscellaneous  
News Interviews  
Office of Administration [1]  
Office of Administration [2]  
Operating Unit Meeting Reports, 8/16/79, 4/23/80  
Personnel  
Personnel - Candidates  
Personnel - Security Specialist  
Plains, Georgia [Installation of Underground Cable]  
Planned Projects  
Policies/Regulations - Internal [1]  
Policies/Regulations - Internal [2]  
Presidential Correspondence - Guidelines

Presidential Libraries - Background Information - Eisenhower Library  
Presidential Libraries - Background Information - Ford Library  
Presidential Libraries - Background Information - Hoover Library  
Presidential Libraries - Background Information - Johnson Library  
Presidential Libraries - Background Information - Kennedy Library  
Presidential Libraries - Background Information - Roosevelt Library

### **Container 11**

Presidential Libraries - Background Information - Truman Library [1]  
Presidential Libraries - Background Information - Truman Library [2]  
Presidential Libraries - Background Information - Truman Library [3]  
Presidential Libraries - Background Information - Truman Library [4]  
Presidential Libraries - Briefing for President Carter's Visit to the Truman Library, 8/80 [1]  
Presidential Libraries - Briefing for President Carter's Visit to the Truman Library, 8/80 [2]  
Presidential Libraries - Briefing for President Carter's Visit to the Truman Library, 8/80 [3]  
Presidential Libraries - Building Guidelines [1]  
Presidential Libraries - Building Guidelines [2]  
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

[Return to series list](#)

## **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

[Return to series list](#)

### **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

[Return to series list](#)

### **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]

[Return to series list](#)

#### **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**

Schedules [OA 9851] [4]  
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]

[Return to series list](#)

### **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]  
Staff [O/A 6230]  
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]

[Return to series list](#)

[Return to collection summary](#)

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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.