
Collection Summary

Creator: Office of Assistant to the President

Title: Records of James R. Schlesinger, Assistant to the President

Dates: 1977-1978

Quantity: 11 linear feet, 10 linear inches, 27 containers

Identification:
   Accession Number: 80-1
   National Archives Identifier: 1102

Scope and Content:
This collection contains correspondence, memoranda, notes, mailing forms, polling material, booklets and miscellaneous printed material. This material was written and received by people involved with establishing the Department of Energy (DOE). These people included William A. Morrill of the Energy Policy and Planning Office, Alvin Alm, Assistant Secretary for Policy and Evaluation, George Hall of the Office of Energy Policy Planning, and Robert W. Fri, Acting Administrator of the Energy Research and Development Agency, which was later absorbed by the Department of Energy.

Approximately one-fourth of the materials in the Schlesinger files are actually Midge Costanza’s Public Liaison Office materials. The first nineteen boxes of the Schlesinger files almost all deal with energy matters during the time Schlesinger served as Assistant to the President.

Creator Information: Office of Assistant to the President

On January 22, 1977, James Schlesinger became an Assistant to the President, advising Carter on issues relating to energy. This office played a major role in establishing the Department of Energy. James Schlesinger became the first secretary of the DOE on August 5, 1977. DOE was succeeded by the Federal Energy Administration (FEA), the Federal Power Commission, and the Energy Research and Development Administration (ERDA). The purpose of the new department was to simplify and centralize the operations of the federal government having to do with production, conservation and regulation of energy sources. Before the creation of the DOE, nine cabinet departments had their own energy programs or 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 Files, Subject File, Natural Resources (NR) and Atomic/Nuclear Energy (AT) categories; Files of Frank Press, Advisor to the President on Science and Technology; Domestic Policy Staff

Index Terms:
Limited to major topics under each category
Persons: James Schlesinger, Midge Costanza, Shelly Weinstein

Organizations: Small Business Administration; National Association of Neighborhoods; Energy Research and Development Administration; Department of Energy

Subjects: Energy, Urban Policy, Civil Service Reform, Transportation, Utilities, Energy, Natural Gas, Petroleum

Places: Illinois

Types of Material: Correspondence, booklets, memoranda, pamphlets, reports

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 1992. Subsequent series in the collection were opened in 1993. The open dates are indicated in the series descriptions.
System of Arrangement:

The records of the Records of James R. Schlesinger, Assistant to the President are divided into five series:

<table>
<thead>
<tr>
<th>Series Title</th>
<th>National Archives Identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>James Schlesinger’s Administrative Files</td>
<td>150399</td>
</tr>
<tr>
<td>James Schlesinger’s Groups and Individuals Files</td>
<td>150427</td>
</tr>
<tr>
<td>James Schlesinger’s Correspondence Files</td>
<td>150570</td>
</tr>
<tr>
<td>James Schlesinger’s Miscellaneous Projects and Issues Files</td>
<td>150593</td>
</tr>
<tr>
<td>Midge Costanza’s Subject Files</td>
<td>150693</td>
</tr>
</tbody>
</table>

Detailed Description of the Collection

**James Schlesinger’s Administrative Files**
Scope and Content: Containers 1-3. This series was opened in October 1992. This series contains correspondence, notes, memoranda, and reports dealing with establishing and administering the Department of Energy. Arranged alphabetically by folder title.

**James Schlesinger’s Groups and Individuals Files**
Scope and Content: Containers 4-10. This series was opened in October 1992. This series contains correspondence, reports, and printed material from and about various groups and persons. Arranged alphabetically by folder title.

**James Schlesinger’s Correspondence Files**
Scope and Content: Containers 10-11. This series was opened in November 1992. This series contains correspondence, reports, and printed material sent in by groups and individuals with replies. Arranged alphabetically by folder title.

