Records of the Office of the Assistant to the President for Women's Affairs
(Sarah Weddington): A Guide to Its Records at the Jimmy Carter Library

Collection Summary

Creator: Office of the Assistant to the President for Women’s Affairs

Title: Records of the Office of the Assistant to the President for Women’s Affairs (Sarah Weddington)


Quantity: 51 linear feet, 2 linear inches, 117 containers

Identification:
   Accession Number: 80-1
   National Archives Identifier: 1097

Scope and Content:
   This collection contains correspondence, invitations, memoranda, reports, notes, speech drafts, publications, newspaper clippings, briefing papers, card files, and computer printouts. The materials in the collection relate to the office’s efforts in the ratification of the Equal Rights Amendment (ERA); the appointment of women to key positions; and formulating legislation in cooperation with the Congressional Liaison Office that affected women. In addition, this collection contains a large amount of material relating to the 1980 campaign including the Democratic National Committee (DNC), and the President’s Speakers Bureau.

Creator Information: Office of the Assistant to the President for Women’s Affairs
   This office was headed by Sarah Weddington, who was appointed as Assistant to the President in September 1978, and joined the White House staff on October 22, 1978. The Office of the Assistant to the President for Women’s Affairs’ responsibilities were once part of the Office of the Assistant to the President for Public Liaison, which was headed by Midge Constanza and handled minority affairs. After Constanza's resignation, the Public Liaison Office was divided among several offices with Weddington assigned to head the group concerned with women's issues. Under this office, Weddington was given additional duties following the government reorganization in the summer of 1979 and became more involved in political affairs, including liaison with the Democratic National Committee.
This office played a major role in guiding the Equal Rights Amendment extension through the Senate, and Weddington was the Administration's key strategist for the ratification of ERA. She also worked with the Congressional Liaison Office on other legislation that affected women. This office was influential in the appointment of women to Federal judgeships, boards, and agencies. In addition, the office coordinated the Interdepartmental Task Force on Women and explained the administration's position on women's issues to groups throughout the country.

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; Office of the Assistant to the President for Public Liaison (Costanza)

Separated material: 2 books; 221 photographic images; and 1 audio tape.

Index Terms:
Limited to major topics under each category
Persons: Sarah Weddington, Bill Albers, Alicia Smith, Dennis Tapsak

Organizations: National Advisory Committee for Women (NACW); Democratic National Committee (DNC); National Advisory Committee for Women

Subjects: Women, Equal Rights Amendment, Appointments, Civil Rights, Title IX, 1980 Presidential Campaign

Types of Material: Correspondence, memoranda, invitations, reports, notes, speech drafts, publications drafts, newspaper clippings, briefing papers, card files, and computer printouts

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.

Records of the Office of the Assistant to the President for Women’s Affairs (Sarah Weddington)
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 1982. Subsequent series in the collection were opened in 1982. The open dates are indicated in the series descriptions.

System of Arrangement:

The records of the Office to the Assistant to the President for Women’s Affairs (Sarah Weddington) are divided into fifteen series:

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Detailed Description of the Collection

**Sarah Weddington’s Briefings Files**
Scope and Content: Containers 1-4. This series was opened in March 1982. This series mainly consists of background material and publications in preparation for events. Also included are briefing schedules and lists of participants invited to the events. Arranged chronologically.

**Sarah Weddington’s Office Files**
Scope and Content: Containers 5-20. This series was opened in March 1982. This series consists of correspondence, invitations, reports, briefing papers, notes, speeches, press materials, and clippings. Most of the material relates to Weddington’s involvement with the National Advisory Committee for Women and its successor, the Presidential Advisory Committee for Women. Some of the correspondence and memoranda are high-level for the period August through

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September 1979. Drafts of Weddington’s speeches with staff notes are also included. Arranged alphabetically by folder title.

