



441 Freedom Parkway NE  
Atlanta, GA 30307

<http://www.jimmycarterlibrary.gov>

## **Records of the White House Press Office: A Guide to Its Records at the Jimmy Carter Library**

### **Collection Summary**

Creating Organization: White House Press Office

Title: Records of the White House Press Office

Dates: 1977-1981

Quantity: 552 linear feet (435) linear feet open for research, 993 containers

Identification:

Accession Number: 80-1

Archival Research Catalog (ARC) Identification: 1119

Scope and Content:

The files of the White House Press Office consist of correspondence, memoranda, notes, briefing papers, press releases, news conferences, pool reports, daily schedules, speech drafts, wire copies, photographs, press clippings, and miscellaneous printed material.

These materials illustrate how the Press Office, under the direction of Press Secretary Jody Powell, coordinated the daily press briefings for electronic and print media representatives. This office also routinely issued copies of all of Carter's official statements and scheduled his interviews with the media. Powell and designated members of his staff frequently served as official spokespersons for the administration.

Restrictions:

Restrictions on Access: These papers contain documents restricted in accordance with Executive Order 12958, which governs National Security policies, 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: Communications Office; Gerald Rafshoon Papers; Speechwriter's Office; Barry Jagoda Papers; Pat Bauer Papers; Jody Powell Papers

Separated material: Office of Media Liaison – Bradley Woodward's audio tapes of radio actualities. Jim Purk's Audio Cassettes. Transferred to audio-visual.

Index Terms:

Persons: Jody Powell, Rex Granum, Ray Jenkins, Walt Wurfel, Anne Edwards, Patricia Bario, Pat Bauer, Janet McMahon, Jim Purks

Subjects: Media; Press; Communications; Speeches

Types of Material: Correspondence, memoranda, notes, briefing papers, press releases, news briefings, daily schedules, speech drafts, wire copies, photographs, press clippings, and miscellaneous 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], [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 were opened in 1987. Subsequent series in the collection were opened in 1988, 2001, 2003, 2010-2012. The open dates are indicated in the series descriptions.

Creating Organization Information: White House Press Office.

Throughout the majority of presidential administrations, the Press Secretary has been a senior White House official whose primary responsibility is to act as spokesman for the government administration.

The Press Secretary is responsible for collecting information about actions and events within the President's administration as well as issuing the administration's reactions to developments around the world. The Press Secretary interacts with the media, and deals with the White House Press Corps on a daily basis, generally in a daily press briefing.

The Press Secretary and his staff speak for the President at daily press briefings; monitor press coverage and summarize it for the staff; brief the President for his own press conferences and other media encounters; advise on press relations; help the press gather information; and provide logistical support to the press.

During the Carter Administration, various staff units of the Press Office were responsible for certain specialized duties: Media Liaison Office (dealt primarily with non-Washington, D.C. press); Press Advance Office (coordinated logistics for traveling press); News Summary Office (prepared daily summary of press coverage for the President and staff); and the Lower Press Office (compiled and retained copies of all press briefings, press releases, and press pool reports).

Biographical information on key office personnel is located at the end of the finding aid.

System of Arrangement:

Arrangement Note: The White House Press Office contains the files of the parent office as well as sub-offices that were created to handle specific tasks.

The records of the White House Press Office are divided into five sub-offices:

<a href="#">White House Press Office</a>
<a href="#">Media Liaison Office</a>
<a href="#">Press Advance Office</a>
<a href="#">News Summary Office</a>
<a href="#">Lower Press Office</a>

*(See Next Page for Detailed Description)*

## Records of the White House Press Office

### Series Summary

#### System of Arrangement:

The records of the primary White House Press Office contain the files of Press Secretary, Jody Powell; Deputy Press Secretary, Rex Granum; and Special Assistant, Ray Jenkins. Their records are divided into 22 series:

<b>Series Title:</b>	<b>Series ID (ARC)</b>
<a href="#"><u>Jody Powell's Transition Files</u></a>	166836
<a href="#"><u>Jody Powell's 1980 Campaign Files</u></a>	166930
<a href="#"><u>Jody Powell's News Clippings Files</u></a>	167052
<a href="#"><u>Jody Powell's Correspondence Files</u></a>	167102
<a href="#"><u>Jody Powell's Memoranda Files</u></a>	167292
<a href="#"><u>Jody Powell's Subject Files</u></a>	167469
<a href="#"><u>Jody Powell's News Wire Files</u></a>	167929
<a href="#"><u>Rex Granum's Presidential Files</u></a>	169339
<a href="#"><u>Rex Granum's Correspondence Files</u></a>	169440
<a href="#"><u>Rex Granum's Invitation Files</u></a>	170740
<a href="#"><u>Rex Granum's Memoranda Files</u></a>	170753
<a href="#"><u>Rex Granum's Presidential Schedules Files</u></a>	170866
<a href="#"><u>Rex Granum's Presidential Transcripts Files</u></a>	170953
<a href="#"><u>Rex Granum's Press Briefings Files</u></a>	170961
<a href="#"><u>Rex Granum's Press Conferences Files</u></a>	170999
<a href="#"><u>Rex Granum's Press Releases Files</u></a>	171036
<a href="#"><u>Rex Granum's Subject Files</u></a>	171218
<a href="#"><u>Rex Granum's Telephone Log Files</u></a>	169467
<a href="#"><u>Rex Granum's Trip Files</u></a>	169497
<a href="#"><u>Rex Granum's News Wires Files</u></a>	169596
<a href="#"><u>Ray Jenkin's Subject Files</u></a>	171412
<a href="#"><u>Ray Jenkin's Chron Files</u></a>	171475
<a href="#"><u>Walter Wurfel's Subject Files</u></a>	6687466

### Detailed Description of the Collection

#### **Jody Powell's Transition Files**

Scope and Content: This series was opened in January, 1987. Containers 1-6. This series consists of correspondence, memoranda, briefing material, notes, schedules, press releases, newspaper clippings, and printed material. This series was reconstructed by Carter Library archivists using material that was maintained by Powell's secretary, Carolyn Shields, and material deposited in the White House Central files as oversized attachments. The material is a small sampling of briefing papers and memoranda sent to Jimmy Carter during the 1976 campaign. Arranged alphabetically by folder title.

Container List:**Container 1**

Appointments Process, 11/76  
 Associated Press News Briefs, 9/10/76-9/30/76  
 Biographies - Cabinet, 12/3/76-12/22/76  
 Biographies - Staff, 12/76  
 Briefing Notes - JLP Powell, 11/22/76-12/2/76  
 Carter Code of Ethics & 1/3/77 Financial Disclosure, 12/30/76-1/4/77  
 Charges & Responses Relating to Carter Candidacy, 3/76-6/76  
 Computer Indexing, 11/20/76  
 Correspondence, 11/3/76-1/10/77[1-6]  
 Correspondence - Advice Letters, 3/25/76-12/1/76

**Container 2**

Correspondence - Christmas & New Year's Cards, 1976-77 [1-2]  
 Correspondence - Congratulatory Letters, 11/3/76-11/27/76  
 Correspondence - For Jody's Signature, 12/21/76-12/22/76  
 Correspondence - Greg Schneiders Letters, 10/18/76  
 Correspondence - JLP Personal, 12/16/76-12/22/76  
 Correspondence - Jody Needs to Look At (But Never Did), 10/26/76-11/10/76  
 Correspondence - Kook Letters, 11/1/76-11/30/76  
 Correspondence - Miscellaneous, 11/1/76-12/1/76  
 Correspondence - No Response Needed, 7/14/76-12/3/76  
 Correspondence - Unanswered Letters, 11/1/76-12/31/76 [1-3]

**Container 3**

Correspondence - Unanswered Letters, 1/1/77-1/17/77 [1-8]  
 Correspondence - Unanswered Letters Audio Cassettes, 12/76  
 Correspondence - Unanswered Letters Invitations, 11/24/76-1/18/77

**Container 4**

Daily Political Reports, 9/12/76-9/27/76  
 Debates, 9/19/76-9/30/76  
 Draft Evaders' Pardon, 1/9/77  
 Economics Briefings, 11/22/76-12/1/76  
 Finances Campaign, 12/1/76  
 Ford, Gerald R. - "The Ford Presidency: A Portrait of the First Two Years, " 8/76  
 Ford, Gerald R. - Themes about Ford Record  
 Ford/Dole Voting Records  
 Gas Deregulation, 10/19/76  
 Inauguration, 1977  
 International Monetary Fund, 11/12/76  
 Interview Requests, 11/8/76-12/3/76  
 Interview - Photo Requests, 9/16/76-11/18/76  
 Issues - Messages To & From Campaign Staff, 9/13/76-9/23/76

Itineraries – Jody Powell, 11/16/76  
 Magazine Articles, 9/76  
 Manifest (Airplane), 9/19/76-9/27/76  
 Media Feedback, 9/7/76-10/2/76  
 Memoranda - In Organization, 9/1/76-1/7/77 [1-3]  
 Memoranda - Pat Caddell, 9/1/76-9/11/76  
 Memoranda - Pat Caddell, 12/10/76-12/21/76  
 Memoranda – Re: Press Office Personnel, 10/28/76-11/19/76

### **Container 5**

National Governors' Conference, 11/12/76-11/14/76  
 "News & Comment: The President's Daily News Summary, " 9/24/76-11/16/76  
 News Clippings, 9/9/76-12/17/76  
 News Clippings - "What the Press Had to Say", 9/16/76-9/18/76  
 News Summaries, 9/23/76-9/24/76  
 Pending – Jody Powell, 9/19/76  
 Pending – Jody Powell/Jimmy Carter, 11/22/76-1/4/77  
 Pending - Jody Powell/Rosalynn Carter, 12/21/76  
 Plains Baptist Church, 10/24/65-11/8/76  
 Plains GA Preservation, 12/20/76-1/5/77  
 Polls, 9/19/76  
 Press Conference Notes – Jimmy Carter, 11/15/76-12/16/76  
 Press Conference - Transcripts, 9/9/76-12/22/76  
 Press Conference & Briefings - Audio Tapes, 11/7/76-1/5/77  
 Press Office - Messages To & From, 9/13/76-10/2/76  
 Press Releases & Statements, 9/5/76-10/28/76  
 Press Releases & Statements, 11/16/76-1/16/77  
 Press Releases & Statements - Walter F. Mondale, 9/14/76-10/25/76  
 Primaries – Jody Powell's Briefcase Contents, 3/4/76-4/4/76  
 Schedules – Jimmy Carter, 11/17/76-12/12/76  
 Schedules/Pool Reports, 9/6/76-10/2/76  
 Schedules/Pool Reports, 10/4/76-11/10/76

### **Container 6**

Schedules - WFM, 9/28/76-10/15/76  
 Situation Room Campaign - Messages To & From, 9/9/76-9/16/76  
 Staff Meetings - Jody Powell Notes, 9/76-10/76  
 Staff Meetings - Jody Powell Notes n.d., ca. 11/76  
 Telegrams, 11/1/76-11/20/76  
 Telephone Calls - Jody Powell, 11/5/76-1/6/77  
 Telephone Service - Plains Press Office, 10/21/76  
 Veterans Inaugural Committee, 1/2/77  
 White House Organization, 12/1/76-1/6/77

[Return to series list](#)

## **Jody Powell's 1980 Campaign Files**

Scope and Content: This series was opened in January, 1987. Containers 7-14. This series contains a complete set of Carter's campaign schedule; press releases and backup material; legal papers, photographs and printed material; and speeches given by the President. Also included is memoranda and correspondence dealing with a cross-section of the campaign staff's concerns and issues. This series also includes substantive material on each state primary or caucus. Arranged alphabetically by title of folder.

### Container List:

#### **Container 7**

Administration Themes & Key Achievements  
 Administrative - Personal Expense Reports (Forms)  
 Administrative - Reports of Activities during Travel (Forms)  
 Administrative - Travel Requests (Forms)  
 "An Evening with Friends of Carter/Mondale," 10/24/79  
 Anderson, John, 1980  
 Announcement Week Releases, 12/4/79-12/8/79  
 Carter/Mondale Campaign Brochures & Handouts  
 Carter/Mondale Campaign Complaint to Federal Election Commission (FEC) Re: Reagan PAC Groups, 7/2/80  
 Carter/Mondale Presidential Committee, Inc. vs. Florida for Kennedy Committee, et al., 1979  
 Clipping & Printed Material, 11/17/79-10/31/80  
 Clippings - "Election '80" Series, 6/79-11/79  
 Common Cause, et al., vs. Americans for Change, 7/1/80  
 Counsel's Office, 3/5/79-12/27/79  
 Counsel's Office, 7/25/80-10/4/80  
 DNC (Democratic National Committee) - Regional Field System

#### **Container 8**

DNC Briefing - Book 1  
 DNC Briefing - Book 2  
 Debate Arrangements  
 Debate - Boston Globe Request, 1/8/80  
 Debate Briefing Material [1-3]  
 Debate - General, 1980  
 Debate Investigations, 8/25/80-9/24/80  
 Debate (Iowa) - Carter/Kennedy (Cancelled)  
 Debate Issues Briefing Book, 9/25/80[1-2]  
 Debate Issues Briefing Book (Iowa) Volume I

#### **Container 9**

Donilon, Tim - Delegate Count, 3/11/80-6/16/80  
 Democratic Platform Committee - Democratic National Convention, 1980  
 Interview Requests, 7/2/79-8/29/80 [1-3]  
 Kennedy, Senator Edward M., 1979-80 [1-4]

**Container 10**

Kennedy, Senator Edward M. Clippings, 1979-80  
 Misc. Including Cambridge Research Reports, 7/16/80-10/8/80  
 "Open Convention"  
 Polls  
 Powell, Jody - Activities Reports  
 Powell, Jody - Campaign Appearances  
 Powell, Jody - Expense Reports  
 Powell, Jody - Memoranda, 5/9/79-3/31/80  
 Powell, Jody - Memoranda, 4/8/80-10/28/80  
 Carter - Articles from Political Pros  
 Carter's Trip to Cleveland & Columbus, Ohio, 5/29/80  
 Presidential Speeches - Speech Log, 9/80  
 Presidential Speeches, 9/8/80-9/26/80 [1-4]