**James Schlesinger’s Miscellaneous Projects and Issues Files**
Scope and Content: Containers 11-19. This series was opened December 1992. This series contains correspondence, notes, reports, and printed material concerning energy matters. Arranged alphabetically by folder title.

**Midge Costanza’s Subject Files**
Scope and Content: Containers 20-27. This series was opened in January 1993. This series contains correspondence, memoranda, reports, and printed material dealing with the Office of Public Liaison and filed by Shelly Weinstein, who worked for both Schlesinger and Costanza. Arranged alphabetically by folder title.

Return to Series List
Container List

James Schlesinger’s Administrative Files

Container 1
Activation Task Force
Booklets and Brochures, 5/76-1/77
Booklets, Budgets, and Financial, 11/77-6/78
Civil Service Reorganization, 4/78
Expense Slips Reimbursements, 3/77
Forms and Travel Reimbursements, 3/77
Interoffice Memos, 1/78-3/78
News Summaries, 1/78
Newsletters, 1977, 8/77
Newspaper Clips, 8/77-9/77

Container 2
Organization, 3/74-6/77
Organization Booklet, 1/77
Organization Legislation, 2/77-6/77
Plan Drafts, 3/77 [1]
Plan Drafts, 3/77 [2]
Plan Drafts, 3/77 [3]

Container 3
Planning Task Force, 5/77-6/77
Press Releases, 7/77-8/77
Relocation, Department of Education, 7/77-8/77
Telephone List, 2/77-6/77
Testimonies, 3/77-5/77
Testimonies, 5/77-6/77
Weekly Status Reports, 2/77-6/77
Weinstein’s Memo Drafts, 5/77
Weinstein, Shelly, n.d.
Work Papers, 3/77

Return to Series List

James Schlesinger’s Groups and Individuals Files

Container 4
Actual Participants of Mini Conference, 3/77
Agricultural Interest, 3/77
Agricultural Interest Meeting, 3/21/77
American Jewish Committee, 4/77
American Management Association - Energy Management Policy, 5/77
American Public Transit Association, 3/77-4/77
Auto Industry, 2/77-3/77
Auto Industry Meeting, 3/14/77
Auto Industry Summaries, 3/77
Auto Workers (n.d.) (Empty)
Bankers, Financiers, and Investors, 3/16/77
Bankers, Financiers, and Investors, 3/77
Bankers, Financiers, and Investors Summaries, 3/16/77
Blue Ray Oil Burner Report, 3/77
Brookings Institute Meeting, 7/77
Builders, and Architects Planners, 3/77 [1]
Builders, and Architects Planners, 3/77 [2]
Builders, Architects, and Planners (Energy Mini Conference) 3/16/77
Builders, Architects, and Planners Summaries, 3/16/77
Carter, Lewis F. - Evaluative Energy Policy, 6/77 [1]
Center for Urban Ethnic Affairs, 7/77
Citizens' Communication Network, 6/77
Coal Industrial Energy Producers Summaries, 3/17/77
Coal Industry, 3/77
Common Cause, 8/77
Consumer Groups, 3/14/77
Consumer Groups Summaries, 3/14/77
Consumers, 3/77
Council of State Governors, 5/77-6/77

**Container 5**
Education Representatives, 3/77
Education Representatives, 3/23/77
Education Representatives Summaries, 3/23/77
Energy Mini Conference - Booklets, 3/77-8/77
Energy Mini Conference - Notes from Bill Morrell, 3/77
Energy Mini Conference - Press Notices of Conferences and Schedules, 3/77
Energy Mini Conference - Responses, 4/77-6/77
Energy Mini Conference - Schedule of Mini Conferences, n.d.
Energy Mini Conference - Sign-up Sheets for Actual Participants, 3/77-4/77 [1]
Energy Mini Conference - Sign-up Sheets for Actual Participants, 3/77-4/77 [2]
Energy Mini Conference - Staff Schedule and Memo, 3/77
Energy Mini Conference - Thank-You Letters to Participants, 3/77-4/77
Engineering Society Energy Initiative, 4/77
Environmental, 7/73-3/77
Environmental List, 3/77
Environmental Study Conference, 3/77