**Interdepartmental Task Force on Women Files**
Scope and Content: Containers 20-26. This series was opened in March 1982. This series consists of correspondence, notes, work plans, and background material concerning the Task Force’s white papers on women’s issues. Most of the material gathered by the Task Force consists of backup material such as publications and articles. The bulk of the Task Force files were returned to the Department of Labor when the task force was terminated at the end of 1980. Arranged alphabetically by folder title.

**Equal Rights Amendment Files**
Scope and Content: Containers 27-37. This series was opened in March 1982. This series consists of background material, correspondence, memoranda, notes, press materials, state files, and press clippings. The material relates to the progress of the ERA (Equal Rights Amendment) ratification process and the White House strategy regarding ERA issues. Arranged alphabetically by folder title.

**Alicia Smith’s Files**
Scope and Content: Containers 38-44. This series was opened in March 1982. The series consists of correspondence, background material, memoranda, card files, and clippings. The material relates to Weddington’s increased involvement in political affairs following the White House reorganization in the late summer of 1979. The material concerns her liaison activities with the Democratic National Committee; preparation of material for domestic trips by President Carter; and phone calls (mainly of a political nature) made by members of the Carter family. Also included is a card file of nationwide political contacts. Arranged alphabetically by folder title.

**Publications Files**
Scope and Content: Containers 44-55. This series was opened in March 1982. This series consists of copies of publications, correspondence, memoranda, notes, and press clippings. Much of the material in this series contains copies of publications produced by Weddington’s office. Other material contains background information used to produce the publications. Most of the folder titles in this series were supplied by the library staff during processing. Arranged alphabetically by folder title.

**Bill Albers’ Subject Files**
Scope and Content: Containers 56-62. This series was opened in March 1982. This series consists of correspondence, memoranda, speech drafts, reports, and press clippings. This material relates to Alber’s role as the lead of political matters section which dealt with the implementation of the Equal Rights Amendment (ERA) and the Speakers Bureau. The series reflects his work on the following teams: public relations, management, administration, procedures, political issues (other than women), public information, personnel, political correspondence, trouble shooting, new problems, and scheduling. Arranged alphabetically by folder title.

Records of the Office of the Assistant to the President for Women’s Affairs (Sarah Weddington)
**Dennis Tapsak’s Files**
Scope and Content: Containers 63-76. This series was opened in March 1982. The series consists of correspondence, memoranda, reports, and briefing papers. Tapsak was assigned to Weddington’s staff on February 4, 1980 and most of his material contains publications, speeches, and special interest group correspondence. The material concerns political administration issues unrelated to women. Arranged alphabetically by folder title.

**President’s Speakers Bureau Files**
Scope and Content: Containers 77-92. This series was opened in March, 1982. The series consists of agenda, notes, briefings, computer lists, forms, schedules, biographical sketches, and speeches. This material relates to administration accomplishments, positions on various issues, speaker-tracking reports, convention calendars, and reports on and to the states. In addition, this material concerns the Speakers Bureau responsibility for locating and assigning speakers for the administration including invitations declined by the President, First Lady, Vice President, and senior White House staff. Arranged alphabetically by folder title.

**President’s Speakers Bureau Subject Files**
Scope and Content: Containers 93-94. This series was opened in March, 1982. This series consists of notes, memoranda and press clippings relating to current issues and biographical descriptions of speakers available to speak on such issues. Also included are requests for speakers and information on the Speakers Program. Arranged alphabetically by folder title.

**Scott Burnett’s President’s Speakers Bureau Personal Files**
Scope and Content: Containers 95-102. This series was opened in March 1982. This series consists of 1980 campaign material including newspaper clippings, computer printouts, subject files, mailing lists, maps, address books, and area surveys. The series were rearranged and many folder titles were supplied by the Library staff during processing. Arranged alphabetically by folder title.

**Scott Burnett’s President’s Speakers Bureau Miscellaneous Files**
Scope and Content: Containers 103-105. This series was opened in March 1982. This series consists of correspondence, notes, clippings, and memoranda. The material relates to subjects reflecting Burnett’s liaison responsibilities between the White House and the public. Arranged alphabetically by subject.