**Container 11**

Presidential Speeches, 9/29/80-9/30/80  
 Presidential Speeches - Speech Log, 10/80  
 Presidential Speeches, 10/1/80-10/15/80 [1-4]  
 Presidential Speeches & Remarks, 2/26/80-10/31/80  
 Press Release, 5/80-7/80  
 Press Operations, 4/12/79-12/11/79  
 Press Operations, 1/6/80-10/8/80  
 Press Releases, 1979-1980 – Campaign Staff Biographies  
 Press Releases, 1979-1980 - Alabama - Connecticut  
 Press Releases, 1979-1980 - D.C. – Idaho

**Container 12**

Press Releases, 1979-80 - Illinois - Iowa  
 Press Releases, 1979-80 - Kansas - Missouri  
 Press Releases, 1979-80 - Missouri - New Mexico  
 Press Releases, 1979-80 – New York - Oregon  
 Press Releases, 1979-80 – Pennsylvania - Virginia  
 Press Releases, 1979-80 - Washington - Virgin Islands  
 Press Releases, 1979-80 - National  
 Primaries, Caucuses, & State Campaigns - Arizona  
 Primaries, Caucuses, & State Campaigns - Arkansas, Kentucky, & Nevada  
 Primaries, Caucuses, & State Campaigns - California  
 Primaries, Caucuses, & State Campaigns - Colorado  
 Primaries, Caucuses, & State Campaigns - D.C.  
 Primaries, Caucuses, & State Campaigns - Dates  
 Primaries, Caucuses, & State Campaigns - Florida & Southern  
 Primaries, Caucuses, & State Campaigns - Idaho  
 Primaries, Caucuses, & State Campaigns - Illinois  
 Primaries, Caucuses, & State Campaigns - Illinois  
 Primaries, Caucuses, & State Campaigns - Indiana

Primaries, Caucuses, & State Campaigns - Iowa  
 Primaries, Caucuses, & State Campaigns - Iowa  
 Primaries, Caucuses, & State Campaigns - Louisiana

### **Container 13**

Primaries, Caucuses, & State Campaigns - Michigan  
 Primaries, Caucuses, & State Campaigns - Miscellaneous Politics  
 Primaries, Caucuses, & State Campaigns - Missouri  
 Primaries, Caucuses, & State Campaigns - Nebraska  
 Primaries, Caucuses, & State Campaigns - New Hampshire  
 Primaries, Caucuses, & State Campaigns - New Jersey  
 Primaries, Caucuses, & State Campaigns - New York  
 Primaries, Caucuses, & State Campaigns - New York & Connecticut  
 Primaries, Caucuses, & State Campaigns - North Carolina  
 Primaries, Caucuses, & State Campaigns - Oregon  
 Primaries, Caucuses, & State Campaigns - Pennsylvania  
 Primaries, Caucuses, & State Campaigns - Texas  
 Primaries, Caucuses, & State Campaigns - Wisconsin  
 Reagan, Ronald [1-3]  
 Reagan, Ronald(CF O/A 744)  
 Reagan, Ronald - Issues Book  
 Reagan, Ronald - Issues Book [-2]

### **Container 14**

Scheduling, 8/22/80-10/27/80  
 Strauss, Robert - Statements  
 "The Record of Jimmy Carter," [1-2]  
 White, John - Statements  
 Winpisinger, et al. vs. Watson, et al., 1979-80 [1-3]

[Return to series list](#)

### **Jody Powell's News Clippings Files**

Scope and Content: This series was opened in January, 1987. Containers 15-19. This series mainly consists of newspaper clippings and printed material, with scattered correspondence, memoranda, photographs, and notes. Clippings are arranged chronologically. Other material in this series relates to black media issues and government reorganization and is arranged alphabetically by title of folder.

### **Container List:**

### **Container 15**

Clips to Keep, 3/25/76-8/11/77 [1-6]  
 Iowa Newspapers, 9/11/77-9/14/77 (Harrison "Skip" Weber)  
 Clips to Keep, 10/16/77-12/19/77  
 Clips to Keep, 1977, Undated

Clips to Keep, 1/4/78-7/31/78[1-5]

### **Container 16**

Clips to Keep, 8/3/78-10/29/78

Jim Deakin - St. Louis Post - Dispatch Series on Carter, 11/12/78-11/19/78

Clips to Keep, 11/15/78-12/28/78

Clips to Keep, 1978, Undated

Clips to Keep, Misc. Periodicals, 1978

Trucking Deregulation, 7/11/78-1/11/79

Clips to Keep, 1/7/79-12/31/79 [1-5]

Clips to Keep, 1979, Undated

### **Container 17**

Clips to Keep, 1/1/80-12/14/80 [1-3]

Clips to Keep, 1980, Undated

Black Media/Marc Henderson, 2/9/78-12/28/78 [1-6]

### **Container 18**

Black Media/Marc Henderson, 12/28/78-8/25/79 [1-4]

Government Reorganization, 1977

Government Reorganization, 1977-78

Government Reorganization, 1978 [1]

### **Container 19**

Government Reorganization, 1978 [2-6]

NEA (National Education Association) Newsletter, 1980

U.S. and Soviet Union, 1973-1977

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### **Jody Powell's Correspondence Files**

Scope and Content: This series was opened in January, 1987. Containers 20-35. This series mainly consists of correspondence with the media, VIP's, and the general public on various topics. Some memoranda, notes, schedules, newspaper clippings, printed material and photographs are interspersed with the material. Arranged both alphabetically by correspondent's last name or chronologically.

Container List:

### **Container 20**

1/7/77-4/29/77[1-9]

NABET (National Association of Broadcast Employees & Technicians) ABC, 5/18/77-7/9/77

5/1/77-5/18/77

5/18/77-5/24/77

**Container 21**

5/25/77-7/29/77[1-7]

(Chron) 8/1/77-8/31/77

**Container 22**

(Alpha - A-Z) 8/77[1-3]

(Chron) 9/1/77-9/27/77

(Alpha - A-Z) 9/77[1-3]

(Chron) 10/3/77-10/31/77

(Alpha - A-Z) 10/77 [1-2]

**Container 23**

(Chron) 11/1/77-11/30/77

(Alpha - A-Z) 11/77 [1-2]

(Chron) 12/1/77-12/28/77

(Alpha - A-Z) 12/77 [1-2]

(Chron) 1/6/78-1/31/78

(Alpha - A-Z) 1/78 [1-2]

(Chron) 2/1/78-2/28/78

(Alpha - A-Z) 2/78[1-2]

**Container 24**

(Chron) 3/1/78-3/27/78

(Alpha - A-Z) 3/78[1-2]

(Chron) 4/5/78-4/28/78

(Alpha - A-Z) 4/78[1-2]

(Chron) 5/1/78-5/31/78

(Alpha - A-Z) 5/78[1-2]

(Chron) 6/2/78-6/30/78

(Alpha - A-Z) 6/78 [1-2]

**Container 25**

(Chron) 7/7/78-7/31/78

(Alpha - A-Z) 7/78[1-2]

(Chron) 8/1/78-8/18/78

(Alpha - A-Z) 8/78[1-2]

(Chron) 9/1/78-9/28/78

(Alpha - A-Z) 9/78[1-2]

(Chron) 10/1/78-10/31/78

(Alpha - A-Z) 10/78[1-2]

(Chron) 11/1/78-11/30/78

(Alpha - A-Z) 11/78[1-2]

(Chron) 12/1/78-12/22/78

(Alpha - A-Z) 12/78[1-2]

**Container 26**

(Chron) 1/2/79-1/31/79

(Alpha - A-Z) 1/79[1-2]  
 (Chron) 2/1/79-2/28/79  
 (Alpha - A-Z) 2/79[1-2]  
 (Chron) 3/1/79-3/30/79  
 (Alpha - A-Z) 3/79[1-2]  
 (Chron) 4/6/79-4/27/79  
 (Alpha - A-Z) 4/79[1-2]  
 (Chron) 5/1/79-5/31/79  
 (Alpha - A-Z) 5/79[1-2]  
 (Chron) 6/1/79-6/29/79  
 (Alpha - A-Z) 6/79[1-2]

### **Container 27**

(Chron) 7/2/79-7/30/79  
 (Alpha - A-Z) 7/79[1-2]  
 (Chron) 8/1/79-8/28/79  
 (Alpha - A-Z) 8/68[1-2]  
 (Chron) 9/5/79-9/27/79  
 (Alpha - A-Z) 9/79[1-2]  
 (Chron) 10/2/79-10/20/79  
 (Alpha - A-Z) 10/79[1-2]  
 (Chron) 11/1/79-11/30/79  
 (Alpha - A-Z) 11/79[1-2]  
 (Chron) 12/7/79-12/31/79  
 (Alpha - A-Z) 12/79[1-2]

### **Container 28**

(Chron) 1/3/80-1/31/80  
 (Alpha - A-Z) 1/80[1-2]  
 (Chron) 2/1/80-2/29/80  
 (Alpha - A-Z) 2/80[1-2]  
 (Chron) 3/3/80-3/31/80  
 (Alpha - A-Z) 3/80[1-2]  
 (Chron) 4/1/80-4/16/80  
 (Chron) 4/17/80-4/30/80  
 (Alpha - A-Z) 4/80[1-2]

### **Container 29**

(Chron) 5/1/80-5/29/80  
 (Alpha - A-Z) 5/80[1-2]  
 (Chron) 6/1/80-6/30/80  
 (Alpha - A-Z) 6/80[1-2]  
 (Chron) 7/2/80-7/31/80  
 (Alpha - A-Z) 7/80[1-2]  
 (Chron) 8/5/80-8/29/80  
 (Alpha - A-Z) 8/80[1-2]  
 (Chron) 9/2/80-9/30/80[1-2]

(Alpha - A-Z) 9/80[1-2]

### **Container 30**

(Chron) 10/1/80-10/24/80

(Alpha - A-Z) 10/80[1-2]

(Chron) 11/5/80-11/30/80

Alpha - A-Z 11/80[1-2]

(Chron) 12/1/80-12/31/80

(Alpha - A-Z) 12/80[1-2]

(Chron) 1/1/81-1/16/81

Audio Visuals Transferred from Files

### **Container 31**

WHCF (White House Central Files) - "Personal", Powell, Joseph (Chron) 1977-78

WHCF - "Personal", (Alpha - A-C), 1977-79

WHCF - "Personal", Powell, Joseph (Alpha - D-Z), 1977-1980[1-6]

WHCF - "Personal", Powell, Joseph Invitations, (Alpha, B-Z) 1977

WHCF - "Personal", Powell, Joseph Invitations, (Alpha, B-W) 1978

WHCF - "Personal", Powell, Joseph Invitations, States, 1979

1979 - WHCF - "Personal", Powell, Joseph Invitations, States, 1980 -

### **Container 32**

Public Mail Acknowledged by Card, 1/1/77-1/31/77 [1-7]

Public Mail Acknowledged by Card, n.d. ca. 1/77

### **Container 33**

Public Mail Acknowledged by Card, 2/1/77-2/18/77 [1-7]

### **Container 34**

Public Mail Acknowledged by Card, 2/19/77-2/27/77

Public Mail Acknowledged by Card, n.d.ca., 2/77

Public Mail Acknowledged by Card, 3/1/77-3/31/77[1-4]

Public Mail Acknowledged by Card, n.d. ca., 3/77

### **Container 35**

Public Mail Acknowledged by Card, 4/1/77-4/30/77[1-5]

Public Mail Acknowledged by Card, n.d. ca., 4/77

Public Mail Acknowledged by Card, 5/1/77-5/23/77

[Return to series list](#)

### **Jody Powell's Memoranda Files**

Scope and Content: This series was opened in January, 1987. Containers 36-49. This series mainly consists of memoranda relating to issues within various White House offices or between staff members. Material also includes correspondence, briefing materials, schedules, notes, press

releases, photographs, and newspaper clippings. Arranged alphabetically by name of White House staffer or unit.

Container List:

**Container 36**

Jody Powell, 1/21/77-9/29/78 [1-10]

**Container 37**

Jody Powell, 10/3/78-10/31/79 [1-10]

**Container 38**

Jody Powell, 11/1/79-5/30/80[1-7]

**Container 39**

Jody Powell, 6/3/80-12/29/80[1-4]  
President Carter, 1/22/77-5/18/78 [1-5]

**Container 40**

President Carter, 6/2/78-8/31/80 [1-9]

**Container 41**

President Carter, 9/9/80-1/8/81[1-2]  
Agriculture, Dept. of, 2/15/77  
Aragon, Joe, 2/10/77-4/15/77  
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1/20/78- 2/6/78 [1-34]

**Container 101**

2/7/78-2/27/78 [1-26]

**Container 102**

2/28/78-3/16/78 [1-21]

**Container 103**

3/17/78-4/10/78 [1-23]

**Container 104**

4/11/78-4/29/78 [1-20]

**Container 105**

5/1/78-5/24/78 [1-22]

**Container 106**

5/25/78-6/20/78 [1-23]

**Container 107**

6/21/78-7/15/78 [1-22]

**Container 108**

7/7/78-8/8/78 [1-20]

8/1/78

8/3/78 - Round Table, Fairfax, Virginia

8/4/78-8/16/78

**Container 109**

8/9/78-9/5/78 [1-24]

**Container 110**

9/6/78-9/27/78 [1-21]

**Container 111**

9/28/78-10/21/78 [1-19]

**Container 112**

10/23/78-11/19/78 [1-25]

**Container 113**

11/20/78-12/17/78 [1-23]

**Container 114**

12/18/78-1/13/79 [1-21]

**Container 115**

1/15/79-2/5/79 [1-18]

**Container 116**

2/6/79-2/27/79 [1-20]

**Container 117**

2/28/79-3/20/79 [1-18]

**Container 118**

3/21/79-4/6/79 [1-16]

**Container 119**

4/7/79-5/3/79 [1-23]

**Container 120**

5/4/79-5/26/79 [1-20]

**Container 121**

5/29/79-6/22/79 [1-21]

**Container 122**

6/23/79-7/15/79 [1-19]

**Container 123**

7/16/79-8/1/79 [1-16]

**Container 124**

8/2/79-8/29/79 [1-24]

**Container 125**

8/30/79-9/25/79 [1-23]

**Container 126**

9/26/79-10/16/79 [1-18]

**Container 127**

10/17/79-11/8/79 [1-20]

**Container 128**

11/9/79-11/26/79 [1-15]

**Container 129**

11/27/79-12/10/79 [1-14]

**Container 130**

12/11/80-1/2/80 [1-15]

**Container 131**

1/3/80-1/16/80 [1-13]

**Container 132**

1/17/80-1/31/80 [1-13]

**Container 133**

2/1/80-2/18/80 [1-15]

**Container 134**

2/19/80-3/5/80 [1-14]

**Container 135**

3/16/80-3/22/80 [1-15]

**Container 136**

3/24/80-4/17/80 [1-14]

**Container 137**

4/18/80-4/23/80 [1-14]

**Container 139**

5/5/80-5/21/80 [1-15]

**Container 140**

5/22/80-6/10/80 [1-18]

**Container 141**

6/11/80-7/2/80 [1-19]

**Container 142**

7/3/80-7/24/80 [1-17]

**Container 143**

7/28/80-8/12/80 [1-17]

**Container 144**

8/13/80-9/3/80 [1-19]

**Container 145**

9/4/80-9/23/80 [1-17]

**Container 146**

9/24/80-10/14/80 [1-18]

**Container 147**

10/16/80-11/5/80 [1-20]

**Container 148**

11/6/80-12/4/80 [1-23]

**Container 149**

12/5/80-1/5/81 [1-21]

**Container 150**

1/6/81-1/21/81 [1-15]

[Return to Series List](#)**Rex Granum's Pre-Presidential Files**

Scope and Content: This series was opened in January, 1987. Containers 1-10. This series consists of correspondence, memoranda, briefing material, notes schedules, resumes, press releases, editorial cartoons, speeches, photographs, wire copies, newspaper clippings, and printed material. The material relates to the 1976 campaign and transition activities. Arranged alphabetically by folder title.

