



441 Freedom Parkway NE
Atlanta, GA 30307
<http://www.jimmycarterlibrary.gov>

Records of the White House Usher's Office: A Guide to Its Records at the Jimmy Carter Library

Collection Summary

Creator: White House Usher's Office (Carter Administration)

Title: Records of the White House Usher's Office

Dates: 1977-1981

Quantity: 2 linear feet; 7 linear inches, 6 Containers

Identification:

Accession Number: 80-1.j
National Archives Identifier: 4492691

Scope and Content:

The material in this collection consists of correspondence, memoranda, forms, reports, layouts, plans, and organizational charts. The material mainly relates Rex Scouten's role as Chief Usher for the Executive Residence. The Chief Usher's responsibilities include overall residence operations, maintenance, construction projects, Christmas preparations, budgets, expenditures, maid services, and reception planning.

[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 File, Subject File category WH

Index Terms:

Limited to major topics under each category
Persons: Rex Scouten

Organizations: National Park Service; White House Preservation Committee

Subjects: Ushers, White House Residence, expenditures, maids, payroll, gifts, maintenance, receptions

Types of Material: Memoranda, correspondence, forms, reports, layouts, plans, and organizational charts

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: This collection and series was opened in August, 2017.

System of Arrangement:

The Records of the White House Usher's Office contains one series:

Series Title	National Archives Identifier
Rex Scouten's Subject Files	4492720

Detailed Description of the Collection

[Rex Scouten's Subject Files](#)

Scope and Content: Containers 1-6. This series was opened in August, 2017. The series contains memoranda, correspondence, forms, reports, layouts, plans, and organizational charts. The material relates to Rex Scouten's role as Chief Usher to the White House. Topics include Christmas decorations, Presidential gifts, food expenditures, staff uniforms, receptions, maid services, staff payroll, electrical problems, and other matters regarding the maintenance and upkeep of the White House Executive Residence. Arranged alphabetically by subject.

[Return to series list](#)

Container List

Rex Scouten's Subject Files

Container 1

Acquisition Funds - [White House Expenditures]
Alcoholic Beverages
Amy Carter - [List of Gifts]
Apprenticeship Program
Backstairs at the White House - Publication
Bleachers
Booksellers - WMA
Budget
Carter, Jeff and Annette - White House Expenditures
Chime System
Chip and Caron Carter - White House Expenditures
Christmas, 1975
Christmas, 1977
Christmas, 1978
Combined Federal Campaign
Christmas - Drawings for Decorating Plan 1975
Commendations - Recommendations
Committee for the Preservation of the White House, 1977-1978

Container 2

Committee for the Preservation of the White House, 1979
Condolences
Damage Reports
Diplomatic Reception Room
Directives - to Rex Scouten from White House
Display Case - East Foyer
Dogs
East Room Decor
Electrical [1]
Electrical [2]
Electrical [3]
Electrical [4]
Electrical [5]
Energy Conservation - Solar

Container 3

Energy (Solar)
Exterior Restoration Documentation
Fans, etc.
Food and Beverage
General Accounting Office Audit

Gifts - Presidential
Hi-Fidelity System
Hugh Carter - Memos to
Laundry
Library (White House)
Lighting
Lightning Protection
Maid Part-Time
Maintenance
Matches

Container 4

News Clippings
Original White House Material
Paint Study (Exterior) Residence 1977-1980 [1]
Paint Study (Exterior) Residence 1977-1980 [2]
Paint (Exterior) Residence, 1980
Paint (Exterior) Residence - Nasatka and Sons, 1976-1979
Part-Time Employees
Payroll
Peace Treaty Signing Ceremony, March 26, 1979
Pennsylvania Ave. Development Corp.
President Jimmy Carter
Record Library

Container 5

Refrigeration
Residence - Correspondence and Public Inquiries
Residence Employees
Room 326
Rosalynn Carter - Instruction and Meeting Notes with Rex Scouten
Rules and Regulations
Seating for Dinners
Special Event - Entertainment
Stage
Staff Memos - Payroll
Statement for Management of the White House and Environs
Storm Windows
Structural Team - Books
Television, Radio, Music
Treaty Room
Uniforms
Ushers - General

Container 6

Ushers - Inquiries

Vaults
Warehouse
Warehouse - Springfield
Weekly Progress Reports
White House Association, 1977-1978
White House Audit - Executive Residence, Audit of Payroll [1]
White House Audit - Executive Residence, Audit of Payroll [2]
White House Audit - Executive Residence, Audit Procedures
White House Audit - Executive Residence, Background Info
White House Audit - Executive Residence, Voucher Payment Sample Work Papers
White House Preservation Fund

[Return to series list](#)

[Return to collection summary](#)

Last modified: August 2017

Biographical Information

Rex Scouten

Rex Wayne Scouten was born September 16, 1924, on his family's farm in Snover, Michigan. During World War II, he served in the Army and participated in the invasion of Anzio, Italy.

He was recruited to the Secret Service after graduating in 1948 from Michigan State University's criminal justice school. He soon joined the White House detail and later accompanied then-Vice President Nixon on his tours overseas.

In 1957, he joined the White House staff as assistant to the Chief Usher. During the Johnson administration, he left to work as the National Park Service's liaison to the White House. President Nixon appointed him Chief Usher in 1969, and he served in this role until 1986. He was the White House Curator from 1986-1997. Rex Scouten died in 2013 at the age of 88.