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Atlanta, GA 30307

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White House Visitors Office: A Guide to Its Records at the Jimmy Carter Library

Collection Summary

Creator: White House Visitors Office (Carter Administration)

Title: White House Visitors Office

Dates: 1976-1981

Quantity: 22 linear feet; 4 linear inches, 59 Containers

Identification:

Accession Number: 80-1

National Archives Identifier: 7385782

Scope and Content:

This collection consists of correspondence, memoranda, schedules, forms, and handwritten notes. The materials mainly relate to the White House Visitor's Office during the Carter Administration. The material in the collection includes scheduled tours, request for tours, and request for VIP tours. Additionally included in the collection are appointments made with members of the presidential family, tours there were accepted, rejected and rescheduled tours of the White House and attendance to other events at the White House throughout President Carter's administration.

Creator Information: White House Visitors Office

Nancy Willing, and previously Michael Farrell, directed the White House Visitors Office (WHVO). Farrell was the director from 1974 until 1977, when Nancy Willing began serving in this role during the incoming Carter Administration. The WHVO, under her leadership, disseminated information about and scheduled public tours of the White House. The White House Visitors Office was largely responsible for accepting, rejecting, and rescheduling thousands of visitors' requests each year, from the public and from Congressional offices, embassies, and other governmental agencies and offices. Furthermore, the office was responsible for communicating any special needs of tour groups, gate arrive schedules, and instructions for how tours were to be conducted, as well as maintaining a control system for passes and tickets for tours. The office additionally assisted with arrival ceremonies and special events.

[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.

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Index Terms:

Limited to major topics under each category
Persons: Nancy Willing and Michael Farrell

Organizations: White House

Types of Material: Schedules, memoranda, correspondence, printed material

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 September, 2019. Subsequent series in the collection were opened in October, 2019. The open dates are indicated in the series descriptions.

System of Arrangement:

The records of the White House Visitors Office are divided into three series:

Series Title	National Archives Identifier
Nancy Willing’s and Michael Farrell’s Chronological Files	7385782
Nancy Willing’s Correspondence Files	7385781
Nancy Willing’s Subject Files	4492721

Detailed Description of the Collection

[Nancy Willing and Michael Farrell's Chronological Files](#)

Scope and Content: Containers 1-14. This series was opened in September 2019. The series consists of correspondence, memoranda, schedules, and handwritten notes. The materials mainly relate to the White House during the Carter Administration. The material in this series includes scheduled tours, request for tours, and request for VIP tours. Additionally included in the series are appointments made with members of the presidential family, tours there were accepted, rejected and rescheduled tours of the White House and attendance to other events. Arranged chronologically.

[Nancy Willing's Correspondence Files](#)

Scope and Content: Containers 15-51. This series was opened in September 2019. The series contains memoranda, correspondence, forms, and schedules. The material mainly relates to tours of the White House, including any mail sent to the White House relating to tours or public events. Some material concerns appointments with the presidential family, particularly if the visit includes a tour of the White House as well. Daily schedules of reserved and special White House tours are included, as are requests to attend events such as the annual Easter Egg Roll and various arrival ceremonies. Arranged chronologically.

[Nancy Willing's Subject Files](#)

Scope and Content: Containers 52-59. This series was opened in October 2019. The series consist of memoranda, correspondence, forms, and schedules. The materials mainly relate to tours or public events. Daily schedules of reserved and special White House tours are included, as well as requests to attend events such as the Cherry Blossom Parade, White House Christmas Bird Count, Garden Tours, and various arrival ceremonies. Arranged alphabetically and thereunder chronologically.

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Nancy Willing's Correspondence Files

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Nancy Willing's Subject Files

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Last modified: October 31, 2019

Biographical Information

Michael Farrell

Michael John Farrell was born February 19, 1937, in Peoria, Illinois. He attended the University of Illinois where he graduated with a Bachelor of Science degree in 1960. From 1960 until 1969, Farrell worked as a commercial representative for U.S. Steel Corporation. In 1969, he began a career in the federal government when he was hired as a staff assistant for the White House Visitors Office during President Richard Nixon's administration. Farrell was later appointed as the Special Assistant to the President within the White House Visitors Office until Nixon resignation from the presidency in August 1974, and subsequently served as the director of the White House Visitors Office during President Gerald Ford's administration from 1974 to 1977. After leaving the White House, Farrell resumed his career in the business industry. In 1991, he served as an administrator with Wheelabrator Technologies, in New Hampshire. Education Secretary Lamar Alexander nominated Farrell to become the Deputy Assistant Secretary for Student Financial Aid in April 1991. He also served as the interim Assistant Secretary for Post-Secondary Education. Farrell's brief tenure with the Department of Education culminated with his resignation in November 1991. On May 11, 1999, Michael Farrell passed away at the age of sixty-two, in San Francisco, California.