**Container List:****Container 1**

Andrus, Cecil D.

BBC Interview Request

Biographical Sketches -- Carters, Mondale, Vance

Biographies -- Campaign Staff, Advisors

Cancelled Checks &amp; Bank Statements -- Personal

White House Press Office

Carter, Jimmy -- Governor  
 Carter, Jimmy -- Income Tax Return, (1975)  
 Carter/Mondale 1976 Campaign Materials [1-2]  
 Carter/Mondale Memos, 5/15/75-9/25/76  
 Carter/Mondale Memos, 9/28/76-11/30/76  
 Carter/Mondale Press Releases, 10/20/75-9/29/76  
 Carter/Mondale Press Releases, 10/20/76-1/13/77

### **Container 2**

Clippings, 1973-1975  
 Clippings, 2/76-1/77 [1-8]  
 Clippings, Undated

### **Container 3**

Correspondence, 3/13/74-8/31/76  
 Correspondence, 9/1/76-12/17/76  
 Correspondence, Undated  
 Credential Worksheets [1-2]  
 Credential Worksheets – Temporary, Georgia Only  
 Credentials for 11/2/76  
 Credit Card & Social Security Numbers -- Traveling Party

### **Container 4**

Dole, Senator Robert - Voting Record  
 Draft Book Contract - Edith de Nicolay  
 Editorial Boards - Requests for Interviews  
 Ford, President Gerald  
 Job Inquiries & Resumes, 1974-1976, A-W [1-5]  
 Judicial File  
 Maps  
 Media Lists  
 Memos - 5/19/75-1/30/77  
 Memos - Interview Schedules, 6/29/76-9/1/76

### **Container 5**

Names & Telephone Numbers, A-Z

### **Container 6**

Notes  
 Personal Expense Forms  
 Personal Receipts & Bills  
 Photographs [1-2]  
 Political Cartoons  
 Press Advisories & Pool Reports, 3/3/75-11/2/76

### **Container 7**

White House Press Office

Press Conferences, 4/6/72-9/7/72  
 Press Conferences, 11/29/76-12/22/76  
 Press Conferences & Transcripts, 9/7/72-12/6/76  
 Press Housing - 1976 Democratic National Convention  
 Press Releases & Statements, 2/9/73-12/24/76  
 Press Releases & Statements of 1977 Inaugural Committee, 11/29/76-1/11/77  
 Printed Material [1-3]  
 Reports - Miscellaneous Topics  
 Republican National Committee  
 Requests for Appearances -- 1974  
 Requests for Signatures & Photographs

### **Container 8**

Sample - 1972 Campaign Material  
 Schedules, 8/74-12/27/76 [1-3]  
 Scheduling & Press Advance, 6/21/76-9/30/76  
 Scheduling & Press Advance, 10/1/76-11/23/76  
 Speeches - Jimmy Carter, 1976

### **Container 9**

Telephone Notes & Numbers  
 Travel Information  
 Travel Requests from the Press  
 Trip - Bangor, Maine, 5/17/74  
 Trip - California/Oklahoma, 10/28/74  
 Trip - Chattanooga Trip Information, 6/20/74  
 Trip - Florida, 10/11/74  
 Trip - Idaho/New Mexico/Colorado, 9/4/74  
 Trip - Illinois, 9/17/74  
 Trip - Maryland/Pennsylvania/New Hampshire, 10/23/74

### **Container 10**

Trip - Myrtle Beach, S.C., 7/23/74  
 Trip - Nebraska/Washington, 5/31/74-6/7/74  
 Trip - New Hampshire, 11/23/74  
 Trip - New Hampshire, 3/31/74 (Letters)  
 Trip - New Orleans, 10/14/74  
 Trip - New York, 10/8/74  
 Trip - San Francisco, 5/7/74-5/9/74  
 Trip - South Carolina, 11/2/74  
 Trip - South Carolina Background  
 Trip - Tennessee, 4/30/74  
 Trip - Ulster County, N.Y., 5/18/74  
 Trip - Virginia/North Carolina, 10/19/74  
 Trip - Washington, D.C., 9/23/74-9/24/74  
 Trip - Washington, D.C./Philadelphia, PA, 10/5/74

Trip - Washington State, 6/74 (Letters)  
 Wallace, George C.  
 Wire Copies, 7/27/76-11/4/76

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### **Rex Granum's Correspondence Files**

Scope and Content: This series was opened in January, 1987. Containers 11-14. This series consists primarily of correspondence and memoranda, with related material such as notes, resumes, newspaper clippings, photographs, and printed material. Arranged alphabetically by name of correspondent or type of material.

#### Container List:

#### **Container 11**

A-J [1-10]

#### **Container 12**

K-Sh [1-9]

#### **Container 13**

Si-Z [1-10]

Editorial Cartoons

Jobs

Press Business Mail, A-N

Press Business Mail, P-W

Reporters, A-W

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### **Rex Granum's Invitation Files**

Scope and Content: This series was opened in January, 1987. Containers 15-16. This series consists of correspondence, memoranda, briefing material, notes, and telephone messages related to invitations to events. Arranged alphabetically by name of person, group or location.

#### Container List:

#### **Container 15**

A-Z, 1977

A-Z, 1977-1978[1-2]

D.C. District of Columbia, 2/8/77-1/26/78

1/11/78-12/31/79[1-2]

#### **Container 16**

1/1/79-12/18/80 [1-4]

### **Rex Granum's Memoranda Files**

Scope and Content: This series was opened in January, 1987. Containers 17-22. This series consists of memoranda, scattered correspondence, briefing material, notes, schedules, newspaper clippings, and printed material. Arranged alphabetically by name of White House staffer or office.

#### **Container List:**

#### **Container 17**

Advance Office, 3/5/77-8/31/77  
 Advance Office, 1980  
 Advance Office -- Resume  
 Barrio, Pat & Purks, Jim -- Media Liaison Office, 1/21/77-12/12/77  
 Carter, Hugh, 1/20/77-1/2/80 [1-4]  
 Comment Office, 2/2/77-12/21/79 [1-3]  
 Costanza, Midge  
 Cutler, Lloyd; Cardozo, Michael, et. al., 1/11/80-12/9/80  
 Departments and Agencies [1-2]

#### **Container 18**

Drummond, Bill & Henderson, Marc, 1/2/77-3/29/77  
 Drummond, Bill & Henderson, Marc, 4/5/77-11/29/77  
 Duka, Walt & Townsend, Claudia, 1/29/77-1/23/78  
 Eizenstat, Stu, 2/14/77-10/25/77  
 Eizenstat, Stu & Rubenstein, David, 1/25/79-12/16/79  
 Gerrard, Connie & Shields, Carolyn, 3/24/77-12/9/80 [1-4]  
 Henderson, Marc, 1/25/78-1980 [1-3]  
 Hoyt, Mary & Edwards, Anne, 1/26/77-11/22/77  
 Hoyt, Mary, 7/6/78-10/14/78  
 Hutcheson, Rick, 1/24/77-12/20/77  
 Hutcheson, Rick & Simon, Bill, 2/7/79-10/10/79  
 Hutcheson, Rick & Simon, Bill, 1/30/80-12/9/80  
 Jagoda, Barry; Neustadt, Rick; & Edwards, Anne, 1/17/77-12/5/77  
 Jenkins, Ray, 1979  
 Jenkins, Ray, 1980

#### **Container 19**

Jordan, Hamilton, 1/28/77-3/7/80 [1-4]  
 King, Jim, 2/6/77-11/10/77  
 King, Kate, 1/27/77-11/10/77  
 King, Kate, 1978  
 King, Kate, 1979  
 Kraft, Tim; Voorde, Fran & Wise, Phil, 1/22/77-12/24/77  
 Leibach, Dale, 1/4/78-9/21/79  
 Leibach, Dale, 1980

Lipshutz, Robert, 1/28/77-12/20/77  
 Lipshutz, Robert, 2/18/78-12/1/78  
 Lipshutz, Robert; Cardozo, Michael; & Cutler, Lloyd, 1/16/79-12/16/79  
 Media Liaison Office, 1/17/78-12/12/80 [1-4]  
 Milton - Green Reporting [EMPTY]  
 Moore, Frank, 1/24/77-6/29/77  
 Moore, Frank, Congressional Relations Staff, 3/4/78-11/28/78  
 Moore, Frank, Congressional Relations Staff, 3/26/79-10/26/79

### **Container 20**

News Summary, 1978-1980 [1-3]  
 Photographers' Office, 1/13/77-3/5/80[1-2]  
 Photographers' Office, 1/18/80-Powell, Jody, 1/18/77-12/15/77  
 Powell, Jody, 10/12/78-10/7/80 [1-4]  
 The President, 1/30/78-10/24/78  
 The President, 5/17/79-12/16/79  
 The President & the First Lady, 1/25/80-1/9/81  
 Press Advance Office, 2/18/77-10/16/80 [1-4]  
 Press Office Staff, 2/25/77-1980 [1-2]

### **Container 21**

Rafshoon, Jerry, 7/31/78-10/1/79 [1-2]  
 Reynolds Reporting Associates, Inc., 1/18/77-7/20/77  
 Rubenstein, David, 3/78-6/12/80  
 Schechter, Jerry & Pizano, Jane, 4/12/77-11/23/77  
 Schechter, Jerry & Staff, 12/2/77-10/8/80 [1-3]  
 Schlesinger, Jim & Staff, 1977  
 Speechwriters' Office, 6/1/77-12/29/79 [1-3]  
 Townsend, Claudia, 2/15/78-1980 [1-3]  
 Vice-President, 1/77-2/77  
 Watson, Jack, 1/26/77-12/6/79[1-3]  
 Watson, Jack & Staff, 1/12/80-12/9/80  
 Wexler, Anne & Staff, 1/23/79-12/20/79  
 Wexler, Anne & Staff, 6/6/80-11/13/80  
 White House Staff - A-Z, 1977 [1-2]

### **Container 22**

White House Staff - A-Z, 1978[1-2]  
 White House Staff - A-Z, 1979[1-2]  
 White House Staff - A-Z, 1980[1-2]  
 Wise, Phil & Voorde, Fran - Scheduling, 1/10/79-12/9/79  
 Wurfel, Walt, 1/25/77-11/19/79 [1-4]

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### **Rex Granum's Presidential Schedules Files**

Scope and Content: This series was opened in January, 1987. Containers 23-33. This series consists of President Carter's schedules, both proposed and final copies including backup material. Arranged chronologically.

#### **Container List:**

##### **Container 23**

1/19/77-5/27/77[1-8]

##### **Container 24**

6/1/77-9/30/77[1-8]

##### **Container 25**

10/1/77-2/28/78[1-8]

##### **Container 26**

3/1/78-6/30/78 [1-8]

##### **Container 27**

7/1/78-10/31/78[1-6]

##### **Container 28**

11/1/78-3/31/79 [1-7]

##### **Container 29**

4/1/79-9/18/79 [1-7]

##### **Container 30**

9/19/79-1/31/80 [1-8]

##### **Container 31**

2/1/80-5/31/80[1-8]

##### **Container 32**

6/1/80-12/31/80[1-7]

##### **Container 33**

Weekly Schedules, 2/77-12/16/79 [1-9]

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### **Rex Granum's Presidential Transcripts Files**

Scope and Content: This series was opened in January, 1987. Container 34. This series contains unreleased transcripts of meetings of the President with special groups or comments of the President on specific issues. Arranged chronologically.

Container List:

### **Container 34**

Internal -- Meetings with Congressional Leaders, 6/20/78, 7/10/78, 5/8/79

Unreleased, 1977

Unreleased, 1978

Unreleased, 1/11/79-11/24/80 [1-4]

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### **Rex Granum's Press Briefings Files**

Scope and Content: This series was opened in January, 1987. Containers 35-40. This series consists primarily of briefing material for the President, Jody Powell, Press Office staff, and administration officials. Also included are questions and answers, scattered press releases, and other related material. Arranged alphabetically by type of briefing and thereunder chronologically.

Container List:

### **Container 35**

Background -- Miscellaneous

President's Income Tax Returns

Questions & Answers - Briefing Books for the President, 2/79-3/79

Questions & Answers - Briefing Books for the President - Various Topics, 4/12/80

Questions & Answers - Briefing Books for the President, 4/16/80-9/80 [1-3]

### **Container 36**

SALT

State Department - Iran, 11/6/79-12/79 [1-3]

State Department - Iran & Afghanistan, 1/7/80-1/31/80[1-2]

### **Container 37**

State Department - Iran & Afghanistan, 2/1/80-2/29/80[1-2]

State Department, 3/3/80-5/30/80 [1-6]

### **Container 38**

State Department, 6/80-10/80 [1-5]

### **Container 39**

State Department, 11/80-1/15/80[1-3]

Unreleased Transcripts - Powell Briefings in his Office, 2/9/79-7/10/80[1-2]

### **Container 40**

White House Press Office

White House (Copies for Connie Gerrard), 6/80-11/80 [1-6]

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### **Rex Granum's Press Conferences Files**

Scope and Content: This series was opened in June, 1987. Containers 41-45. This series consists of press questions and answer sessions, some briefing material, scattered press releases and other related material. Arranged alphabetically by type of material and thereunder chronologically.