Records of James R. Schlesinger, Assistant to the President 5
Environmental Study Conference, 3/22/77
Environmentalists Meeting Summaries, 3/22/77

**Container 6**
Federal Energy Administration (FEA) - Town Hall Meetings, 2/77-5/77
Gas Retailers and Marketers, 3/77
Illinois Energy Report, 2/77
Indian Information, 4/77
Indian Representatives, 4/8/77
Indian Tribal Materials, 3/77
Industrial Energy Producers - Coal (Energy Mini-Conference) 3/17/77
Industrial Energy Producers - Nuclear, 3/17/77
Industrial Energy Producers - Oil and Gas, 3/21/77
Industrial Energy Producers - Oil and Gas Summaries, 3/21/77
Industry and Business Meeting, 3/19/77
Industry and Business Summaries, 3/19/77
Industry Energy Users, 3/77
International Planners, 6/77
"John Doe" Citizen Meetings, 3/25/77
"John Doe" Citizen Meetings Summaries, 3/25/77

**Container 7**
Kempler, Lawrence G. (Energy Conservation Plan) 4/77
Kleinman, Mark, 8/77
League of Women Voters, 5/77
Low Income Population, 3/77-4/77
Low Income Representatives, 3/24/77
Low Income Representatives Summaries, 3/24/77
Mayors - U.S. Conference of, 4/77-6/77
Mini Conferences Lists, 3/77
National Association of Countries (NACO), 3/77-7/77
National Association of Countries (NACO) Energy Conference Detroit, 7/25/77
National Association of Countries Energy Impact Studies, 6/75-7/76
National Association of Countries Energy Impact Studies, 12/76-3/77
National Association of Neighborhoods, 7/77
National Association of Realtors, 5/77-8/77
National Association of Texaco Wholesalers, 3/77-8/77
National Conference of State Legislatures, 2/77-5/77
National Governor’s Conference, 4/77-6/77

**Container 8**
National Governor’s Conference - Energy Impact Assistance, 2/76-6/77
National Leadership Conference on Energy, 3/77
National Park Service’s Schedule, 3/77
Records of James R. Schlesinger, Assistant to the President

New York State Alliance to Save Energy, Inc. 3/77-10/77
Nuclear, 6/77
Nuclear-Industrial Energy Producers Summaries, 3/17/77
Nuclear Producers, 3/77
Oil and Gas Producers, 3/77
Osborn Paper and Mineral Shortage, n.d.
Petroleum Retailers and Marketers, 3/21/77
Petroleum Retailers and Marketers Summaries, 3/21/77
Presidential / Governors' Energy Meeting, 6/77
President's Youth and Energy Project (Greg Schneiders) 7/77-8/77

**Container 9**
Professional Engineers Societies, 5/77-7/77
Public Interest Persons - Some Offer Services Free, and Some Want to Serve on Advisory Panels, 3/77
Public Opinion Survey for Energy Department - Central, Virginia, 7/77
Rocky Boy's Indian Reservation - Energy Proposal, n.d.
Service Industries, 3/77
Service Industry Energy Users, 3/22/77
Service Industry Energy Users Summaries, 3/22/77
Small Energy Producers, 3/77
Small Energy Producers, 3/19/77
Small Energy Producers Summaries, 3/19/77
Southern Legislative Conference Resolutions, 6/77
State and Local Governments, 3/77
State and Local Officials, 3/23/77
State and Local Officials Summaries, 3/23/77
State Energy Officers, 3/24/77
State Energy Officers Summaries, 3/24/77
State Regulatory Agencies, 5/776/77
Summaries Prepared by American University Students, 3/77
Telegram for Inviting Participants Forms (Energy Mini Conference) 3/77
Telegram to Press Forms (Energy Mini-Conference) 3/77
Transportation and Energy Discussion, 5/13/77
Travel Industry Effects of National Energy Policy, 1/77-4/77
Trucking Industry, 3/77
Trucking Industry, n.d.