**Tom Beard’s Subject Files**
Scope and Content: Containers 106-109. This series was opened in March 1982. This series consists of correspondence, memoranda, notes, case files, and resumes. This material primarily deals with the political appointments process, particularly ambassadorial appointments. For this reason, substantial portions of this series were closed in accordance with the donor’s deed of gift. Arranged alphabetically by subject.

**Sarah Weddington’s Personnel Files**
Scope and Content: Containers 110-112. This series was opened in March 1982. The series consists of resumes and notes both solicited and unsolicited by Weddington’s office. The

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material relates to Weddington’s concern with the appointment of women to federal offices. Arranged alphabetically by job title.

**Sarah Weddington’s Correspondence Files**
Scope and Content: Containers 113-117. This series was opened in April 2019. The series consists of correspondence received and acknowledged by Sarah Weddington’s office. The correspondence pertain to issues of Judge Marion Callister presiding over the legality of the Equal Rights Amendment extension case. Arranged alphabetically chronologically.

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[Black Women in the Administration - Proof Copy]
[Church - Related Vocations]
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[Conference on the Employment of Women - National Reports - List of Documentation]
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[Planks] 6 Credit
[Planks] 7 Disabled Women [Empty]
[Planks] 8 Education
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[Planks] 24 Statistics
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**Container 52**
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**Container 53**
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**Container 54**
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**Container 57**
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Container 58
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Families - White House Conference on
Gay Rights
Gay Right Agenda for 80's
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Container 59
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Kenya State Dinner
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Law Enforcement Meeting
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**Container 62**
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American Iron and Steel Institute
Asbestos School Hazard Detection and Control Act
Auto Industry
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Carter - Meeting with Harte - Hanks Communications, Editors, Broadcasters
Carter - Panama Canal Functions
Carter - Pennsylvania - Interviews, Meetings
Carter - Rock Island - Northeast Corridor Legislation
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**Container 65**
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Consumers
Crime Prevention [Empty]
Cuban Refugees
Democratic Platform
Dispute Resolution Program
Department of Energy
Department of Energy - BEPS (Business Enterprise Priorities)
Department of Energy Info
Draft Registration
Drought Assistance
Drug Control and (Federal Drug Administration) FDA
Economic Policy General
Economic Statistics
Education - Department of Education
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Energy Accomplishments
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Miami
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Container 70
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**Container 74**
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Administration - President Carter Speaks on the Issues
Administration - President Carter Speaks on the Record
Administration - The Record of President Carter's Administration: A Summary
Agency Contacts
Agendas
Agendas/Meetings
Agriculture Department
Agriculture - Farm Loan Availability
Agriculture - School Lunch Program, USDA
Agriculture - Status - Suspension of Soviet Grain Shipments Six Months Later
Agriculture - Taking Steps Regarding the Farm Credit Situation - Administration Response
Anti-Inflation
Anti-Inflation Accomplishment [1-2]

**Container 78**
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Anti-Inflation - Inflation Report [Latest Issue]
Anti-Inflation - Inflation - Stock Speech Inserts
Anti-Inflation - Inflation Task Force Bibliography [For Internal Use Only]
Anti-Inflation - Information
Anti-Inflation - National Anti - Inflation Program [Empty]
Anti-Inflation - Piggyback Inflation - Suggested System [Empty]
Anti-Inflation - The President's Anti-Inflation Program - The Long View
Anti-Inflation - Task Force Minutes
Anti-Inflation - Task Force - Special Events [1-2]
Anti-Inflation - The White House Fact Sheet on Anti-Inflation
Banking - Administration Proposal for Withholding on Interest and Dividends [Empty]
Banking - Banking and Credit Data
Banking - National Consumer Cooperative Bank [empty]
Bibliography
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Briefing Materials
Briefings - Briefing Memorandum - Olympic Boycott [Empty]
Briefings - Briefing Memorandum - Summary of Reactions to Soviet Intervention [Empty]
Budget - Administration's Proposal for Renewal of Revenue Sharing
Budget - Balancing the 1981 Federal Budget
Budget - Budget Cuts and Changes - Talking Points
Budget - The Budget and Employment
Budget - Congressional Budget Schedules [Empty]
Budget - Fiscal Year 1981 Budget Revisions
Budget - G. William Miller on Revenue Sharing
Budget - Highlights of the Conference Agreement on the 1st Budget Resolution
Budget - Mid-Session Budget Review Status Report
Budget - National Defense, The Budget and the Record
Budget Revisions
Business - Small Business
Cabinet Schedules Meeting
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DOE - Speakers
Education Department
Education - The Record of President Carter in Education
Education - Salute to Learning, 1980
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Employment - Background on May PPI (Producer Price Index) and Employment Numbers
Employment - The Carter Administration and Youth Employment