#### Container List:

#### **Container 41**

Questions & Answers, 1977-4/78 [1-7]

#### **Container 42**

Questions & Answers, 5/78-11/29/78 [1-7]

#### **Container 43**

Questions & Answers, 12/78-4/27/79 [1-7]

#### **Container 44**

Questions & Answers, 5/3/79-11/12/79 [1-7]

#### **Container 45**

Questions & Answers, 11/27/79-3/28/80 [1-6]

Transcripts of Administration Officials, 1977-1979

Transcripts of Administration Officials, 3/80-11/80

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### **Rex Granum's Press Releases Files**

Scope and Content: This series was opened in January, 1987. Containers 46-74. This series consists of press releases. Arranged chronologically.

#### Container List:

#### **Container 46**

1/19/77-2/21/77 [1-5]

#### **Container 47**

2/22/77-3/31/77[1-5]

#### **Container 48**

4/1/77-5/13/77[1-6]

#### **Container 49**

5/16/77-7/15/77[1-5]

**Container 50**

7/16/77-9/9/77 [1-5]

**Container 51**

9/10/77-10/21/77[1-6]

**Container 52**

10/22/77-12/31/77[1-6]

**Container 53**

1/1/78-2/18/78[1-7]

**Container 54**

2/19/78-4/8/78[1-6]

**Container 55**

4/10/78-6/8/78[1-6]

**Container 56**

6/9/78-7/31/78[1-5]

**Container 57**

8/1/78-9/23/78[1-7]

**Container 58**

9/24/78-11/7/78 [1-6]

**Container 59**

11/8/78-1/26/79[1-6]

**Container 60**

1/27/79-3/25/79[1-7]

**Container 61**

3/26/79-5/15/79[1-7]

**Container 62**

5/16/79-6/18/79[1-5]

**Container 63**

6/19/79-/31/79[1-6]

**Container 64**

8/1/79-9/20/79[1-6]

**Container 65**

9/21/79-10/31/79[1-7]

**Container 66**

11/1/79-1/22/80[1-7]

**Container 67**

1/23/80-3/31/80[1-7]

**Container 68**

4/1/80-5/23/80[1-7]

**Container 69**

5/26/80-7/7/80 [1-6]

**Container 70**

7/8/80-8/29/80[1-7]

**Container 71**

9/1/80-10/8/80[1-8]

**Container 72**

10/9/80-10/31/80[1-8]

**Container 73**

11/1/80-12/80[1-3]

10/15/80-10/27/80 (Copies for Connie Gerrard)[1-4]

**Container 74**

10/28/80-11/28/80 (Copies for Connie Gerrard)[1-4]

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**Rex Granum's Subject Files**

Scope and Content: This series was opened in January, 1987. Containers 75-95. This series consists of correspondence, memoranda, briefing material, notes, schedules, photographs, speeches, press releases, cabinet meeting minutes, reports and summaries, press clippings, and printed material. Topics include White House staff appointments, background financial information, Cabinet activities, Ted Kennedy, Ronald Reagan, the 1980 campaign, Billy Carter and Libya, and other subjects. Also included is the Justice Department's investigation of Robert Vesco. Arranged alphabetically by subject.

**Container List:**

**Container 75**

Advance Office

American Hostages in Iran, 11/7/79-10/22/80 [1-7]

American Hostages in Iran - Chronology (Partial)

Anderson, Jack, Column on David Aaron, 10/2/80

Anderson, Jack, Column on Secretary of the Interior Cecil Andrus, 2/12/80

Anderson, Jack, "Planned October Invasion of Iran" Columns, 8/19/80-8/23/80

Anderson, John

Australia - Allegations of CIA Activities

Blacks - News Clippings Concerning

Bourne, Peter - Resignation, 7/78

**Container 76**

Cabinet Activities [1-2]

Cabinet Meeting Minutes - Notes, 1/77-4/78 [1-4]

**Container 77**

Cabinet Reports, 4/80-12/80 [1-4]

Cabinet Summaries, 6/77-10/77 [1-3]

**Container 78**

Cabinet Summaries, 11/77-10/78 [1-6]

**Container 79**

Cabinet Summaries, 11/78-12/79 [1-6]

**Container 80**

Camp David Summit -- Cartoons

Camp David Summit -- Press Coverage Concerns, 8/10/78-9/21/78

Campaign Promises Book

Carter, Billy - Libya, 9/30/78-7/23/80

Carter, Billy - Libya, 7/24/80-7/31/80

Carter, Billy - Libya, 9/1/80-11/1/80

Carter, Billy - Libya -- Reports to Senate by President & Counsel for the President

Carter, Hugh - White House Staff

**Container 81**

Carter, Jimmy - Income Tax Returns, 1970-1975, Released to Press

Carter, Jimmy - Income Tax Returns & Balance Sheets, 1976-1978; Information on Audit of Mondale's 1976 Return, Released to Press

Carter, Warehouse, 1/19/79-7/29/80

Carter Warehouse - Discrepancy between Federal & County Tax Information, 10/20/78-11/22/78

CIA Report, 3/77 - Impending Soviet Oil Crisis

CIA Report, 4/77 - International Energy Situation: Outlook to 1985

Civil Service Reform

White House Press Office

Clippings on Foreign Policy, 2/13/78-7/10/80  
 Clippings on Politics, 3/11/78-7/80  
 Coal Strike, 2/10/78-3/24/78  
 Comment Office Reports, 1/4/80-1/2/81  
 Commutation - G. Gordon Liddy Sentence, 4/12/78  
 Congressional Meeting Agendas, 4/20/78-7/25/79  
 Costanza, Midge, 3/13/78-7/31/78

### **Container 82**

Council on Wage & Price Stability - Modifications of General Wage & Price Standards, 12/13/78  
 Curran Report - Carter Warehouse Inquiry, 10/16/79  
 Debate - Des Moines Register Invitation for 1/17/80 -- Refused  
 Debates - Invitations Accepted  
 Democratic National Committee Orange Book, Vol. 2 - Media Market Reports [1-2]  
 Democratic National Convention, 8/80  
 Departments and Agencies, 1978  
 Departments and Agencies, 1980  
 Domestic Summit - Energy Problem, 7/79  
 Drugs  
 Economics/Inflation

### **Container 83**

Energy, 4/20/77-6/29/79  
 Energy, 7/9/79-8/14/79  
 Energy Movement in the Federal Government - Annual Report FY 1977, 8/78  
 Financial Statements - Cabinet Members, 2/77 - Adams - Califano  
 Financial Statements - Cabinet Members, 2/77 - Harris - Young  
 Financial Statements - Vice-President's Staff, 2/77  
 Financial Statements - White House Staff, 2/77 - Aaron - Harden  
 Financial Statements - White House Staff, 2/77 - King - Mitchell  
 Financial Statements - White House Staff, 2/77 - Moore - Watson

### **Container 84**

Foreign Arm Sales Discrepancy, 11/8/77-11/12/77  
 Foreign Media Reaction - Economic Summit, 5/5/77-5/7/77  
 Foreign Media Reaction - Economic Summit, 5/8/77-5/10/77  
 GAO Report - Tighter Audit Procedures, 10/22/78  
 Georgia Press Association - Annual Press Institute, 2/21/80-2/23/80  
 Georgia Press Association - Meeting, 10/6/77-10/9/77 - Editorial Seminar  
 "The Good Old Boy Network" - New Republic Article, 9/10/77

### **Container 85**

Griffin, Robert  
 Inaugural Committee - Announcement of Surplus, 1/18/78  
 Inaugural Committee - Delinquent Sales Tax Allegations, 2/28/78

White House Press Office

Inaugural Committee - Reimbursement of District of Columbia Expenses, 2/9/78  
 Intelligence, 1976-1978  
 Jordan, Hamilton - Allegations of Drug Usage at Studio 54, 8/24/79-5/28/80  
 Jordan, Hamilton - Incident at Sarsfield's Bar, 2/10/78-4/9/78  
 Kennedy, Ted, 10/9/73-12/31/79  
 Kennedy, Ted, 1/3/80-5/1/80

### **Container 86**

Kennedy, Ted - Meeting with President at White House, 6/5/80  
 Kennedy, Ted - Responses to Statements & Charges by, 9/20/79-5/15/80  
 Kennedy, Ted - Speeches & Statements  
 Lance, Bert, 8/22/77-12/14/78  
 Lance, Bert - National Bank of Georgia, 1/16/79-5/1/80  
 Lance, Bert - Notes, Preparation For Questions, 7/11/77-9/12/77  
 Marston, David - Firing of, 1/21/78  
 McDonald, Alonzo  
 Media Access to the President - Summary, 1/20/77-12/17/80  
 Media Liaison Mail-Out Items, 1977 [1-2]  
 Media Liaison Mail-Out Items, 1/25/78-12/27/78

### **Container 87**

Media Liaison Mail-Out Items, 1/79-1/8/81[1-4]  
 Middle East - Egyptian Peace Treaty Signing, 3/26/79  
 Middle East - Framework for Egypt - Israel Peace Agreement, 9/78  
 Mid - Session Review of 1979 Budget, 7/6/78  
 Mid - Session Review of 1981 Budget, 7/21/80  
 Miller, Arnie - Conflict of Interest Questions, 7/17/78-3/28/79  
 Miller, G. Williams - SEC vs. Trexton, 1/31/80  
 Milliken, Bill - Incident, 9/78

### **Container 88**

National Energy Act - General Information, 11/78  
 National Security Issues  
 NATO - 3 percent Budget Increase over Inflation  
 New York Magazine - Carter's Blind Trust, 10/3/77  
 News Media Pieces on Hamilton Jordan, 8/24/79-5/28/80  
 News Summary Office  
 News Reporters  
 Panama Canal Treaties, 9/6/77  
 Panama Canal Treaty Accord, 7/15/77-4/26/78  
 Peckarsky, Peter  
 Personnel Breakdown  
 Photo Office  
 Political Committees, 1980

### **Container 89**

White House Press Office

Politics - Campaign 1980  
 Politics - Campaign 1980 - Delegate Counts & Primary Results  
 Politics - Campaign 1980 - Press Releases & Strauss Statement  
 Politics - Campaign 1980 - Talking Points Following Primaries & Caucuses  
 Powell, Jody - Memos, Schedules, Clippings, 2/9/78-12/19/78  
 President - Clippings & Wire Service Copies, 3/3/77-4/14/80 & Unclear Data  
 President - Miscellaneous Items

### **Container 90**

President - Pre-Inaugural Items, 6/18/75-9/23/76 & Related Items, 2/11/77-12/18/78  
 Presidential Travel  
 Presidential Vetoes  
 President's Accomplishments - Summaries, 2/20/77-12/13/78  
 President's Accomplishments - Summaries, 10/19/79-12/79  
 President's Family - Clippings  
 President's Financial Affairs, 6/15/78

### **Container 91**

President's Income Tax Returns - Copies of Released Information, 6/24/77-4/15/80  
 President's Income Tax Returns - Mondale Returns & Kennedy Disclosure, 5/31/79-4/15/80  
 President's Reorganization Authority, 4/6/77  
 Press Office Reorganization, 2/1/77-1/8/80  
 Press Office Staff  
 Press - Persons Called-On at News Conferences  
 Press Stories & Clippings, 1/23/77-1/28/80  
 Progress in Environmental Quality - Council on Environmental Quality Report, 10/78

### **Container 92**

Reagan, Ronald  
 Reagan, Ronald - Clippings  
 Reagan, Ronald - Interviews  
 Republicans - Baker & Ford Interviews, 2/24/80 & 7/13/80  
 Reynolds Reporting Company - Transcripts of Interviews, etc.  
 SALT, 2/78-5/10/79  
 SALT, 5/27/79-12/17/79  
 Scheduling Office, 2/16/78-7/2/80  
 Solomon, Jay - GSA (General Services Administration)

### **Container 93**

South Carolina Press Association, 2/24/78  
 Speeches, 12/1/77-4/12/78  
 Speechwriters - Salk Vaccine 25th Anniversary, 5/12/80  
 Staff Vacations, 1977  
 State Dinners - Press Invited, 2/14/77-12/7/80 [1-4]  
 Telecommunications Policy - Summary of Findings & Recommendations on Federal  
 Audiovisual Activities, 4/78  
 Television Advisor's Office, 10/27/77-10/10/78

White House Press Office

Under Consideration for Jobs in Administration  
 U.S. Olympic Team - Non-Participation in 1980 Summer Olympic Games in Moscow  
 University of Georgia - New York Alumni Meeting, 5/17/79

#### **Container 94**

Vesco Case  
 Vesco Files - Extra Notes  
 Vesco Files - Reporters [1-2]  
 Vesco Files - Statements & Transcripts  
 Vesco Files - Top Staff [1-2]  
 Vice President - Asian Trip, 4/29/78-5/10/78  
 Vice-President - Campaign  
 Warrick, Ruth ("Phoebe Tyler") - Correspondence, 11/1/76-1/31/79  
 Water Resources Projects

#### **Container 95**

White House & EOP Informational Centers - Department of Education Kit 1  
 White House & EOP Informational Centers - Department of Education Kit 2  
 White House Information Center - Dept. of Education, 3/26/77-2/17/78  
 White House Lunch - Private Luncheon with Major Democratic Party Contributors, 8/10/78

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#### **Rex Granum's Telephone Logs Files**

Scope and Content: This series was opened in January, 1987. Containers 96-98. This series consists of Granum's telephone call logs, notes, and related material. Arranged chronologically.

Container List:

#### **Container 96**

1/21/77-5/78 [1-7]

#### **Container 97**

6/78-9/79 [1-7]

#### **Container 98**

10/79-1/81 [1-15]

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#### **Rex Granum's Trip Files**

Scope and Content: This series was opened in January, 1987. Containers 99-108. This series consists of briefing material, press releases, schedules, travel manifests, press pool list and reports, and cables detailing many of President Carter's foreign and domestic trips. Arranged chronologically.

