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Records of Anne Wexler as Special Assistant to the President: A Guide to Its Records at the Jimmy Carter Library

Collection Summary

Creator: Office of the Assistant for Public Outreach

Title: Records of Anne Wexler as Special Assistant to the President

Dates: 1977-1981

Quantity: 188 linear feet, 7 linear inches; 431 containers

Identification:

Accession Number: 80-1

National Archives Identifier: 583501

Scope and Content:

The files consist of letters, memorandums, briefings, strategies, invitation lists, position papers, notes, speeches, news clippings, itineraries, newsletters, pamphlets, schedules, legal documents, telephone logs, and publications.

These records document Anne Wexler's duties as Special Assistant for Public Outreach including getting the public involved in the development of Presidential priority issues, drafting legislation for those priority issues, and the development of strategy to get the issues before the Congress.

Creator Information: Office of the Assistant for Public Outreach

The Office of the Assistant for Public Outreach is responsible for communicating and interacting with various interest groups. The office listened to public interest groups concerns and communicated them to the President or the appropriate agency. They also explained to these groups, the administration's positions and programs and pursued a media outreach effort to make the public aware that there were people in the White House ready and eager to listen to their views.

[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: Office of Assistant for Public Liaison (Midge Costanza)

Index Terms:

Limited to major topics under each category
Persons: Wexler, Anne

Subjects: Personal interest groups; small business; public outreach; White House briefings; The Strategic Arms Limitation Talks (SALT II)

Administrative Information:

Preferred citation: [Type of Document], [Names of Sender and Recipient or Title of Document], [Date], [Collection Title], [Series Title], [Folder Title], [Container 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 2005. Subsequent series in the collection were opened in 2005, 2006, 2007, 2010, 2012 and 2016. The open dates are indicated in the series descriptions.

System of Arrangement:

The records of the Office of Anne Wexler, Special Assistant to the President are divided into twenty-six series:

Series Title	National Archives Identifier
Anne Wexler's Subject Files	586391
Anne Wexler's Correspondence Files	1449991
Anne Wexler's Department of Commerce Files	1488968
Robert L. Maddox's Religious Liaison Files	586466
Jane Hartley's Urban Policy Files	1695631
Jane Hartley's Subject Files	586470

Michael Channin's Subject Files	4670589
Jane Wales' Subject Files	6210187
Heather Pars' Subject Files	586482
Heather Pars' Windfall Profits Tax Files	6321120
Harolyn Landow's White House Conference on Small Business Files	586479
John Ryor's Subject Files	586472
Allison Thomas' Subject Files	586483
Phillip Spector's Files	3990642
Richard Reiman's Subject Files	586474
Richard Reiman's Chronological Files	34922545
Sharon M. Schroer's Files	586481
Charles Atkins' Subject Files	586468
Michael Missal's Subject Files	3990363
Richard Brancato's Subject Files	586480
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Jim Scott's Files	3990123
Joe Norton's Subject Files	46701764
Margaret "Midge" Costanza's Subject Files	586478
Margaret "Midge" Costanza's Personal Files	46701765

Detailed Description of the Collection

[Anne Wexler's Subject Files](#)

Scope and Content: Containers 1-70. This series was opened in 2006. The series includes memorandums, speeches, press clippings, briefings and documents relating to issues such as reorganization, urban policy and energy. It also includes a study of public attitudes toward the energy situation in Canada, gasoline rationing plans, listing of various organizations pledging support to President Carter's energy conservation program, and budget reviews for various departments. In addition, this series contains material relating to the passage of SALT II, the anti-inflation program, and the 1980 campaign. Arranged alphabetically by folder title.

[Anne Wexler's Correspondence Files](#)

Scope and Content: Containers 71-87. This series was opened in 2006. The series includes correspondence, memorandums, and invitations relating to the promotion and support for the president's agenda. This includes information concerning SALT II; the 1980 campaign; anti-inflation measures; urban policy; and meetings and briefings with community leaders, business leaders, religious leaders and other various organizations. Arranged chronologically.

