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Atlanta, GA 30307

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Gretchen H. Poston: A Guide to Her Papers at the Jimmy Carter Library

Collection Summary

Creator: Gretchen H. Poston, 1932-1992

Title: Gretchen Poston's Papers

Dates: 1976-1980

Quantity: 8 linear feet, 4 linear inches; 19 Containers

Identification:

Accession Number: 18.03a

National Archives Identifier: 102075751

Scope and Content:

This collection consists of correspondence, memorandums, speeches, resumes, newspaper clippings, press releases, invitations, and schedules. Also included are publications, photographs of events, guest lists, memorabilia, and scenarios for events. The material in this collection relates to Gretchen Poston's role as Social Secretary to the First Lady Rosalynn Carter from 1977-1981. Gretchen Poston was responsible for the planning and logistics of many social events held at the White House, in addition to creating Mrs. Carter's daily schedules and some other responsibilities. Following an event Mrs. Poston coordinated letters of thanks to those involved.

Creator Information: Gretchen H. Poston

Gretchen Poston was born on February 14, 1932 in Danville, Virginia and grew up in Kansas City, Missouri. She was a graduate of St. Mary's College in Leavenworth, Kansas. She received a Bachelor of Science Degree in Education in 1952. She attended graduate school at the University of Colorado, the University of Kansas, the University of London and Catholic University. Her teaching experience includes the school systems in Kansas City, Missouri, and Arlington, Virginia. She also taught in Orleans, France, and Ulm, Germany, as a civilian with the Department of the Army.

Mrs. Poston was a co-founder of Wonderful Weddings, Inc. and the co-author of "The Wonderful Wedding Workbook," and subsequently Washington Whirl-Around, Inc., a convention and conference planning business. She was a board member of the Women's National Democratic Committee and Advisor to the Chairman of the DNC. She was active in charitable and political fundraising in Washington, DC and was involved in

the national campaigns of Johnson, Humphry, Muskie and Carter. Gretchen served as Social Secretary to the First Lady from 1977-1981.

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: First Lady's Social Office Files

Index Terms:

Limited to major topics under each category
Persons: Gretchen Poston

Subjects: state dinners

Places: White House

Types of Material: correspondence, invitations, newspaper clippings, press releases

Administrative Information:

Preferred citation: [Type of Document], [Names of Sender and Recipient or Title of Document], [Date], [Collection Title], [Series Title], [Folder Title], [Box Number], Jimmy Carter Presidential Library.

Acquisition information: These donated historical materials were received under provisions of the instrument of gift that Gretchen Poston's son, Jeffrey Poston signed on March 13, 2018.

Processing information: The series was opened in February 2020.

System of Arrangement:

The records of the Gretchen H. Poston are divided into one series:

Series Title	National Archives Identifier
Gretchen Poston's Subject Files	102075752

Detailed Description of the Collection

[Gretchen Poston's Subject Files](#)

Scope and Content: Containers 1-19. This series was opened in February, 2020. The series consists of correspondence, memorandums, speeches, newspaper clippings, press releases, resumes, invitations to receptions and dinners, and schedules. Also included are thank-you letters, photographs of events, publications, guest lists, memorabilia, acceptance and regret letters, and scenarios for events. The majority of the correspondence related to gifts that were received and given. The material in this collection relates to Gretchen Poston's role as Social Secretary to the First Lady Rosalynn Carter from 1977-1981. Arranged alphabetically by subject.

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Last modified: February 20, 2020