Container List:

White House Press Office

**Container 99**

Massachusetts, West Virginia, New York, 3/16/77-3/17/77  
 London England, 5/5/77-5/10/77  
 London, Geneva Switzerland - Manifest, 5/5/77-5/10/77  
 London, Geneva - Miscellaneous, 5/5/77-5/10/77  
 London, Geneva - Pool Lists, 5/5/77-5/10/77  
 London, Geneva - Pool Reports, 5/5/77-5/10/77  
 London, Geneva - Press Briefings, 5/5/77-5/10/77 [Empty]  
 London, Geneva - Press Releases, 5/5/77-5/10/77  
 London, Geneva - Schedule, 5/5/77-5/10/77  
 Los Angeles & Fresno California, 5/17/77  
 Charleston South Carolina, Yazoo City, Missouri; New Orleans, Louisiana, 7/21/77-7/22/77

**Container 100**

Trenton & Newark, New Jersey, 9/10/77  
 Virginia, 9/24/77  
 Original Foreign - Memos, 9/77-10/77  
 New York - United Nations, 10/4/77-10/5/77  
 Detroit, Michigan; Des Moines, Iowa; Omaha, Nebraska; Denver; Colorado; Los Angeles, California, 10/21/77-10/23/77  
 Original Foreign - Cables - India, France, Poland, Brussels Belgium, Saudi Arabia, 10/77-11/77  
 Original Foreign - USIA - Digest of Foreign Media Reaction, 10/77-11/77  
 Original - Venezuela, Brazil, Nigeria - Cables, 11/22/77-12/2/77  
 Fayetteville North Carolina, 12/16/77-12/17/77  
 Plains - Christmas 1977, 12/21/77-12/26/77

**Container 101**

Mideast & Europe, 12/29/77-1/6/78  
 Mideast & Europe - Manifest, 12/29/77-1/6/78  
 Mideast & Europe - Schedule, 12/29/77-1/6/78  
 Poland, Iran, India, Saudi Arabia, France, Belgium, 12/29/77-1/6/78  
 Warsaw, Poland, 12/29/77-1/6/78  
 Teheran, Iran, 12/29/77-1/6/78  
 New Delhi, India, 12/29/77-1/6/78  
 Ridayh, Saudi Arabia, 12/29/77-1/6/78  
 Aswan, Egypt, 12/29/77-1/6/78  
 Paris, France, 12/29/77-1/6/78  
 Brussels, Belgium, 12/29/77-1/6/78  
 Warsaw, Teheran, New Delhi, Riyadh, Aswan, Paris, Brussels - Cables, 12/29/77-1/6/78 [1-3]

**Container 102**

Rhode Island, New Hampshire, Maine, 2/17/78-2/18/78  
 Wilmington, Delaware, 2/20/78  
 Wake Forest, Winston-Salem, North Carolina, Savannah & St. Simons, Georgia, 3/17/78-3/20/78  
 South America & Africa - Manifests, 3/28/78-4/3/78

South America & Africa - Pre-Departure - Washington Releases, 3/28/78-4/3/78

### **Container 103**

South America & Africa - Schedule, 3/28/78-4/3/78

Brasilia, Brazil, 3/28/78-4/3/78

Rio de Janeiro, Brazil, 3/28/78-4/3/78

Caracas, Venezuela, 3/28/78-4/3/78

Lagos, Nigeria, 3/28/78-4/3/78

Monrovia, Liberia, 3/28/78-4/3/78

Western – Golden, Colorado; Los Angeles, California; Portland, Oregon; Spokane, Washington;  
5/3/78-5/5/78 [1-2]

Plains, Georgia; Tennessee, 5/21/78-5/22/78

### **Container 104**

Chicago & Springfield, Illinois; Charleston, West Virginia., 5/25/78-5/26/78

Annapolis Maryland - Naval Academy, 6/7/78

Panama, 6/16/78-6/17/78

Texas, 6/23/78-6/24/78

West Germany - Economic Summit - Schedules & Manifests, 7/13/78-7/17/78

West Germany - Miscellaneous, 7/13/78-7/17/78

West Germany - Mrs. Carter, 7/13/78-7/17/78

West Germany - Pre-Departure Material, 7/13/78-7/17/78

Berlin, West Germany - Economic Summit Meeting, 7/13/78-7/17/78

Bonn, West Germany, 7/13/78-7/17/78

Frankfurt, West Germany, 7/13/78-7/17/78

### **Container 105**

Norfolk, Virginia; Wilson, North Carolina, Saturday, 8/5/78

New York, New York, Tuesday, 8/9/78

Columbia, Missouri, 8/14/78

Plains, Georgia; Idaho; Wyoming, 8/18/78-8/30/78

Atlantic City, New Jersey, 9/20/78

North Carolina; South Carolina, 9/22/78

Aliquippa, Pennsylvania; Columbus, Ohio, 9/23/78

Florida - Kennedy Space Center, Disney World, 10/1/78

Wichita, Kansas; Rochester & Minneapolis, Minnesota, 10/21/78

Nashville, Tennessee; Miami, Florida, 10/26/78

Buffalo, New York; Hartford, Connecticut; Lynn, Massachusetts; Portland, Maine, 10/28/78

New York, New York; Flint Michigan; Chicago, Illinois; Sacramento, California; Duluth,

Minnesota, 11/2/78-11/3/78

### **Container 106**

Kansas City, Missouri, 11/8/78

St. Louis, Missouri; Salt Lake City, Utah, 11/27/78

Memphis, Tennessee - Democratic Mid-Term Convention, 12/8/78-12/9/78

Plains, Georgia, 12/22/78-12/26/78  
 Mexico, 2/14/79-2/16/79  
 Egypt; Israel, 3/7/79-3/14/79  
 Vienna, Austria, 6/14/79-6/18/79 [1-2]

### **Container 107**

Japan, Korea, Hawaii, 6/23/79-7/4/79 [1-3]  
 Kansas City, Missouri; Detroit, Michigan, 7/16/79  
 Bardstown, Kentucky, 7/31/79  
 Baltimore, Maryland, 8/7/79  
 "Delta Queen" Riverboat, 8/17/79-8/24/79  
 Atlanta, Georgia; Tampa, Florida; Plains, Georgia, 8/27/79-9/3/79

### **Container 108**

Hartford, Connecticut; Steubenville, Ohio, 9/12/79  
 Manhattan & Queens New York, Tuesday, 9/25/79  
 Albuquerque, New Mexico; San Diego, California, 10/10/79-10/11/79  
 Kansas City, Missouri; Chicago Illinois, 10/15/79-10/16/79  
 Boston, Massachusetts - Kennedy Library, 10/20/79  
 New Jersey, 10/25/79  
 Providence, Rhode Island, 10/29/79  
 Rome, Italy; Venice, Italy - Economic Summit - Belgrade, Yugoslavia; Madrid, Spain; Lisbon, Portugal; 6/19/80-6/27/80 [1-3]

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### **Rex Granum's News Wire Copies Files**

Scope and Content: This series was opened in January, 1987. Containers 109-164. This series consists of AP and UPI wire copies. Arranged chronologically.

#### Container List:

### **Container 109**

4/11/77-5/19/77 [1-26]

### **Container 110**

5/20/77-6/16/77 [1-24]

### **Container 111**

6/17/77-7/27/77[1-30]

### **Container 112**

9/28/77-8/31/77[1-28]

### **Container 113**

9/1/77-9/27/77[1-23]

**Container 114**

9/28/77-10/26/77[1-23]

**Container 115**

10/27/77-11/17/77[1-18]

**Container 116**

11/18/77-12/15/77 [1-21]

**Container 117**

12/16/77-1/12/78[1-21]

**Container 118**

1/13/78-2/8/78[1-24]

**Container 119**

2/9/78-3/4/78[1-21]

**Container 120**

3/5/78-3/27/78[1-21]

**Container 121**

3/28/78-4/20/78[1-20]

**Container 122**

4/21/78-5/19/78[1-24]

**Container 123**

5/20/78-6/19/78 [1-21]

**Container 124**

6/20/78-7/13/78[1-20]

**Container 125**

7/14/78-8/4/78[1-18]

**Container 126**

8/5/78-8/31/78[1-23]

**Container 127**

9/1/78-9/27/78[1-22]

**Container 128**

9/28/78-10/31/78[1-26]

**Container 129**

11/1/78-11/27/78 [1-22]

**Container 130**

11/28/78-12/22/78 [1-19]

**Container 131**

12/23/78-1/22/79[1-23]

**Container 132**

1/23/79-2/16/79[1-21]

**Container 133**

2/17/79-3/10/79

**Container 134**

3/12/79-3/31/79 [1-18]

**Container 135**

4/1/79-4/28/79[1-24]

**Container 136**

74/30/79-5/24/79[1-21]

**Container 137**

5/25/79-6/27/79[1-28]

**Container 138**

6/28/79-7/20/79 [1-21]

**Container 139**

7/21/79-8/14/79[1-21]

**Container 140**

8/15/79-9/12/79[1-25]

**Container 141**

9/23/79-10/10/79[1-24]

**Container 142**

10/11/79-11/3/79[1-21]

**Container 143**

11/5/79-11/20/79 [1-14]

**Container 144**

11/21/79-12/8/79[1-16]

**Container 145**

12/10/79-12/31/79[1-18]

**Container 146**

1/2/80-1/17/80[1-15]

**Container 147**

1/18/80-2/1/80[1-14]

**Container 148**

2/2/80-2/20/80[1-16]

**Container 149**

2/21/80-3/10/80[1-16]

**Container 150**

3/11/80-3/27/80 [1-15]

**Container 151**

3/23/80-4/15/80[1-17]

**Container 152**

4/16/80-4/27/80[1-11]

**Container 153**

4/28/80-5/12/80 [1-13]

**Container 154**

5/13/80-6/1/80[1-17]

**Container 155**

6/2/80-6/20/80[1-16]

**Container 156**

6/21/80-7/17/80[1-21]

**Container 157**

7/18/80-8/5/80[1-17]

**Container 158**

8/6/80-8/27/80[1-20]

**Container 159**

8/28/80-9/18/80[1-19]

**Container 160**

9/19/80-10/11/80[1-21]

**Container 161**

10/13/80-11/4/80[1-21]

**Container 162**

11/5/80-12/2/80[1-23]

**Container 163**

12/3/80-1/2/81 [1-21]

**Container 164**

1/3/81-1/19/81[1-13]

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**Ray Jenkins Subject Files**

Scope and Content: This series was opened in January, 1987. Containers 1-3. This series consists of correspondence, memoranda, resumes, notes, speeches, press releases, schedules, briefing material, newspaper clippings and printed material. The material relates to the various day-to-day issues, both domestic and foreign, and administrative duties which Jenkins handled in the White House Press Office. Arranged alphabetically by folder title.

Container List:

**Container 1**

Administrative, 1979-1980

Alabama, 1979-1980

American Society of Newspaper Editors (ASNE), Q & A, 1980

Applications, 1979-80

Ayers, H. Brandt "Brandy," 1979-80

Baker, Senator Howard, 1979

Booths for journalists, Cliff Evans, 1979-1980

Brown, Jerry, 1979

Brzezinski, Zbigniew, 1979-1980

Bush, George, 1980

Cable News Network (CNN), 1980

Carter, Billy (George Beveridge's Article), 1980

Carter, Billy cables, 1978-79

Carter, Billy legal papers, 1980

Carter, Billy (Jody Powell's Briefings), 1980

Carter, President Jimmy, 1980

White House Press Office

Chrysler, 1979  
 Credentials, 1979-80  
 Cuba, Background Briefing, 9/14/79  
 Cutler, Lloyd, 1980

## **Container 2**

Debates, 1979  
 Democratic National Convention, 1980  
 Energy, 1980  
 Falwell, Rev. Jerry, 1980  
 Field and Stream Interview, 1980  
 Gaillard, Frye, Charlotte Observer (Interview Request), 1979  
 Hearst Publications, 1980  
 Hospital Cost Containment, 1979  
 Independent Network News (INN), 1980  
 Interview Requests, 1979-80  
 Kahn, Alfred, 1979  
 Kampuchea (Cambodia), 1979  
 Kennedy, Senator Edward, 1979-80  
 Los Angeles Times, 1980  
 Los Angeles Times (Q & A), 1980  
 McDonald, Alonzo, 1980  
 NBC, 1979-80  
 Newsweek, 1980  
 New York Times, 1980  
 Our Sunday Visitor (Q & A), 1980  
 Pennsylvania Media Interviews, 1980  
 Poland, 1980  
 Polls, 1980

## **Container 3**

Pope John Paul II's Visit, 1979  
 Powell, Jody, 1978-80  
 Presidential Commission on a National Agenda for the 80's  
 Press, 1980  
 Press Breakfast with the President, 12/29/79  
 Reagan, Ronald, 1980  
 Religious Broadcasters, 1980  
 SALT II, 1979  
 Speeches by Ray Jackson, 1979  
 Speechwriters, 1979  
 Staff Guidelines, 1979-80  
 Transition, 1980-1981  
 U.S. News and World Report, Interview with the President, 9/19/80  
 Washington Post, ca. 1980  
 Washington Weekly, 11/25/80

Watson, Jack, 1980  
 White House, 1980  
 Windfall Profits, 1979 [1-2]

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### **Ray Jenkins Chron Files**

Scope and Content: Containers 4-6. This series was opened in January, 1987. This series consists of correspondence, memoranda, resumes, notes, appointment books, schedules, and telephone logs. The material includes his handwritten notes of senior staff meetings and meetings with the President. The correspondence includes letters to and from friends and former colleagues and deal with a wide range of topics. For example, a number of letters focus on the 1980 Carter Presidential campaign's impact on Alabama. Arranged by type of material and thereunder chronologically.

Container List:

#### **Container 4**

Incoming Correspondence, 9/12/79-1/7/81 [1-3]  
 Outgoing Correspondence, 9/22/79-11/24/80 [1-2]  
 Memoranda, 10/18/79-1/14/81 [1-5]

#### **Container 5**

Notes of 10:00 A.M. Staff Meetings with the President, 1/8/80-1/14/81[1-3]  
 Notes of Senior Staff Meetings, 10/18/79-12/8/80 [1-3]  
 Ray Jenkins' Appointment Book, 1979  
 Ray Jenkins' Appointment Book, 1980

#### **Container 6**

Memoranda of Telephone Calls, 2/19/80-1/15/81[1-8]

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### **Walter Wurfel's Subject Files**

Scope and Content: This series was opened in July, 2012. Containers 1-2. This series consists of correspondence, memoranda, newspaper clippings, press releases, reports, notes, and lists of journalists. This material relates to topics regarding the constitutional convention, energy, interview requests, invitations, Middle East, minorities, nuclear power, press relations, several government departments, regulatory reform, material dealing with access to the President by journalists; and other subjects. Arranged alphabetically by folder title and thereunder chronologically.

