Records of the Office of the Staff Secretary: A Guide to Its Records at the Jimmy Carter Library

Collection Summary

Creator: Office of the Staff Secretary

Title: Records of the Office of the Staff Secretary


Quantity: 118 linear feet, 2 linear inches, 270 Containers

Identification:
Accession Number: 80-1
National Archives Identifier: 1099

Scope and Content:
The files consist of correspondence, memoranda, notes, speeches, briefing material, daily schedules, press releases, photographs, newspaper clippings, and miscellaneous printed material that represent the function of the Office of the Staff Secretary.

The Presidential Handwriting File primarily consists of the daily contents of the President’s outbox, filed chronologically according to the date when each item left the Oval Office. The Staff Secretary generally did not handle some types of material: personal and public correspondence, Congressional correspondence, and security-classified documents generated by the National Security Advisor and his staff. Although scattered examples of this material can be found in the files, Susan Clough, the President’s administrative assistant, handled his personal correspondence; the White House correspondence unit coordinated public mail; and the Congressional Liaison Staff was responsible for communications with Congressmen and Senators. In similar fashion, National Security Advisor Zbigniew Brzezinski and his staff personally delivered most foreign policy documents to the Oval Office.

Creator Information: Office of the Staff Secretary

The Staff Secretary is a position in the White House Office responsible for managing communications to the president and circulating documents among senior staff for comment. To provide internal coordination, the Staff Secretary's Office manages the
paper flow to and from the President. Sometimes described as "the nerve center of the White House," the position was first created under President Dwight D. Eisenhower. The Staff Secretary’s Office served as the principal conduit for much of the paperwork sent to the President by White House advisors and agency officials. In the Carter White House, this office consisted of three full-time employees: The Staff Secretary (Rick Hutcheson), the Deputy Staff Secretary (Bill Simon), and the Confidential Assistant (Patty Maloomian). After receiving a document which required a Presidential decision, Hutcheson circulated copies to the appropriate agencies and/or White House advisors for comment. He then compiled and summarized these staff comments, attached a cover memorandum, and sent the entire package to the President. President Carter often penned handwritten responses on the documents, and Hutcheson sent copies of these remarks to the interested parties.

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 Executive Order 12356, which governs National Security policies, and material which has been closed in accordance with the donor’s deed of gift.

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Related Material:

Related Materials in this repository: White House Central File, Subject File, FG 6-1-1/Hutcheson, Richard and FG 6-1-1/Simon, William; Appointments/Scheduling/Advance Office, Presidential Diary Office files

Index Terms:

Persons: Rick Hutcheson, Bill Simon, Tom Jones

Organizations: White House Central File Staff

Types of Material: Correspondence, memoranda, notes, speeches, briefing material, daily schedules, press releases, photographs and newspaper clippings

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.
Records of the Office of the Staff Secretary

Processing information: The first series of the collection was opened in 1988. Subsequent series in the collection were opened in 1989, 1990 and 1991. The open dates are indicated in the series scope and content.

System of Arrangement:

The records of the Office of Staff Secretary are divided into fourteen series:

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Detailed Description of the Series

**1976 Campaign Transition Files**
Scope and Content: Containers 1-3. This series was opened in 1988. This series contains correspondence, memoranda, notes, briefing material, speeches, telephone call logs, and White House organizational charts. The material mainly relates to Presidential appointments to White House Offices and Cabinet selection; foreign policy, domestic policy, potential political problems, government reorganization, and Congressional relations. Arranged alphabetically. *(Folder titles are in bold; subject descriptors are listed below the folder title.)*

**Presidential Files**
Scope and Content: Containers 4-187. This series was opened in 1989. This series contains correspondence, memoranda, notes, briefing material, speeches, schedules, photographs, graphs, clippings, and miscellaneous printed material. The material in this series includes the best daily documentation for the Carter Presidency. Although one can find some material in this file on virtually every important domestic issue of the Carter era, this series is particularly valuable because of the voluminous material relating to energy policy, economic issues, and political developments. Moreover, drafts of most of President Carter's major speeches and statements can be found in the series. The material consists of the daily contents of the President’s outbox, often penned with his handwritten responses on the documents and sent to the interested parties by...
Rick Hutcheson. Arranged chronologically according to the date when each item left the Oval Office. (Folder titles are in bold; subject descriptors are listed below the folder title.)

**Enrolled Bill Notification Memoranda**
Scope and Content: Container 188. This series was opened in 1990. This series contains briefing memoranda regarding pending legislation. Arranged chronologically.

**Presidential Paper Flow Control Logs**
Scope and Content: Containers 189-191. This series was opened in 1990. This series contains status logs of documents handled by the Staff Secretary. Arranged chronologically.