**Container 10**
Trucking Motor Carrier Regulation Booklet, n.d.
Unions, n.d.
Unions (Energy Mini-Conference) 3/15/77
Union Representatives Summaries, 3/15/77
U.S. Chamber of Commerce, 5/77-6/77
Utilities - Privately Owned and Public (Energy Mini-Conferences) 3/18/77
Utilities - Public, 3/77
Utilities - Public and Private, 3/77
Utilities - Public Commissions (Energy Mini Conference) 3/18/77
Utilities - Public Commissions Summaries, 3/18/77
Utilities - Summaries, 3/18/77
Video Tape Schedule, 3/77
Voluntary Organizations Information, 5/77-7/77
Water Programs Views, 4/77

Return to Series List

James Schlesinger’s Correspondence Files

Container 10
Correspondence, 1/77-5/77
Correspondence, 6/77-7/77
Correspondence, 8/77-12/77
Correspondence - Conservation Suggestions, 3/77-6/77
Correspondence - Senators, Congressmen, and Governors, 3/77-6/77
Correspondence - Support Letters, 3/77-7/77

Container 11
Energy Suggestions Correspondence Work Papers List Nineteen Citizens, 3/77-5/77
Environmental Correspondence, 1977
Requests for Energy Policy Staff Speakers, 2/77-7/77
Requests for Mini-Conference Reports, 6/77-8/77
Requests for National Energy Plan and Legislation, 5/77
Requests for Summary of Public Participation Report, 7/77-9/77
Requests for Written Responses, 6/77-7/77
Thank You Replies for Meetings, 5/77-6/77

Return to Series List

James Schlesinger’s Miscellaneous Projects and Issues Files

Container 11
Alaskan Resources, 6/77
Alternative Energy Policies and the Automobile, 3/77-6/77
Alternative Fuels, 4/77-6/77
Appropriate Technology, 3/77-6/77
Biotherm Energy, 4/77
Budget and Economic Impacts, n.d.
Budget and Economic Impacts, 6/1/77-6/13/77

Container 12
Budget and Economic Impacts, 6/15/77-6/22/77
Urban Policy Strategy Papers
Building National Energy Policy Effects, 6/77-8/77
Civil Rights in the Department of Energy, 6/77-8/77
Coal, 2/77-7/77
Coal Conversion, 4/77-6/77
Coal Gasification, 5/77-6/77
Congressional Committees, 2/77-6/77
Congressional Committees, 6/77-1/78
Congressional Energy Bills, 1/77-6/77 [1]

Container 13
Congressional Energy Bills, 1/77-6/77 [2]
Congressional Energy Bills, 1/77-6/77 [3]
Conservation, n.d.
Conservation Pamphlets [1]
Conservation Pamphlets [2]
Conservation Pamphlets [3]
Conservation Suggestions, 3/77-6/77
Conservation Suggestions, 3/77
Disarmament Strategy Effects on National Energy Policy, 3/77
Division of Administrative Services - Head Quarter Release Forms, n.d.
Education, 5/77
Education Programs, 4/77-7/77
Education and Youth, 5/77-8/77

Container 14
Emergency Assistance, 1/77-8/77
Energy Bibliography, 7/77
Energy Booklets, 4/78
Energy Computer Modeling Forum, 3/77
“Energy Daily” Newsletter, 8/77-9/77
Energy Education Programs, 3/77-7/77
Energy Education Programs Booklets, 2/77
Energy Information Centers, n.d.
Energy Policy and Planning - Replacing Oil and Gas with Coal and Other Fuels, 6/77
Energy Policy and Planning - Staff Lists, n.d.