Container List:

#### **Container 1**

Constitutional Convention, 1/23/79 - 3/13/79  
 Draft Registration, 4/79

White House Press Office

Economy, 5/79  
 Education, Department of, 1979  
 Energy, Department of, 1979  
 Energy, 3/21/79 - 4/27/79  
 FYI--Walt Wurfel to Jody Powell, 2/79 – 5/79  
 Guadeloupe Meeting with European Leaders (Notes), 1/6/79  
 Hospital Cost Containment, 3/79  
 International Communications Agency, 1979  
 International Year of the Child, 1979  
 Interview Requests, 1/5/79 - 5/14/79  
 Invitations to Press Events, 1/22/79 - 2/22/79  
 Mailings from the Office of Media Liaison - Background Reports, 2/4/77 - 7/15/77  
 Mailings from the Office of Media Liaison - Black Media, 2/17/77 - 6/21/77  
 Mailings from the Office of Media Liaison - Other Materials, 2/21/77 - 6/14/77  
 Mexican-Americans, 1979  
 Middle East, 2/23/79-3/6/79  
 Minorities, 1979  
 Miscellaneous, 1/24/79 – 5/30/79

## **Container 2**

North Carolina Desegregation Case, 3/79  
 Nuclear Power, 1979  
 Press Credentials – Soviet, 12/77-10/78  
 Press Relations, 1/24/79 – 5/23/79  
 Reactions to Media Items, 1/27/79 – 4/25/79  
 Regulatory Reform, 1979  
 Rhodesia, 5/79  
 SALT II/Summit, 12/7/78 – 5/16/79  
 Telephone Memoranda (Jody Powell), 4/23/79 – 5/29/79  
 U.S. – China Agreement on Scientific and Technological Cooperation (Remarks), 1/31/79  
 Vietnam Veterans, 1979  
 Windfall Profits Tax/Energy Security Fund, 1979  
 Women—Carter Administration Appointees, 1/79

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## **Media Liaison Office**

### **Series Summary**

Creating Organization: White House Press Office. Media Liaison Office.

Title: White House Press Office. Media Liaison Office.

Dates: 1977-1981

Office Description: The Media Liaison Office was an innovation of the Carter Administration. For the first time, an administration set out to open the White House to the media which did not regularly cover it, both in and outside of Washington D.C. The office functioned not only as a press information office but also as a friend in Washington for non-White House regulars.

The office handled 300 to 400 phone queries a day, some directly and some by referring them to the proper officials in other agencies and departments.

The Carter Administration was also the first to make the President available to non-Washington media on a regular basis. Fifty-eight groups, generally numbering 25 to 30 but sometimes as large as 200, over four years, came in to spend 30 minutes in Q and A with President Carter. The rest of the full day program offered the out-of-towners a chance to question seven or eight other administration policymakers.

The office also was the first to maintain an extensive mailing program for out-of-town media. By the close of the administration the list contained about 10,000 names. Primary mailings were “background reports,” position papers explaining the administration’s reasoning on topical issues. Approximately 45 to 50 were mailed yearly. Photos and press releases also were sent to specialty and ethnic press.

Out-of-town radio and television stations also benefitted from innovations in this office. A radio actuality system was established, making available twice-a-day “feeds” of Administration newsmakers via four 800 Watts lines. The number of calls recorded for each of the two daily ‘feeds’ varied from about 200 to more than 600 (the system’s capacity). Television stations were able to do interviews by phone, which were video-taped by the Media Liaison Office and shipped to the station for possible use in views shows or special programs.

System of Arrangement:

Arrangement Note: Records within this office are arranged by the name of the staff member who maintained/created the files or by file types (i.e. *Black Media Mass Mailing Files*).

The records of the Media Liaison Office are divided into 17 series:

<b>Series Title</b>	<b>Series ID (ARC)</b>
<a href="#">Annette Samuels’s Subject Files</a>	609640
<a href="#">Karen Ahn’s Subject Files</a>	579587
<a href="#">Bunny Leonard’s Subject Files</a>	581453
<a href="#">Eleanor Weaver’s Subject Files</a>	581453
<a href="#">Richard Nelson’s Subject Files</a>	609641
<a href="#">Media Liaison’s Office Files</a>	581458
<a href="#">Patricia Bario’s Subject Files</a>	581451
<a href="#">Marc Henderson’s Subject Files</a>	609638
<a href="#">Federal Publication Files</a>	581456

<a href="#">Jim Purk's Subject Files</a>	585966
<a href="#">Jim Purk's Personal Office Files</a>	581464
<a href="#">Bradley Woodward's Subject Files</a>	581461
<a href="#">Background Reports Mass Mailings Files</a>	581454
<a href="#">Black Media Mass Mailings Files</a>	6210723
<a href="#">Hispanic Media Mass Mailings Files</a>	6210725
<a href="#">Jewish Media Mass Mailings Files</a>	6210756
<a href="#">Miscellaneous Media Mailings Files</a>	6210757
<a href="#">Claudia Townsend's Subject Files</a>	581491

### Detailed Description of the Collection

#### **Annette Samuels Subject Files.**

Scope and Content: This series was opened in October, 2009. Containers 1-7. This series consists of correspondence, memoranda, newspaper clippings and press releases related to various topics regarding the Carter administration. In addition, other material includes major policy and administration program statements on subjects such as the budget, economy, energy, urban development, Selective Service, Salt II, Cuba and Iran. Announcements of presidential appointments are also included. Some material in this series relates to Samuels's involvement in the New York presidential primary of March 1980, concerning Black, Hispanic and women's issues. Arranged alphabetically by folder title.

#### Container List:

##### **Container 1**

Aging, The  
 Agriculture, Department of, Blacks, 8/79  
 Appointment Calendar, 11/26/78-12/31/80 [1-3]  
 Appointments – Blacks, 6/79-10/79  
 Black Americans on Stage, 1979-1980  
 Blacks - Clippings, 6/79-6/80  
 Blacks - Clippings, 8/80-11/80  
 Blacks - Interests, 5/79-8/80 [1-3]

##### **Container 2**

Blacks - Interests, 9/80 -10/80  
 Blacks - Interests, n.d.  
 Blacks - Jewish Relations, 1979-1980  
 Briefings, 1978-1980  
 Budget Reports, 7/79  
 Business Affairs Advisory Group, n.d.  
 Businesses - Black, 6/79-11/79  
 Campaign Information - New York Hit Lists, 3/80  
 Campaign Information, 3/79-9/80  
 Campaign Information, n.d.  
 Capital Punishment, 1979

Comment Office - Mass Mailing Report, 4/80-5/80  
 Consumerism, 9/79-10/79  
 Cuba, 9/79-10/79

### **Container 3**

Economy, 6/79-10/79  
 Education, Department of, 3/79-10/79  
 Employment, 11/79-7/80  
 Energy, 1/79-7/79  
 Energy, 8/79-12/79  
 Energy, 1980, n.d.  
 Energy Mobilization Board, 7/79  
 Environment, 8/79-10/79  
 Ethical Problems Commission, 7/79  
 Ethnic Fraternal Leaders Meeting, 4/80  
 Families - White House Conference, 1976-1979  
 Florida Public Relations Association - Jim Purk's Speech, 11/2/79  
 Foreign Assistance, 7/79  
 Freedom of the Press, n.d.  
 Harlem Commonwealth Council, 1979  
 Hispanic Interests, 10/78-12/79  
 Hispanic Interests, 1/79-10/80

### **Container 4**

Hispanic Interests, n.d.  
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Presidential Campaign - Carter, 12/79-3/80

Presidential Campaign - Carter, 4/80-8/80  
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### **Container 6**

Telephone Messages, 10/1/80-1/7/81  
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 Vacation - Delta Queen, 8/22/79-8/27/79  
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 Weddington, Sarah, 1979-1980

### **Container 7**

Women's Issues, 4/79-10/80 [1-3]  
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### **Karen Ahn's Subject Files**

Scope and Content: This series was opened in June, 2010. Containers 8-11. This series contains correspondence, memoranda, photographs, press releases, newspaper clippings, press lists, and miscellaneous printed material. The material mainly contains press releases and press information relating to legislation issues and the 1980 campaign. Other topics included are more general and relate to press relations and how the White House conveys messages to the press. Arranged alphabetically by title of folder and thereunder chronologically.

### **Container List:**

#### **Container 8**

Ahn, Karen  
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 Carter-Mondale Presidential Committee - Press Releases, 11/79-12/79  
 Carter-Mondale Presidential Committee - Press Releases, 1/80-9/80  
 Carter, Rosalynn  
 Hawaii

White House Press Office

Inflation - Media Program

In-Office Memoranda, 7/80-12/80

Issues - Blacks, Education, Employment and Energy

Issues - Environment, Foreign Involvement, Military, Olympics and Urban

Media Information

### **Container 9**

Newspaper Clippings

Office of Media Liaison Briefings, 11/79-2/80

Office of Media Liaison Briefings, 3/80-7/80

Office of Media Liaison "Video-Phoners"

Office Staff

Powell, Jody - Briefings & Statements, 11/79-1/80

Powell, Jody - Briefings & Statements, 2/80-8/80

President's Biography

President's Legislation and Relating Statements, 8/77-2/80

President's Legislation and Relating Statements, 3/80-7/80

Presidential Actions, 11/79-1/80

Presidential Actions, 2/80-8/80

Presidential Nominations, 11/79-1/80

Presidential Nominations, 2/80-8/80

### **Container 10**

Presidential Phone Data

Statement on Issues, 6/77-5/80

Statement on Issues, 6/80-11/80

Vice-President Walter Mondale

White House Correspondents and Federal Public Information Officers

White House Press Releases, 11/16/79-9/23/80 [1-6]

### **Container 11**

White House Press Releases, 9/24/80-10/25/80 [1-9]

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### **Bunny Leonard's Subject Files**

Scope and Content: This series was opened in April, 2012. Containers 12-16. This series contains presidential daily schedules, press releases, pool reports, memoranda and background material. The material also includes appointment announcements and Presidential messages and speeches. Arranged alphabetically by title of folder.

Container List:

### **Container 12**

Biographies, A-L

Biographies, M-Y

Boiler Plate and Special Rates Briefing

White House Press Office

Briefing Summaries - Powell, 7/1/80-12/12/80  
 Media Contacts  
 Carter/Mondale Campaign - Press Releases, 8/30/80-10/24/80  
 Memorandums, 1/2/80-6/30/80  
 Memorandums, 7/1/80-12/15/80  
 Nomination and Appointments, A-Bo  
 Nomination and Appointments, Br-Da

### **Container 13**

Nomination and Appointments, De-Z [1-9]  
 President's Daily Schedule, 1/2/80-3/21/80

### **Container 14**

President's Daily Schedule, 4/1/80-7/31/80  
 President's Daily Schedule, 8/3/80-1/7/81  
 Presidential Remarks, Messages and Speeches, 7/1/80-10/17/80 [1-8]

### **Container 15**

Presidential Remarks, Messages and Speeches, 10/19/80-1/1/81 [1-6]  
 Press Credentials, 10/1/80-11/3/80  
 Press Pool Reports, 10/1/80-10/11/80  
 Press Pool Reports, 10/29/80-11/3/80

### **Container 16**

Press Releases, 10/12/80-11/7/81[1-3]  
 Proclamations and Executive Orders, 7/3/80-1/2/81  
 Questions and Answers added to Briefing Book, 7/80-8/80  
 Trip Announcements for Press, 10/2/80-11/3/80  
 Who's been in Alabama - New Hampshire  
 Who's been in New Jersey - Miscellaneous

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### **Eleanor Weaver's Subject Files**

Scope and Content: This series was opened in May, 2012. Containers 17-29. This series consists of correspondence, memoranda, newspaper clippings, press releases, reports and daily schedules. The material relates to topics regarding accomplishments of the administration, energy, the Panama Canal Treaty, Camp David Accords, the Carter family, minorities, several government departments, water projects and other subjects. Also included are copies of Ambassador Andrew Young's resignation and Carter's response; copy of a statement Carter made celebrating Dr. Martin Luther King Junior's birthday and a Jewish New Year's greeting statement from Carter. Arranged alphabetically by title of folder.

Container List:

### **Container 17**

Administration Accomplishments, 1977-78

White House Press Office

Administration Accomplishments, 1979-81  
 Ambassadors (Andrew Young)  
 Appointments - Articles, 1/79-8/79  
 Appointments - Articles, 9/79-1/81  
 Appointments - White House, [A-L]  
 Appointments - White House, [M-Z]  
 Articles, 1/77-5/79  
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### **Container 18**

Articles - Staff, 1/77-9/79  
 Articles - Staff, 10/79-1/81  
 Black Media  
 Blair House  
 Cabinet  
 Camp David [1]  
 Camp David [2]  
 Camp Hoover  
 Campaign, 2/79-11/80  
 Campaign Promises

### **Container 19**

Carter Family - Articles  
 Carter Family - History  
 Carter Financial Disclosures  
 Carter, Rosalynn, 1/77-7/78  
 Carter, Rosalynn, 8/78-12/80  
 China  
 Christmas Messages  
 Chronological Daily, 1/80-1/81 [1-8]

### **Container 20**

Congress  
 Correspondence Manual-White House, 1977  
 Democratic National Committee  
 Editors' Briefings, 1/77-10/78  
 Editors' Briefings, 11/78-1/81  
 Employment  
 Foreign Affairs, 1/77-3/79  
 Foreign Affairs, 4/79-1/81  
 Government Departments - Agriculture  
 Government Departments - Commerce

### **Container 21**

Government Departments - Defense, 10/77-4/78  
 Government Departments - Defense, 5/78-1/81  
 Government Departments - Education

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Government Departments - Energy, 1/77-1/81 [1-5]

### **Container 22**

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 Government Departments - HUD, 1/77-2/78  
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 Government Departments - Independent Agencies/Commissions  
 Government Departments - Interior  
 Government Departments - Justice, 1/77-12/77  
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### **Container 23**

Government Departments-Labor  
 Government Departments - OMB, 1/77-9/78  
 Government Departments - OMB, 10/78-9/80  
 Government Departments - Regulatory Agencies  
 Government Departments - State  
 Government Departments - Transportation  
 Government Departments - Treasury  
 Inaugural Committee, 1977  
 Interviews & Appointments  
 Judgeships

### **Container 24**

Lance, Bert  
 Marijuana  
 Media Liaison  
 Media Liaison - Mass Mailings List  
 Memoranda, In-House [A-Z] [1-3]  
 Memoranda, Interoffice

### **Container 25**

Minorities - Black, 1/77-1/78  
 Minorities - Black, 2/78-12/78  
 Minorities - Black, 1/79-1/81(King Holiday Statement Signed by Carter)  
 Minorities - Other, Press (Jewish New Year Greeting Signed by Carter)  
 Miscellaneous Precedents & Information [1-3]  
 Mondale, Walter F., 1/77-12/78  
 Mondale, Walter F., 1/79-1/81

### **Container 26**

Olympics  
 Panama Canal [Treaty] 1/77-9/77  
 Panama Canal [Treaty] 10/77-11/79  
 Pay Increases-White House Staff  
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White House Press Office

Presidential [Replies], First Person  
 Presidential Statements  
 Press - Miscellaneous, 1/77-1/81 [1-3]

### **Container 27**

Proclamations, 1/77-12/79  
 Proclamations, 1/80-1/81  
 Purks, James - Biography  
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### **Container 28**

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 Reorganization  
 Reorganization: Cabinet/Staff  
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### **Container 29**

Trilateral Commission  
 UFO [Unidentified Flying Objects]  
 Urban Policy  
 Vietnam Vets  
 Water Projects, 1/77-1/79 [1-3]  
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### **Richard Nelson's Subject Files**

Scope and Content: This series was opened in May, 2012. Containers 30-41. This series consist of correspondence, memoranda, notes, photographs, Presidential travel, newspaper clippings, press releases, reports, miscellaneous publications, schedules, pamphlets, and bumper stickers. The material relates to topics regarding energy efficiency, conservation and advertising paraphernalia; selective service registration; the Iran/Iraq conflict; the hostage crisis, Cuban and Haitian refugees; and Billy Carter. Arranged alphabetically by title of folder.

