



441 Freedom Parkway NE
Atlanta, GA 30307
<http://www.jimmycarterlibrary.gov>

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

Collection Summary

Creator: White House Office of Records Management (Carter Administration)

Title: White House Office of Records Management

Dates: 1977-1981

Quantity: 2 linear feet; 2 linear inches, 5 Containers

Identification:

Accession Number: 80-1.n
National Archives Identifier: 70657676

Scope and Content:

The materials in this collection consists of correspondence, memorandums, handwritten notes, and telephone logs. The materials mainly relate to the management of White House Central Files, records retrieval information, photographic copies, and overall records storage instructions for the White House staff. The White House Office of Records Management (WHORM) maintains, manages and responds to requests for Presidential records or information from them.

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 File category WH

Index Terms:

Limited to major topics under each category

Persons: Terry Good

Subjects: Records Management; Presidential Libraries; Archives

Types of Material: Memoranda, correspondence, forms, reports, layouts, plans, and organizational charts

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: This collection and series was opened in August, 2017.

System of Arrangement:

The Records of the White House Office of Records Management contains one series:

Series Title	National Archives Identifier
Terry Good's Subject Files	70657678

Detailed Description of the Collection

[Terry Good's Subject Files](#)

Scope and Content: Containers 1-5. This series was opened in August 2017. The series consists of correspondence, memorandums, handwritten notes, and telephone logs. The material mainly relates to the management of White House Central Files, records retrieval information, photographic copies, and overall records management instructions for the White House staff. Arranged alphabetically by subject.

[Return to series list](#)

Container List

Terry Good's Subject Files

Container 1

Art Print Project - WH 2-2 [1]
Art Print Project - WH 2-2 [2]
Art Print Project - WH 2-2 [3]
Cards, Post Cards, Brochures
Carter Staff - FG 6-1 [1]
Carter Staff - FG 6-1 [2]
Central Files - The Selling of Records Management [1]
Central Files - The Selling of Records Management [2]
Central Files - Office of Records Management Organization

Container 2

Daily Handwritten Notes - Terry Good
Document Searching
Executive Protective Service - Waves
Legal Issues
National Archives and Records Administration (NARA)
Office Management - WH 4
Personnel Management - WH 5
Policy Handbook
President of the Senate - Vice Presidential Records - FG 38
Presidential Libraries - FG 149-4
Privacy Act
Records and Archives - FE 10
Task Force on Presidential Records - FE 10
Telephone Logs, 1/20/77-8/1/77
Telephone Logs, 8/2/77-11/16/77

Container 3

Telephone Logs, 2/21/78-7/6/78
Telephone Logs, 7/7/78-9/21/78
Telephone Logs, 9/22/78-10/31/78
Telephone Logs, 11/1/78-1/9/79
Telephone Logs, 1/10/79-3/15/79
Telephone Logs, 3/16/79-5/29/79
Telephone Logs, 5/30/79-9/8/79
Telephone Logs, 9/10/79-12/7/79
Telephone Logs, 12/10/79-4/8/80
Telephone Logs, 4/9/80-6/13/80
Telephone Logs, 6/14/80-8/26/80
Telephone Logs, 8/27/80-11/24/80
Telephone Logs, 11/25/80-12/16/80

Container 4

Terry Good's Calendar Notes, 1976 [1]
Terry Good's Calendar Notes, 1976 [2]
Terry Good's Calendar Notes, 1978 [1]
Terry Good's Calendar Notes, 1978 [2]
Terry Good's Calendar Notes, 1979 [1]
Terry Good's Calendar Notes, 1979 [2]
Terry Good's Memorabilia – Buttons, Patches,
Transition
White House Staff - Reorganization [1]

Container 5

White House Staff - Reorganization [2]

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[Return to collection summary](#)

Last modified: 8/2017

Biographical Information

Rex Scouten

Rex Wayne Scouten was born Sept. 16, 1924, on his family's farm in Snover, Michigan. During World War II, he served in the Army and participated in the invasion of Anzio, Italy.

He was recruited to the Secret Service after graduating in 1948 from Michigan State University's criminal justice school. He soon joined the White House detail and later accompanied then-Vice President Nixon on his tours overseas.

In 1957, he joined the White House staff as assistant to the Chief Usher. During the Johnson administration, he left to work as the National Park Service's liaison to the White House. President Nixon appointed him Chief Usher in 1969, and he served in this role until 1986. He was the White House Curator from 1986-1997. Rex Scouten died in 2013 at the age of 88.