[Anne Wexler's Department of Commerce Files](#)

Scope and Content: Containers 88-97. This series was opened in 2006. The series includes reports, correspondence, speeches, itineraries, and publications relating to Wexler's tenure as

Deputy Under Secretary of Commerce. Topics include urban and economic development, export policies, anti-inflation efforts, housing, and minority economic opportunities. Arranged alphabetically by folder title.

Robert L. Maddox's Religious Liaison Files

Scope and Content: Containers 98-110. This series was opened in 2005. The series includes correspondence, memos and reports dealing with individuals and groups concerned with religious activity. Much of the material deals with subjects that are not explicitly religious, such as energy, foreign relations, or education, but which were still of interest to religious groups. An important portion of the material deals with the Carter administration's attempts to win the support of religious groups and leaders in the 1980 presidential election. Arranged alphabetically by folder title.

Jane Hartley's Urban Policy Files

Scope and Content: Containers 111-119. This series was opened in 2006. The series includes urban policy material from the 2nd Session of the 95th Congress. Subjects include the agencies base urban programs, status reports, conference schedules, activity reports, and urban proposals and briefings. Arranged alphabetically by folder title.

Jane Hartley's Subject Files

Scope and Content: Containers 120-152. This series was opened in 2007. The series includes correspondence, memorandums, reports, briefings, itineraries, newspaper clippings, and publications. This material mainly relates to urban policy proposals, briefings for mayors; city information; budgets; creation of the Department of Education; housing and urban development; energy issues including the windfall profits tax; welfare reform; government reorganization; and employment issues. Much of this material is legislative bills and congressional testimonies. Arranged alphabetically by folder title.

Micheal Channin's Subject Files

Scope and Content: Containers 153-191. This series was opened in 2010. The series includes correspondence, memorandums, reports, briefings, newspaper clippings, trip itineraries, and publications. This material mainly relates to the public outreach effort involved in gaining support for President Carter's main policy programs. The bulk of this material focuses on the anti-inflation program; energy policies and programs; urban policy legislation and passage of SALT II. In addition, this series contains his telephone logs, weekly activity reports, and daily correspondence. Arranged alphabetically by folder title.

Jane Wales' Subject Files

Scope and Content: Containers 192-210. This series was opened in 2012. The series includes correspondence, memoranda, notes, reports, and other printed material. The materials mainly relate to her role as the coordinator of meetings and briefings for the Public Affairs Office. Arranged alphabetically by folder title.

Heather Pars' Subject Files

Scope and Content: Containers 211-225. (Container 231 contains oversize files that were transferred to end of the series.) This series was opened in 2012. The series includes

correspondence, memoranda, invitation lists, comment responses, reports, and other printed material. The material mainly relates to her role as coordinator of meetings and briefings regarding public relations programs. These programs were set up for pressure groups involved in various current issues. These documents cover topics associated with youth issues, registration/draft, student leadership briefing, and education day. Arranged alphabetically by folder title and there under chronologically.

[Heather Pars' Windfall Profits Tax Files](#)

Scope and Content: Containers 226-231. This series was opened in 2012. The series includes correspondence, memoranda, invitation lists, and reports. The files consist primarily of materials related to the Windfall Profits Tax debate. Arranged alphabetically by folder title and there under chronologically.

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[Harolyn Landow's White House Conference on Small Business Files](#)

Scope and Content: Containers 232-241. This series was opened in 2012. The series includes correspondence, memoranda, invitation lists, briefings, reports, presentations, and other printed material. The material mainly relates to her role as coordinator of meetings and briefings regarding small business. These programs were set up for pressure groups involved with small business issues in 1979-1980. These documents cover topics associated with trucking deregulation and small business. Arranged alphabetically by folder title and there under chronologically.

[John Rvor's Subject Files](#)

Scope and Content: Containers 242-253. This series was opened in February 2016. The series includes briefings, memos, press clippings, program flyers. The material relates to issues such as education, economic policy, budget, and youth employment. It also includes a study of public attitudes toward the military draft, economic renewal plans, listings of various organizations' delegates attending White House events, and budget reviews for various departments. In addition, this series contains material relating to the passage of domestic violence legislation S 1843, Energy Security Act S.932, and the Youth Act of 1980. Arranged alphabetically by folder title.