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Home Loan Bank Board
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Housing - Commerce News on Housing Starts
Housing - The Fair Housing Act Amendment, HR 5200
Housing - May Housing Starts
Housing - Talking Points on Initiatives to Help the Housing Industry
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Industry - Automobile Industry a Partnership
Industry - Background on the Auto Industry
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Inflation Report
Inflation Stock Speech Inserts
Interior Department
Internal Revenue Service (IRS) [empty]
Issues - FY1 - General Summary [empty]
Justice Department
Labor Department
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Master List - Anti-Inflation Task Force - Steering Committee, Other Contacts
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Regulatory Reform - Douglas M. Castle on Regulatory Reform [empty]
Regulatory Reform - Improving Government Regulations
Regulatory Reform - Package Speech Inserts
Regulatory Reform - The Need for Trucking Regulations Reform
Regulatory Reform - Press Release Regulatory Reform
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Regulatory Reform - Railroad Regulatory Reform Status
Regulatory Reform - Regulatory Council Fact Sheet
Regulatory Reform - Regulatory Council Projects Update
Regulatory Reform - Regulatory Reform Highlights
Regulatory Reform - Regulatory Reform: The President's Program
Regulatory Reform - Regulatory Reform Status Report
Regulatory Reform - What's Wrong with Truck Regulations? A Look at the Problem
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Wage and Price Controls - Mandatory Wage and Price Controls the Answer?
Wage and Price Controls - Wage and Price Controls: Are Mandatory Controls the Answer?
Weekly Status Report Departmental Speaking Engagement Calendars
Welfare - Adoption Assistance and the Child Welfare Act
White House
The White House Automated Speakers Tracking System Summary
Women Issues
Women and Minorities - Fact Sheet - Women Programs
Women and Minorities - Gay Issues Talking Points
Women and Minorities - Honoring a Commitment to the People of America [Women Issues]
Women and Minorities - Jewish Press Association Remarks of the President
Women and Minorities - News on Hispanics
Women and Minorities - Passage of ERA: The Efforts of Jimmy Carter
Women and Minorities - The Record of President Carter on Women's Issues
Women and Minorities - What Carter has done for Hispanics
Women and Minorities - White House News on Women
Women and Minorities - Women and America: Rosalynn Carter Challenges Communicators
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President's Speakers Program Speakertrak as of 9/6/79
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**Container 100**
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**Container 109**
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Last Modified: April 24, 2019
Biographical Information

Sarah Weddington
Sarah Weddington was born in Abilene, Texas in 1945. She received her B.A. from McMurry College in 1965 and her J.D. from the University of Texas in Austin in 1967. She was Assistant City Attorney, Fort Worth, Texas from 1970-1971 and worked in private practice from 1971-1977. She was also a Texas State Legislator from 1972-1977. She served as General Counsel to the U.S. Department of Agriculture from 1977-1978. President Carter appointed Weddington as Assistant to the President for Women’s Affairs in October of 1978. From September 1979-1981, she also assisted President Carter regarding political affairs for the 1980 campaign and the Democratic National Committee.