Container List:

### **Container 30**

Administration Accomplishments, State by State Analysis [1-2]  
 Administration Accomplishments, State by State Analysis [AL-WY] [1-2]

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 Advertising Council - Anti-Inflation 1 [1-2]

### **Container 31**

Advertising Council - Anti-Inflation 1 [3-6]  
 Advertising Council - Anti-Inflation 2 [1-3]

### **Container 32**

Advertising Council - Anti-Inflation 2 [4-5]  
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### **Container 33**

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 Credit Controls, 7/31/80 [Press Release]  
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### **Container 34**

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 Cuban/Haitian Refugees News Clips  
 Defense Program  
 Denver Federal Executive Board - Energy Conservation Week, 6/9/80 – 6/13/80  
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 Economic Renewal Plan – Clippings, 9/5/80  
 Economic Renewal Plan – Clippings, 9/11/80  
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### **Container 35**

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 Energy Conservation – Outreach Program, 7/22/80  
 Energy Conservation – Outreach Program, Phase 1 - Transportation  
 Energy Conservation - Spanish Language PSA (Public Service Announcements (Radio) (DOE)  
 Energy Conservation Task Force [1-3]

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 Energy Conservation Task Force – Publicity Subgroup [1-2]

**Container 37**

Energy Conservation Task Force – Publicity Subgroup [3]  
 Energy Conservation Task Force – Residential Subgroup [1-2]  
 Energy Conservation Task Force – White House Kick-off, 7/15/80 [1-2]  
 Energy Conservation Task Force – Transportation Initiative  
 Energy Efficiency – Fact Sheets and Booklets  
 Energy Efficiency – Paraphernalia  
 Energy Efficiency – Residential Conservation [1-2]

**Container 38**

Energy Efficiency - White House Information Packet – Residential/Agricultural [1-2]  
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 Equal Rights Amendment, 6/18/80  
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 Health and Human Services - Department Contracts  
 Human Rights  
 India – Nuclear Fuel, 6/19/80  
 Inflation Report, 6/12/80–9/25/80  
 Iran – Hostage Crisis  
 Iran – Iraq Conflict, 9/25/80  
 Knoxville World's Fair, 1982 (Knoxville Energy Expo)  
 Jordan, Vernon, 7/1/80  
 Memoranda – General, 1/31/80–8/15/80  
 Miami Riot, 6/30/80  
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 Minority Issues - Gays, 9/9/80  
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#### **Container 41**

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 White House Correspondence Call List

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#### **Media Liaison’s Office Files**

Scope and Content: This series was opened in July, 2012. Containers 42-61. This series consists of conference schedules, background reports, correspondence, memoranda, and office notes. The material mainly pertains to regularly held press briefings hosted by the White House to keep non-D.C. correspondents abreast of the status of Carter’s administration. Arranged chronologically.

White House Press Office

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- Briefing – Editors, 3/4/77 [O/A 6402] [1-2]
- Briefing – American Newspaper Publishers Association, 3/15/77 [O/A 6402] [1-2]
- Briefing – American Press Institute, 3/16/77 [O/A 6402]
- Briefing – Roy C. Ketchum High School Visit, 3/24/77 [O/A 6402]
- Briefing – Editors [Press Releases], 3/25/77 [O/A 6402] [1-3]
- Briefing – Ohio University Visitors, 3/26/77 [O/A 6402]
- Briefing – Regional Magazine Editors, 4/13/77 [O/A 6402]
- Briefing – Editors, 4/15/77 [O/A 6402] [1-2]
- Briefing – Women in Communications, 4/16/77 [O/A 6402]
- Briefing – Farm Editors, 4/19/77 [O/A 6402]
- Briefing – American Business Press Association, 4/20/77 [O/A 6403]

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- Briefing – Meeting with Jody Powell, 4/29/77 [O/A 6402] [1-2]
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- Briefing – Editors, 7/15/77 [O/A 6402] [1-2]
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- Briefing – Southern Baptist Convention, 7/27/77 [O/A 6402]
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- Briefing – American Business Press, 11/17/77 [O/A 6403]
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- Briefing – Black [Media] Budget, 1/23/78 [O/A 7777]
- Briefing – Editors (API), 1/27/78 [O/A 7777] [1-3]
- Briefing – Editors & News Directors, 2/10/78 [O/A 7777] [1]

**Container 46**

White House Press Office

Briefing – Editors & News Directors, 2/10/78 [O/A 7777] [2]  
 Briefing – Officers of National Black Press Groups, 2/16/78 [O/A 7777]  
 Briefing – Black Press, 2/16/78 [O/A 7777] [1-2]  
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Briefing – Baltimore Sun Junior Achievement, 3/23/78 [O/A 7777]  
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 Briefing – Congressman Bill Archers Student Interns, 4/18/78 [O/A 7778]  
 Briefing – National Federation of Press Women, 4/22/78 [O/A 7778]  
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Briefing – Western, 4/28/78 [O/A 7778] [4]  
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Briefing – Press Coverage-Meeting on Civil Service Reform with Business Leaders, 8/2/78 [O/A 7779]  
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Briefing – National Association of Farm Broadcasters, 9/29/78 [O/A 7779]  
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Briefing – Editors & Broadcasters, 11/17/78 [O/A 7780] [1-3]  
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Scope and Content: This series was opened in December, 2011. Containers 1-58. These series consist of correspondence, briefing papers, editorials, schedules, speech drafts, wire copies, memoranda, notes, photographs, press releases, newspaper clippings, press lists, telephone logs, and miscellaneous printed material. The material relates primarily to press releases and press information regarding legislation and the 1980 campaign. Other topics are more general and involve press relations and how the White House conveys messages to the press. Arranged alphabetically by title of folder and thereunder chronologically.

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### **Marc Henderson's Subject Files**

Scope and Content: This series was opened in January, 2012. Containers 1-24. This series contains correspondence, memorandums, black newspaper clippings, photographs, presidential schedules and meetings lists, news conference transcripts and press releases. The material relates to his role as the liaison for the black press. Arranged alphabetically by title of folder.

White House Press Office

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 Black Congressional Caucus  
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 Black News Digest, 1980  
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**Container 2**

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**Container 4**

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 Carter, Jimmy - Business Roundtree  
 Carter, Jimmy - Interviews with Editors  
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 Carter, Jimmy - Press Access  
 Carter, Jimmy - Remarks at Black Related Affairs, 1977-1978  
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### **Federal Publications Files**

Scope and Content: This series was opened in April, 2012. Containers 1-5. This series consist of federal publications. The publications were part of the original Press Releases series which included 54 containers. The press releases in this series were all duplications of press releases included in another series. Arranged chronologically.

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 Federal Advisory Committees 5<sup>th</sup> Annual Report of the President, 3/29/77  
 Natural Gas Pipeline Safety Act, 6/8/77  
 1976 Annual Report of the United States Civil Service Commission, 6/21/77  
 Twenty-first Annual Report of the President on the Trade Agreements Program, 6/23/77  
 HEW Refugee Task Force, 6/23/77  
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 Federal Personal Data System - Second Annual Report, 6/30/77

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National Heart Blood Vessel, Lung and Blood Program, 7/1/77  
 Reorganization of the Executive Office of the President, 7/15/77  
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 The College of Micronesia, 7/21/77  
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 National Endowment for the Humanities, 8/12/77  
 Report to Congress on the Administration of the Federal Railroad Safety Act of 1970, 8/12/77  
 National Science Foundation Annual Report 1976, 8/15/77  
 Aeronautics and Space Report of the President, 8/15/77  
 Agreement in Implementation of Article 111 and IV of the Panama Canal Treaty, 9/7/77  
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National Advisory Council on Extension and Continuing Education, 12/1/77  
 Report of the President of the Commodity Credit Corporation, 12/8/77  
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 Third Annual Report to Congress on Title VI of the Housing and Community Development Act of 1974, 5/2/78  
 Annual Report to the President - Federal Council on the Aging, 5/2/78  
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Saint Lawrence Seaway Development Corporation, 7/19/78  
 US Department of Transportation, 7/27/78  
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 Economic Report of the President, 1/29/80  
 The President's National Urban Policy Report, 8/16/78  
 US Nuclear Regulatory Commission, 8/16/78  
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#### **Jim Purks' Subject Files.**

Scope and Content: This series was opened in September, 2011. Containers 1-40. This series consists of background reports, press releases, transcripts of speeches and news conferences, background briefings and reports, notes, talking points, reference guides, press schedules, memorandums, correspondence, pool reports, pamphlets, brochures, and newspaper and magazine clippings. This material mainly relates to background reports and correspondence between the Press Office and the press regarding current events. In addition, background information, research, and drafts for the background reports are included. Key topics covered in this series include Afghanistan, Blacks, Camp David, environmental issues, energy, equal rights amendment (ERA), farmers, Hispanics, inflation, the Iranian hostage crisis, Middle East, national health insurance, Olympics, Panama Canal, presidential campaign, railroad deregulation, refugees, regulatory reform, SALT II, trade, and welfare reform. Arranged alphabetically by title of folder.

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**Jim Purk's Personal Office Files.**

Scope and Content: This series was opened in November, 2011. Containers 41-64. This series contains correspondence, memorandums, news clippings and telephone logs. These files were used by Purks to reference material used in preparing background material for press briefings. Also included are humorous quotes from daily press briefings. Arranged alphabetically by title of folder.

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 The United States Budget in Brief, 1977  
 Things to Do [1-3]

### **Container 63**

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 White House Inflation Briefing Book  
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### **Bradley Woodward's Subject Files.**

Scope and Content: This series was opened in January, 2012. Containers 1-16. This series contains correspondence, memorandums, newspaper clippings, survey forms and photographs related to his work with the radio actuality system. Also included are transcripts of the actualities, transaction data on TV phone interviews and general office files. Arranged alphabetically by title of folder.

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 Actuality Service - Congressional Questions  
 Actuality Service - Facilities Memorandum  
 Actuality Service - Fact Sheet to Federal PIO's, 1/79  
 Actuality Service - Hugh Carter Testimony before House Appropriation Subcommittee, 3/79  
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 Briefing for Business Executives on ERA, 5/15/80  
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 Brown vs. Board of Education 25<sup>th</sup> Anniversary, 5/17/79  
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 Clippings - Bayh, Birch  
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Scope and Content: This series was opened in March 2012. Containers 1-9. This series consists of selected background material compiled from media reports which was used to summarize and lay out the arguments for the administration's positions on various political topics. Arranged chronologically.

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### **Black Media Mass Mailings Files**

Scope and Content: This series was opened in March 2012. Containers 10-14. This series consists of special mailings to the Black press as well as to regional media. The material mainly relates to black issues. Arranged chronologically.

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### **Hispanic Media Mass Mailings Files**

Scope and Content: This series was opened in March 2012. Container 15. This series consist of special mailings to Jewish press as well as to regional media. Arranged chronologically.

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 President Carter Nominated Edward Hidalgo to be Secretary of the Navy, 9/18/79  
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 President Carter Nominated Perez-Gimenez for U.S. District Judge for Puerto Rico, 10/24/79  
 Victor Marrero Nominated for Housing Urban Development Post, 11/7/79  
 Jose A. Cabranes Nominated for District Judge in Connecticut, 11/9/79  
 Gilbert Colon Appointed as Deputy Assistant to the President for Hispanic Affairs, 11/9/79  
 Raul A. Tapia Appointed as Deputy Assistant to the President for Hispanic Affairs, 11/9/79  
 President Carter Greets Huber Matos at AFL-CIO Reception, 11/20/79  
 President Carter Greets Singer Costas Hatzis and Congressman Spirou, 11/21/79  
 Gilberto Gierbolini-Ortiz Nominated for Judgeship, 12/3/79  
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 Raul A. Ramirez Nominated for District Judgeship, 12/21/79

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 Evelyn Gandy Appointed to U.S. Naval Academy Board of Visitors, 10/31/80  
 Appointments to National Institute of Justice Advisory Board, 10/31/80  
 Press Releases Not Mailed, 10/31/80  
 FYI - Speeches of Note - Number 1, 6/6/80  
 FYI - Speeches of Note - Number 2, 6/13/80  
 FYI - Speeches of Note - Number 3, 6/20/80  
 FYI - Speeches of Note - Number 4, 6/27/80  
 FYI - Speeches of Note - Number 5, 7/3/80  
 FYI - Speeches of Note - Number 6, 7/10/80  
 FYI - Speeches of Note - Number 7, 7/17/80  
 FYI - Speeches of Note - Number 8, 7/24/80  
 FYI - Speeches of Note - Number 9, 8/1/80  
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 Inflation Reports - Number 3, 5/8/80  
 Inflation Reports - Number 4, 5/15/80  
 Inflation Reports - Number 5, 5/22/80  
 Inflation Reports - Number 6, 5/29/80  
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 Inflation Reports - Number 18, 9/4/80  
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 Inflation Reports - Number 20, 9/18/80  
 Inflation Reports - Number 21, 9/25/80  
 Inflation Reports - Number 22, 10/3/80  
 Inflation Reports-Mailing Lists (Sorted by Zip Code), 8/2/80

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### **Claudia Townsend's Subject Files**

Scope and Content: This series was opened in July, 2012. Containers 1-13. This series consists of correspondence, memoranda, notes, photographs, presidential travel schedules, newspaper clippings, press releases, reports, miscellaneous publications, and pamphlets. The material relates to topics regarding energy efficiency, conservation, selective service registration; the Iran/Iraq conflict; the hostage crisis, Cuban and Haitian refugees; and Billy Carter. Arranged alphabetically by folder title.