[Allison Thomas' Subject Files](#)

Scope and Content: Containers 254-282. This series was opened in April 2016. The series consist of briefings, memoranda, press clippings, guest lists, program flyers, and other print material. The bulk of this material in this series addresses the concerns of various political groups, particularly the gay community. Arranged alphabetically by subject.

[Phillip Spector's Files](#)

Scope and Content: Containers 283-304. This series was opened in May 2016. The series includes correspondence, memoranda, briefing schedules, presentations, invitation lists, reports, publications and magazine articles. The material relates primarily to his role as a coordinator of briefings for state and local community leaders and other influential groups on such domestic and foreign policy issues as energy, hospital cost containment, inflation, the normalization of

relations with the People's Republic of China and the Strategic Arms Limitation Treaty (SALT II) between the United States and the Soviet Union. Arranged alphabetically by folder title and thereunder chronologically.

Richard Reiman's Subject Files

Scope and Content: Containers 305-323. This series was opened in June 2016. The series consists of briefings, memoranda, press clippings, notes, and other printed material. Some of the topics covered in this series include anti-inflation, small business, energy and SALT. Arranged alphabetically by folder title.

Richard Reiman's Chronological Files

Scope and Content: Containers 324-339. This series was opened in June 2016. The series consists of briefings, memoranda, press clippings, meeting minutes, guest lists, program flyers, and other printed material. The bulk of the material are meetings and briefings that cover such topics as small business, professional organizations, unions, business tax, financial institutions, Chamber of Commerce, and energy. Arranged chronologically by date.

Sharon M. Schroer's Files

Scope and Content: Containers 340-363. This series was opened in June 2016. The series consists of correspondences, memorandums, mailgrams, attendee lists, invitee lists, regret lists, and publications. The bulk of the materials are responses to White House Briefing invitations. Arranged alphabetically by folder title.

Charles Atkins' Files

Scope and Content: Containers 364-377. This series was opened in July 2016. The series includes correspondence, memoranda, briefing books, presentations, invitation lists, reports, speeches, and publications. The material documents Charles Atkins participation in several outreach groups formed to promote the President's programs dealing with such issues as energy conservation, inflation, the environment, foreign assistance, and fundraising for the U. S. Olympic Committee. Other material documents his coordination of White House briefings and conferences on these and other issues and Presidential signings of important bills. Folders marked (Spector) are apparently holdovers from his predecessor in the position, Phillip L. Spector. Arranged alphabetically by folder title and thereunder chronologically.

Michael Missal's Subject Files

Scope and Content: Containers 378-387. This series was opened in 2016. The series consists of correspondence, memoranda, mailgrams, attendee lists, invitee lists, regret lists, and publications. The bulk of the materials are responses to White House Briefing invitations. Topics includes natural gas and energy. Arranged alphabetically by folder title.

Richard Brancato's Subject Files

Scope and Content: Containers 388-404. This series was opened in August 2016. The series consists of correspondence, memoranda, briefing books, reports, invitation lists, publications and articles. The bulk of the material is concerned with promoting the President's energy conservation program in the residential, agricultural and transportation areas. Much of the correspondence is between the White House and corporations promoting their energy

conservation proposals and/or measures they have taken to conserve energy in accordance with the President's program. Other topics covered are inflation, windfall profits tax on the oil industry, the national health plan and the federal budget. Arranged alphabetically by folder title and thereunder chronologically.

Bruce Katz's Subject Files

Scope and Content: Containers 405-410. This series was opened in 2016. The series includes memorandums, correspondence, briefings, invitee lists, notes, agendas, and forms. The vast majority of the materials relates to youth affairs, youth programs, and youth policies. Arranged alphabetically by folder title.