**Presidential Telephone Calls-Backup Material**
Scope and Content: Containers 192-193. This series was opened in 1990. This series contains scattered telephone call logs, lists of callers, notes, and correspondence. Arranged chronologically.

**Staff Cover Memoranda (“Blue Card Info”)**
Scope and Content: Containers 194-197. This series contains correspondence, cover memoranda, and notes. Arranged alphabetically by name of White House staff person and there under chronologically.

**Staff Scheduling Memoranda**
Scope and Content: Containers 198-201. This series was opened in 1990. This series contains correspondence, memoranda, briefing material, notes, and lists of names related to the schedules of White House staff. Arranged chronologically.

**Status of Presidential Request Memoranda**
Scope and Content: Containers 202-203. This series was opened in 1990. This series contains correspondence, memoranda, notes, and list of names. Arranged chronologically.

**Presidential Briefing Material Relating to the Billy Carter Libyan Investigation**
Scope and Content: Containers 204-205. This series was opened in 1990. This series contains correspondence, memoranda, briefing material, reports, press statements, and the president’s questions and answers. The material includes the President’s report to the Senate Judiciary Committee with drafts; logs of calls to Billy Carter by White House staff and the President; Counsels Office’s notes regarding conversations with Billy; the President’s draft statements to the press; and the final Senate Committee Report. Arranged alphabetically by folder title.

**Rick Hutcheson’s Subject Files**
Scope and Content: Containers 206-221. This series was opened in 1990. This series contains correspondence, memoranda, notes, briefing material, press releases, photographs, clippings, and miscellaneous printed material. The material relates to presidential appointments information, Cabinet representatives meetings minutes and notes; the 1980 Democratic National Committee convention planning and scheduling; delegate selection and nominating rules; fact sheets regarding the Carter presidency; lists and notes regarding presidential calls relating to the
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Election; and lists of high level memorandums to the President regarding White House staffing and appointments. Arranged alphabetically by folder title.

**Rick Hutcheson’s and Bill Simon’s Chronological Files**
Scope and Content: Containers 222-228. This series was opened in 1991. This series contains correspondence, memoranda, notes, briefing material, press releases, photographs, clippings, and miscellaneous printed material. This series mainly relates to 1980 campaign travel in the form of travel packets. Arranged chronologically.

**Bill Simon’s 1976 Campaign Transition Files**
Scope and Content: Containers 229-233. This series was opened in 1991. This series contains correspondence, notes, briefing material, press releases, schedules, travel vouchers, clippings, and printed campaign literature. Arranged alphabetically by folder title.

**Bill Simon’s Subject Files**
Scope and Content: Containers 234-256. This series was opened in 1991. This series contains correspondence, memoranda, notes, briefing material, schedules, maps, press releases, printouts, clippings and miscellaneous printed material. The material includes election night scheduling of presidential calls; travel information packets; speaker tracking schedules; and a great deal of material from the White House Information Travel Center. Arranged alphabetically by folder title.

**Bill Simon’s 1980 Campaign Files**
Scope and Content: Containers 257-270. This series was opened in 1991. This series contains correspondence, memoranda, notes, briefing material, schedules, press releases, printouts, clippings, and printed campaign literature. The material includes a great deal of information regarding political information by states. Arranged alphabetically by folder title.

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Modified: July 2017
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Biographical Data
Richard Gordon Hutcheson III

Richard Gordon Hutcheson III was born in 1951, Yorktown, Virginia. He received a BA of Political Science in 1973 from Swarthmore College. In 1974 he was the Assistant to the DNC Director of Political Research Paul Lutzker. In 1975, he received his M.A. in Political Science from the University of California, Berkeley. In 1975 he became a Carter Presidential Campaign aide, specializing in delegate selection, issues research, and speechwriting. In 1976, he became the National Campaign Coordinator and Assistant to Hamilton Jordon, Carter/Mondale Presidential Campaign, Atlanta, Georgia. From 1976-1977 he was a Staff Assistant for the Carter/Mondale Transition Planning Group, Washington, DC. From 1977-981 he was Staff Secretary for President Carter

William D. Simon

William D. Simon was born in Washington, DC 1951. In 1972 he was an Agricultural worker in, Kibbutz Ein Hamifratz, Israel. He attended San Diego State University majored in Political Science from 1972-1974. He was a Staff Assistant to Congressman Thomas M. Reese from 1974-1975. In 1975 he was a Paralegal Welfare Advocate and a Legal Assistance for the San Francisco Neighborhood Foundation. In 1976 he received a B.A. in Political Science from University of California, Berkeley. He was an Administrative Assistant to Rich Hutcheson and Hamilton Jordon during the Carter/Mondale Presidential Campaign, Atlanta, Georgia. From 1976-1977 he was a Staff Assistant, Carter/Mondale Transition Planning Group, Washington, DC. He was Deputy Staff Secretary to the President from 1977-1981.