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Atlanta, GA 30307

<http://www.jimmycarterlibrary.gov>

## **Records of Martha (Bunny) Mitchell, Special Assistant to the President: A Guide to Its Records at the Jimmy Carter Library**

### **Collection Summary**

Creator: Office of the Assistant to the President for Special Projects

Title: Records of Martha (Bunny) Mitchell, Special Assistant to the President

Dates: 1977-1978

Quantity: 11 linear feet, 30 containers

Identification:

Accession Number: 80-1

Archival Research Catalog [ARC] Identification Number: 1111

Scope and Content:

These files consist of correspondence, memoranda, reports, notes, invitations, resumes, and printed material relating to Martha (Bunny) Mitchell's duties during the Carter Administration. The materials in the collection contain the plans and arrangement of meetings, trips, and speeches for President Carter regarding minority business enterprises and urban policy in Washington, D.C. Other material in this collection focuses on African-Americans, women, award ceremonies, small business, and community service.

Creator Information: Office of the Assistant to the President for Special Projects

Special Assistants to the President were appointed by the President to provide liaison between constituencies of special significance and the White House. Bunny Mitchell's primary assignment in the administration was to serve as a link between President Carter and minorities. She also had other functions, such as serving as the contact person for drug abuse programs and minority affairs in D.C. Mitchell worked in the White House from January 1977, until August 1978. Then she later worked for the Small Business Administration. Louis Martin assumed the portion of her responsibilities dealing with African-Americans. Sarah Weddington assumed Mitchell's role relating to women's affairs.

[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, Subject Files, Federal Government Organizations, 6-1-1/Mitchell, Martha M.; Louis Martin White House Files; Sarah Weddington Files

Index Terms:

Limited to major topics under each category  
Persons: Martha (Bunny) Mitchell

Organizations: National Democratic National Committee (DNC), National Association for the Advancement of Colored People (NAACP), Small Business Administration (SBA), Congressional Black Caucus

Subjects: African-Americans, minorities, women, award ceremonies, small business, urban development, drug use program, and community service

Places: District of Columbia (D.C.)

Types of Material: Correspondence, memoranda, reports, notes, invitations, resumes, and 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 December 1995.

System of Arrangement:

The records of Martha (Bunny) Mitchell, Special Assistant to the President are divided into three series:

| Series Title | Series ID (ARC) |
|--------------|-----------------|
|--------------|-----------------|

|   |        |
|---|--------|
| <a href="#"><u>Martha (Bunny) Mitchell's Subject Files</u></a>              | 155722 |
| <a href="#"><u>Martha (Bunny) Mitchell's Staff Files</u></a>                | 156156 |
| <a href="#"><u>Martha (Bunny) Mitchell's Presidential Meeting Files</u></a> | 156228 |

### **Detailed Description of the Collection**

#### **[Martha \(Bunny\) Mitchell's Subject Files](#)**

Scope and Content: Containers 1-25. This series was opened in December 1995. This series mainly consists of correspondence, memoranda, reports, notes, resumes, and printed material. The material mainly relates to Mitchell's liaison with the African-American community in D.C. regarding small business, urban policy, community service, and civil rights. Arranged alphabetically by folder title and thereunder chronologically.

#### **[Martha \(Bunny\) Mitchell's Staff Files](#)**

Scope and Content: Containers 26-29. This series was opened in December 1995. This series consists of correspondence, memoranda, reports, notes, resumes, and printed material. Most of the material relate to correspondence between other White House staff members concerning minority affairs. Arranged alphabetically by folder title and thereunder chronologically.

#### **[Martha \(Bunny\) Mitchell's Presidential Meeting Files](#)**

Scope and Content: Containers 29-30. This series was opened in December 1995. This series consists of correspondence, memoranda, reports, and printed material. This material mainly relates to Mitchell's arrangement of meetings for President Carter with prominent individuals and associations concerning minority affairs. Arranged alphabetically by folder title and thereunder chronologically.

[Return to Series List](#)

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Afro-American Life and History Association For [Art Photos] [n.d.] [O/A 3610]  
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Afro-American Life and History Association For [Historical Sites] [n.d.] [O/A 3610]  
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#### Container 2

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Anacostia Neighborhood Museum - John Kinard, 2/77 [O/A 5417]  
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Association for the Study of Afro-American Life and History [Reception] DC, 2/17/77 [O/A 5425]  
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War

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## Biographical Information

### **Martha (Bunny) Mitchell**

Martha (Bunny) Mitchell, a native of Gary, Indiana, was born in 1941. Mitchell received her undergraduate and graduate degrees in journalism from Michigan State University. In 1976 she received an award for her work as executive producer of an Emmy Award winning television special. She had been a Carter campaign worker in the 1976 presidential campaign.

Mitchell formed the Institute of Continuing Education for Women at Federal City College in Washington, DC, in order to provide nontraditional education programs and services to women in the Washington metropolitan area. At the Institute, Mitchell designed a major educational and vocational rehabilitation program for inmates of the Women's Detention Center.

In the District of Columbia, Mitchell served as Chairperson of the Women's Political Caucus, as member of the Commission on the Status of Women, and as Alternate National Committeewoman to the Democratic National Committee. Her most recent position before joining the White House staff was as information officer for the Drug Abuse Council.

In January, 1977, Mitchell became Special Assistant to the President for Special Projects. She worked in the White House for nineteen months. Her particular responsibilities were the District of Columbia, African- Americans, and drug abuse programs. On leaving the White House in August, 1978, Mitchell was assigned to the Small Business Administration (SBA) as Assistant to the Deputy Administrator, with general responsibilities involving minorities and women in SBA programs.