Jane Hartley and Mike Missals' Subject Files

Scope and Content: Containers 411-416. This series was opened in August 2016. The series consists of correspondence, memoranda, reports, invitee/attendee lists, publications, and articles. The material largely documents Hartley's and Missal's work arranging invitee/attendee lists for White House briefings and signing ceremonies for important bills. Topics covered include inflation, energy (natural gas and windfall profits tax on the oil industry), urban policy, welfare reform, the federal budget, foreign assistance, and foreign economic policies. Also included are White House events concerning the normalization of Sino-American relations in December 1978, and Chinese Vice-Premier Deng Xiaoping's official visit in January - February 1979. Arranged alphabetically by folder title and thereunder chronologically.

Jim Scott's Files

Scope and Content: Containers 417-423. This series was opened in September 2016. The material includes correspondence, memorandums, reports, briefings, newspaper clippings, proposals, agendas and publications. This material relates to the public outreach effort involved in gaining support for President Carter's main policy programs; anti-inflation programs; wage and price programs; and trucking deregulation. Arranged alphabetically by folder title.

Joe Norton's Subject Files

Scope and Content: Containers 424-425. This series was opened in November 2016. The series includes correspondence, memoranda, reports, briefings, and publications. All the material relates to SALT, which were kept before the withdrawal of January, 1980. Arranged alphabetically by folder title.

Margaret "Midge" Costanza's Subject Files

Scope and Content: Containers 426-428. This series was opened in November 2016. The series contains correspondence, telegrams, post cards, notes and memorandums. The bulk of the materials are anti-amnesty regrets, with a large response coming from the various American Legion Posts throughout the United States. In addition there are responses from the general public on President Carter's Amnesty Program. Arranged alphabetically by folder title.

Margaret "Midge" Costanza's Personal Files

Scope and Content: Containers 429-431. This series was opened in November 2016. The series contains correspondence, cards, books, gifts and publications. The majority of the

correspondence are letters of congratulations to Margaret Constanza on her new position at the White House. Arranged alphabetically by folder title.

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Biographical Information

Anne Wexler

Anne Wexler was Assistant to the President of the United States. Appointed to the White House Senior Staff by President Carter on May 1, 1978, she was responsible for developing and administering efforts to support and carry out Presidential priorities including the involvement of interested groups and individuals in the making and implementation of policy.

Prior to her appointment, she had served as Deputy Under Secretary of Commerce since January 1977. At the Commerce Department she was responsible for the coordination of the Department's programs and field operations, and also acted as Special Assistant to the Secretary for Regional Economic Coordination and as Chairperson of the President's Task Force on Women Business Owners.

Before joining the Commerce Department, Wexler was Associate Publisher of Rolling Stone magazine, supervising the circulation, subscription, promotion and production functions of the publication. She was also responsible for research on new acquisitions and corporate diversification, and directed magazine syndication operations.

During the 1976 Presidential campaign, Wexler was active in number of capacities, as a member of the Carter/Mondale campaign's National Steering Committee, the Democratic National Committee Campaign Committee, and the National Committee's Voters Registration Task Force, as floor leader for Jimmy Carter at the Democratic National Convention; and as his representative in the 1976 Democratic Rules Committee. She also served on the National Committee's Education and Training Council.

She was a member of the Charter Commission of the Democratic National Committee in 1974-75, and of the Democratic Campaign Committee for the 1974 elections. She was a delegate to the Democratic National Convention in 1968 and 1972, a member of Convention Rules Committee those two years, and a floor leader in 1972. She was chief consultant to the Commission on Party Structure and Delegate Selection from 1969 to 1972, on Connecticut's Democratic State Committee on Election Law Reform in Connecticut in 1969, and on the National Municipal League Policy Committee's Elections Systems Project in 1971.

In 1970, Ms. Wexler served as Director of the Voting Rights Project for Common Cause. In 1973, she was Fellow of the Institute of Politics, John F. Kennedy School of Government, and Harvard University.

Ms. Wexler served on the Westport, Connecticut, Zoning Board of Appeals from 1966 through 1971, and in 1967 was also on the Board of Directors of the Connecticut Mental Health Association.

Born in New York City on February 10, 1930, she received a Bachelor of Arts degree in History from Skidmore College in 1950. In 1972, she received the Outstanding Alumna Award from Skidmore.