Container 15
Energy Self-Sufficiency - Faculty Sitting Procedures, n.d
Energy Stamp, 4/77
Federal/State Programs for National Energy Policy, 2/77-4/77
Gas Rationing and Taxes, 4/77-6/77
General Electric Design Basis Scenario for Proposed National Policy, 2/77-3/77
Heat Charts, n.d.
Home Insulation, 5/77-7/77
Impact Assistance, 6/77
Insulation, n.d.
International Energy Issues, 4/77
Investment Tax Credit, 6/77
Labor Law Reform, n.d.
Legislative Issues, 7/77-12/77
Liquid Petroleum Fossil Fuels, 3/77
Metric Conversion, 6/77
National Energy Plan Proposals, n.d
National Energy Plan Proposals, 2/77
National Energy Plan Proposals, 3/77

Container 16
National Energy Plan Proposals, 4/77
National Energy Plan Proposals and Memos, 2/77
National Energy Plan Proposals and Memos, 2/77-4/77
National Energy Plan Proposals and Memos, 4/77
National Energy Policy Recommendations Form Letters, 3/77
Natural Gas, 3/77
Natural Gas, 5/77-6/77
Nuclear, 3/77
Nuclear Export Policy, 3/77
Price Control, 3/77-7/77
Proposed Commerce Conferences on Ocean and Coastal Matters, 5/77

Container 17
Public Participation, 2/77-7/77
Public Participation Booklets, n.d.
Public Participation - Federal Register Notice 2/77-3/77
Public Participation - National Energy Policy Town Meeting and Conferences, 2/77-3/77
Meeting and Conferences, 2/77-3/77
Public Participation - Outreach Effort, 4/77-5/77
Public Participation - Program Plan, 4/77-5/77
Public Participation - Responses to May 10th Letter, 5/77
Public Participation - Responses to May 10th Letter, 6/77
Public Participation Section, 3/77-9/77

Container 18
Public Welfare, 5/77
Recycling, 4/77
Reorganization and Energy, 3/77
Reports on Energy, 2/77-6/77 [1]
Reports on Energy, 2/77-6/77 [2]
Research and Development, 3/77
Research and Development, 6/77
Siting and Financing Energy and Communities Facilities Santa Barbara, 3/77-4/77
Siting and Financing Energy and Communities Facilities Santa Fe, 3/77-4/77
Solar Energy, 3/77-6/77

Container 19
Solar Energy, 1/78-5/78
Speech Materials - Congressman Ford, 7/77
Strategy, 3/77
Student Information, 3/77-5/77
Surface Mining, 3/77
Tanker Safety, 3/77
Tax Policies Affects Utilities, 2/77-6/77
Tax Rebate Programs, 2/77-4/77
Transportation, 5/77-6/77
Transportation Ideas, 5/77-6/77
Weatherization, 3/77-4/77
Welfare, 3/77-5/77
Welfare Reform, 4/77
Wellhead Tax, 4/77
Wind Energy, 1/77
Women’s Energy Briefing, 3/16/78

Return to Series List

Midge Costanza’s Subject Files

Container 20
Action for Children’s Television, 4/78
Candy Industry and Children’s, 7/78
Citizen Involvement Training, 2/78
Citizen Participation - Booklet Request, 2/78-3/78
Citizen Participation - Booklet Request, 4/78-6/78
Citizen Participation - Conference on, 2/78
Citizen Participation - Costanza, 1/78-3/78
Citizen Participation - Drafts, n.d.
Citizen Participation - Memos, 1/77-5/78
Civil Service Reform and Reorganization, 1/78-2/78
Civil Service Reform - Booklets, 3/78
Civil Service Reorganization, 1/77-2/78

Container 21
Civil Service Reorganization, 1/77-2/78
Correspondence, 1/78-2/78
Correspondence, 3/78-6/78
Correspondence and Memoranda - Weinstein, 1/78-3/78
Costanza, Midge’s Form Letter for Citizen Participation, n.d.
Costanza, Midge’s Memoranda, 1/78
Drafts - Urban Policy Proposal, 1/78-2/78
Economic Opportunity National Council Booklet, 3/78
Environmental Correspondence, 1/78-5/78
Environmental Herbicide National Forests Meeting, 2/21/78 [1]

**Container 22**
Environmental Herbicide National Forests Meeting, 2/21/78 [2]
Family Violence, n.d.
Federal Agencies Review of Policy Procedures, 2/78-6/78
Family Planning Requirements Booklet, 10/27
Financial Executives Institute, 1/76-6/77
Financial Executives Institute Booklets, 9/74-9/77
Health Services Bill - Tip O’Neill, 5/78 [1]
Health Services Bill - Tip O’Neill, 5/78 [2]
International Council on Citizen Participation Booklet, 3/74
International Women’s Year, 11/77-3/78

**Container 23**
Kino Learning Center, 6/77
Mini-Conference Lists and Briefings, 3/77-1/78
Minority Business Enterprise, 9/77
Panama Canal, 8/77-11/77
Panama Canal Foreign Policy Booklets, 6/76-10/77
Peyser, Minna Post, 2/78
President’s Youth and Energy Program Follow-Up Sheets, 7/29/77
President’s Youth and Energy Program Invitee Data, 7/29/77
Public Liaison Memo, 11/77-1/78
Public Participation - Oregon, 10/77-4/78

**Container 24**
Schedules of the Office of Public Liaison, 1/78-3/78
Small Business Administration, 11/77-3/78
Small Business Administration - Booklets, n.d.
Small Business Administration - Proposal for Women, 7/76
Small Business Administration - Women, 8/77
Small Business Administration - Women, 1/78 [1]
Small Business Administration - Women, 1/78 [2]
Small Business Administration - Women, 2/78
Small Business Administration - Women and Government Procurement, 12/77-2/78
Small Business Administration - Women Business Owners, 1/78
Small Business Administration - Women Correspondence, 11/77-12/77

**Container 25**
Small Business Administration - Women Correspondence, 1/78-2/78

Records of James R. Schlesinger, Assistant to the President
Small Business Administration - Women Report, 4/78
Small Business Administration - Women Task Force Briefing Book, 11/77
Small Business and Budget Briefing Lists, 3/77-2/78
Small Business Quality of Life Booklet, n.d.
Southern New England Telephone Company, 4/77

**Container 26**
Staff Meetings Public Liaison, 10/77-3/78
Taxation - Self Employed, 5/78
Telephone Notes, n.d.
Urban Package, 5/76-6/78
Urban Package - Booklet, n.d.
Urban Policy, 2/78-3/78
Urban Policy Drafts, 9/77
Urban Policy Drafts, n.d.
Urban Policy Information on Cities Booklets, 2/78-4/78

**Container 27**
Urban Program Tax Initiative, 5/78
Volunteer Services Television Taping of the First Lady Project, 3/78
Weekly Reports to President, 1/77-3/78
Youth Act, 8/77-12/77
Youth Act Booklets, 8/77-12/77

[Return to Series List](#)

[Return to Collection Summary](#)

Last modified: September 2015
Biographical Information

James Schlesinger

James Schlesinger was born in New York City in 1929. In 1956, he received a PhD from Harvard University. He was a senior staff member at RAND Corporation from 1963-1967. He was Chairman of the Atomic Energy Commission from 1971-1973. In 1973, he was the director of the Central Intelligence Agency. Schlesinger was the Secretary of Defense from 1973-1975. On January 22, 1977 he became the Assistant to the President. On August 5, 1977, he was appointed as the first Secretary of the Department of Energy.

He resigned as the Secretary of the Energy Department on July 20, 1979. He became the Advisor for the Center for Strategic and International Studies at Georgetown University.