Ms. Wexler is married to Joseph D. Duffey, Chairman of the National Endowment for the Humanities. They have four sons: David and Daniel Wexler, Michael and David Duffey.

Robert Lee (Bob) Maddox

Robert Lee (Bob) Maddox was born April 14, 1937. He obtained a B.A. degree from Baylor University, Texas, in 1959 and a Bachelor of Divinity degree from Southwestern Baptist Theological Seminary in 1963. He then obtained a Doctorate in Sacred Theology from the Candler School of Theology of Emory University, Atlanta, in 1975. After pastorates at various Baptist churches in Texas, Florida and Georgia, he joined the Carter White House staff in May 1979 as Special Assistant for Religious Liaison. This was part of the Office of Public Liaison, headed by Anne Wexler. He had been a speech consultant for the White House previously, and wrote the draft for the Mid-East Peace Treaty signing. After leaving the Carter White House at the end of the administration, he returned to his ministry in Calhoun, Georgia.

Jane Hartley

Jane Hartley graduated from Boston College (Newton College) with a B.A. in Political Science and Economics. Ms. Hartley worked in the White House as Deputy Assistant to President Carter, under Anne Wexler, in the Office of Public Liaison. She also served as Director of Congressional Relations at the Department of Housing and Urban Development.

Michael H. Channin

Michael H. Channin served as Deputy Assistant to Anne Wexler, Assistant to the President, from May, 1978-1981. Previously, Mr. Channin was Deputy Director of the Office of Regional Affairs and Program Coordination of the Dept. of Commerce. He was appointed in 1977 by Secretary of Commerce, Juanita M. Kreps.

Before joining the Commerce Department, he was an attorney with the law firm of Powell, Goldstein, Frazer and Murphy in Atlanta, Georgia. Previously, he was Director of the Southern Center for Studies in Public Policy, Clark College, Atlanta, Georgia.

Mr. Channin graduated in 1968 from Emory University Law School and in 1965 from the University of North Carolina, Chapel Hill.

Jane Wales

Jane Wales is a graduate of Sarah Lawrence College. She is former Deputy Assistant Secretary of State and served in the White House as Coordinator of Public Liaison from 1977-79.

Before joining the Carter Administration, she was a writer at "Congressional Quarterly" and was Managing Editor of the "Democratic Review" magazine. From 1982-87, Ms. Wales was National Executive Director of Physicians for Social Responsibility, the U.S. affiliate of the International Physicians for the Prevention of Nuclear War, winner of the 1985 Nobel Peace Prize.

In 1987 and 1988, Ms. Wales directed the International Security Options Project, which developed recommendations for U.S. nuclear weapons policy, under the guidance of Gerard

Smith, George Kennan, Robert McNamara and others. As part of that affiliation, Ms. Wales assisted Mr. McNamara in the research and organization of Out of the Cold (Simon & Shuster

John Ryor

John Ryor was Special Assistant to the Assistant to the President.

Phillip Spector

Phillip L. Spector worked as an Associate Assistant to the President in the Office of Public Outreach under Anne Wexler from July 1978 until July 1980. Prior to his White House service, he served as a law clerk to Circuit Court Judge James Oakes and Justice Thurgood Marshall from July 1976 to July 1978. He earned a Bachelor's Degree in Political Science from the University of California at Santa Barbara in 1972 and a Juris Doctor Degree from Harvard Law School in 1975. He also received a Master's Degree in Public Policy from Harvard University's John F. Kennedy School of Government in 1976. After his service in the Carter Administration, he entered the private practice of law in Washington, D. C.

Michael J. Missal

Michael J. Missal graduated from Washington and Lee University in 1978 and received his Juris Doctor Degree from the Catholic University of America in 1982. From 1978 to 1981, he served in the Carter Administration as a Staff Assistant to Special Assistant to the President Anne Wexler, and then as a Law Clerk to the Counsel to the President, Lloyd Cutler. After the Carter Administration, he served as a Law Clerk to the Chief Judge of the Superior Court of the District of Columbia.

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