#### Container List:

#### **Box 1**

Afghanistan [1-2]  
 Appointments [1-2]  
 Arms Policy  
 Blacks –Marc T. Henderson

White House Press Office

Briefing Questions for Powell [1-2]

**Box 2**

Briefing Questions for Powell [3-6]

Briefing by Others (Also Backgrounders) [1-2]

**Box 3**

Camp David

Camp David Meetings

Campaign, 1980

Carter, Billy [1-3]

Carter, Billy--Statement of the President and report of Counsel on H.R. 745, 8/18/80

**Box 4**

Carter Finances [1-2]

Carter/Mondale Releases 12/7/79-1/14/80

Carter/Mondale Releases 1/16/80-10/12/80

China [1]

**Box 5**

China [2]

Coal

Congressional Relations

Correspondence, 10/31/77-9/17/80

Economic Policy Review, 1980

Egypt/Israel Trip, 3/7/79-3/13/79

Energy [1-2]

Energy Comments

Energy- - Decision and Report to Congress on the Alaska Natural Gas Transportation System, 9/77

Energy - - Speech Forward, 7/15/79 [1]

**Box 6**

Energy - - Speech Forward, 7/15/79 [2-3]

Environmental Message and Related Documents 1979

Farm Bill

Federal Employees Pay Compensation Reform, 1979

File Notes on Odd Press Inquiries

Financial Disclosure Report [1-3]

**Box 7**

Indian Major Disaster Declaration, 7/31/79

Inflation

0Inflation/Economy Announcement, 3/14/80

In-House Memos, 12/1/77-12/22/80

Interview, 1977-1978

White House Press Office

Interviews, 1979  
Interviews 1980 [1-2]

**Box 8**

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Investigation of Carter's Warehouse and The National Bank of Georgia, Report to Congress 10/16/79  
Iran I, 12/9/79 [1-2]  
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**Box 9**

Mexico  
Mideast [1-2]  
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**Box 10**

National Health Insurance Plan Legislation, 6/12/79  
Notes and Phone Logs, 1/25/79-1/14/80 [1-6]

**Box 11**

Notes of Cabinet Meetings, 1978  
Panama Canal  
Powell Office Briefings  
Presidential Schedules--Grids, 10/19/77-9/12/80  
Presidential Schedules-- Drafts, 11/16/78-8/16/79  
Presidential Schedules--Press Releases 7/9/78-4/3/79  
Remarks to Groups [1-3]

**Box 12**

Resumes [1-2]  
Resumes for Drummond Job  
SALT  
Staff Salaries  
State of the Union, 1978-1978  
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**Box 13**

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Travel Vouchers  
Trips, 1977-1979  
Trivia Book/Press Contacts  
Water Development Appropriations Bill, FY 79, Briefing Book [1-2]  
Welfare Reform

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## Press Advance Office

### Series Summary

Creating Organization: White House Press Office. Press Advance Office

Title: White House Press Office. Press Advance Office

Dates: 1978-1981

Office Description: The Press Advance Office coordinated the logistical arrangements for press coverage of all presidential trips (domestic and foreign) and other events such as press conferences and briefings. The primary goal of the Press Advance Office was to ensure that the press had requisite support facilities for writing and filing their stories. This office was responsible for maintaining “press centers” at each scheduled stop on a presidential trip. Press centers were equipped with radio and photo transmission machines which were linked to each reporter’s city and to press offices throughout the world. Press centers also usually had telephones, teletype machines, videotape editing equipment, and press briefing rooms.

The Press Advance staff handled various technical logistics for each stop such as providing camera platforms, “multi” containers for audio feeds, and proper lighting. The staff also coordinated all local arrangements for housing, travel, and meals for the White House press corps and expedited their requests for inoculations, passports, and credentials for overseas trips. They coordinated with the White House Transportation Office to charter aircraft and served as a liaison role in such matters. Travel costs, including ground transportation, baggage handling, and other press requirements, were divided among the members of the press corps on a pro-rata share basis. They also served a liaison role with the White House Communications Agency and the United States Secret Service.

Prior to July 1978, White House press advance duties were handled on an ad-hoc basis by various Press Office staff such as Barry Jagoda. He dealt primarily with television coverage of official presidential trips and special events. After the White House staff reorganization of July 1978, Jagoda’s staff was absorbed into the new Press Advance Office under the supervision of Special Assistant Jerry Rafshoon. Michael Pohl, the director of the Press Advance Office, assumed responsibility for day-to-day operations of this unit. Pohl’s staff included Anne Edwards, Gael Doar, Sharon Metcalf, Larry Walsh, and Janet Smith.

System of Arrangement:

Arrangement Note: Records within this office are arranged by the name of the staff member who maintained/created the files, or by the subject type (*i.e. Domestic and Foreign Trips*)

The records of the Press Advance are divided into five series:

White House Press Office

Series Title	Series ID (ARC)
<a href="#">Press Advance Office In-Town Trips Files</a>	171502
<a href="#">Press Advance Office Domestic and Foreign Trips Files</a>	171662
<a href="#">Press Advance Office Subject Files</a>	172492
<a href="#">Gael Doar's Subject Files</a>	172586
<a href="#">Anne Edward's Subject Files</a>	172644

### **In-Town Trips Office Files**

Scope and Content: This series was opened in February, 1988. Containers: 1-4. This series consists of correspondence, memoranda, press releases, notes, telephone messages, maps, schedules, briefing material, and miscellaneous printed material. The material relates to press event planning for presidential trips within the Washington, D.C. The material mainly includes data about local contacts, press credentialing, pre-advance activities, and scheduling arrangements. Arranged chronologically by date of trip.

#### **Container List:**

##### **Container 1**

Chronology - In-Town Trips [Empty]

In - Town Advances

State Arrivals

Kennedy Center (Permanent)

First Baptist Church (Permanent)

2/15/77 - HEW [Empty]

2/15/77 - Agriculture Dept.

2/18/77 - DNC (Democratic National Convention)

2/18/77 - Interior Dept.

2/23/77 - Mondale [Empty]

2/24/77 - State Dept.

2/24/77 - DOT (Dept. of Transportation)

3/1/77 - DOD (Dept. of Defense)

3/7/77 - Children's Hospital

3/9/77 - CIA

3/19/77 - Gridiron Dinner

3/30/77 - National Women's Political Caucus, Fundraiser - Corcoran

4/7/77 - National Gallery of Art - Tokugawa

4/14/77 - OAS Organization of American States, Washington, DC

4/20/77 - Joint Session of Congress

4/24/77 - Dedication of Africa Room - Dinner at Dr. Trentham's

4/28/77 - DNC National Finance Council Luncheon

4/30/77 - White House Correspondents' Association Dinner

5/23/77 - White House Conference on Handicapped Individuals

5/25/77 - Senate and House Democratic Fundraising Dinner

6/1/77 - OAS (Organization of American States)

White House Press Office

7/25/77 - National Urban League  
 9/6/77-9/9/77 - Panama Canal Treaties  
 9/7/77 - OAS Panama Canal Treaty  
 9/24/77 - Congressional Black Caucus Dinner  
 9/26/77 - International Monetary Fund  
 10/7/77 - DNC Meeting (Hilton)  
 10/19/77 - First Plenary Session of the International Nuclear Fuel Cycles Evaluation  
 11/2/77 - World Jewish Congress  
 11/23/77 - Stevens School  
 12/15/77 - National Christmas Tree Lighting

## **Container 2**

2/2/78 - White House Conference on Balanced National Growth & Economic Development  
 2/2/78 - National Prayer Breakfast  
 2/7/78 - Democratic Study Group Dinner - Tip O'Neill Roast  
 2/23/78 - Swearing - In of FBI Director, William H. Webster  
 3/2/78 - National Press Club Luncheon  
 3/9/78 - Radio and T.V. Correspondents Dinner  
 3/11/78 - Gridiron Dinner  
 3/15/78 - Democratic Congressional Campaign Committee - Fundraising Dinner  
 5/2/78 - Southern Baptist Convention Mission Service Corps Dinner  
 5/28/78 - Wolf Trap Farm Park  
 5/30/78-5/31/78 - NATO Summit  
 6/1/78 - National Quality  
 6/9/78 - Hilton: Senior Citizens  
 7/27/78 - Amy's Parents Night  
 8/11/78 - Pontifical Requiem Mass  
 8/16/78 - CIA  
 9/1/78 - Kennedy Center  
 9/10/78-9/17/78 - Camp David Summit  
 9/18/78 - Joint Session of Congress  
 9/25/78 - International Monetary Fund  
 9/27/78 - DNC Dinner  
 9/30/78 - Congressional Black Caucus Dinner  
 10/7/78 - DNC - Get Out to Vote Campaign  
 10/12/78 - Opening Ceremonies - Middle East Peace Talks  
 11/7/78 - Dulles Airport - Greeting Friendship Force  
 11/11/78 - Wreath Laying - Veterans Day, Arlington Cemetery  
 11/12/78 - Cedar Point Farm (Prayer Meeting with Senator Hughes)  
 11/13/78 - Inflation Speech, Departmental Auditorium, Dept. of Commerce  
 11/16/78 - MALDEF (Mexican-American Legal Defense and Educational Fund) "Children of Sanchez"  
 11/18/78 - Amy's Violin Recital  
 12/3/78 - Kennedy Center Awards Gala  
 12/10/78 - Superman - Special Olympics, Kennedy Center  
 12/13/78 - Washington Hilton - HEW (Health, Education and Welfare) Conference on Fraud

12/13/78 - Mayflower Hotel - The Business Council  
 12/14/78 - Lighting the National Christmas Tree  
 1/18/79 - National Prayer Breakfast  
 2/18/79 - Ambassador Adolph Dubs, Andrews AFB  
 3/26/79 - Middle East Peace Treaty Signing - North Lawn of White House  
 4/23/79 - National Academy of Sciences - NAS Auditorium  
 4/24/79 - National Civic Holocaust Commemoration - Rotunda  
 4/27/79 - Memorial Service for Marvella Bayh - National Cathedral  
 4/28/79 - White House Correspondents' Association Dinner - Washington Hilton

### **Container 3**

5/9/79 - 16th Annual Democratic Congressional Dinner  
 5/16/79 - Georgia State Fish Fry - Longworth House Office Bldg.  
 5/25/79 - DNC Luncheon - Sheraton Park Hotel  
 5/29/79 - National Conference of Christmas and Jews - Washington Hilton  
 6/3/79 - Memorial Service for A. Phillip Randolph - Metro AME Church  
 10/2/79 - Fords Theatre - Country Music Gala  
 10/9/79 - John White - DNC Fundraising Dinner  
 10/13/79 - Hispanic Caucus Dinner - Washington Hilton  
 10/13/79 - John F. Kennedy - Martin Luther King Fundraiser Dinner - Washington Hilton  
 10/18/79 - Agee Film - Kennedy Center  
 10/24/79 - Carter/Mondale Dinner - Hyatt Hotel  
 10/26/79 - Democratic Gala  
 10/28/79 - Kennedy Center, "Salome" (Austrian State Opera)  
 11/15/79 - Interfaith Service - Washington National Cathedral (Hostages in Iran)  
 11/15/79 - AFL-CIO - 13th Congressional Convention, Sheraton Washington Hotel  
 11/16/79 - White House Conference on Libraries and Information Services - Washington Hilton  
 11/30/79 - Funeral Mass for Corporal Steven J. Crowley  
 12/4/79 - Announcement Night Dinner  
 12/13/79 - National Christmas Tree Lighting  
 12/17/79 - National Menorah Lighting  
 1/13/80 - White House Conference on Small Business - Washington Hilton  
 1/15/80 - Requiem Mass for George Meany - St. Matthews Cathedral  
 1/20/80 - Appearance on NBC's "Meet the Press"  
 1/21/80 - National Religious Broadcasters Convention  
 1/23/80 - Funeral Services for Judge William Douglas - National Presbyterian  
 1/23/80 - State of the Union Address  
 1/27/80 - Leadership Conference on Civil Rights Dinner - Capital Hilton  
 2/1/80 - National Conference of Physical Fitness  
 2/7/80 - Annual Conference - Consumer Federation, Capital Hilton  
 2/7/80 - National Prayer Breakfast - Washington Hilton  
 2/19/80 - National Convention of the American Legion - Capital Hilton  
 2/25/80 - UJA (United Jewish Appeal) Young Leadership Conference - Sheraton Washington  
 2/25/80 - Annual AHEPA (American Hispanic Educational Progressive Association) Dinner - Sheraton Washington  
 2/26/80 - Kennedy Center, "Elephant Man"

3/17/80 - National League of Cities - Washington Hilton  
 3/26/80 - Democratic Congressional Dinner - Washington Hilton  
 3/28/80 - National Conference of State Legislatures - Mayflower Hotel  
 4/1/80 - Building Construction Trade Department - AFL-CIO  
 4/10/80 - American Society of Newspaper Editors - Washington Hilton  
 4/10/80 - Francis Perkins Building Dedication - U.S. Dept. of Labor  
 4/28/80 - U.S. Chamber of Commerce - DAR (Daughters of the American Revolution) - Constitution Hall  
 5/1/80 - President's Committee on Employment of the Handicapped - Washington Hilton  
 5/5/80 - League of Women Voters - National Convention, Sheraton Washington

#### **Container 4**

5/9/80 - Arlington Memorial Service - Arlington Cemetery  
 5/14/80 - Department of Health and Human Services  
 5/19/80 - Carter/Mondale Headquarters  
 5/19/80 - Friendship Force Reception - OAS  
 5/22/80 - First Annual Asian Pacific American Democratic Caucus Dinner - Washington Hilton  
 5/25/80 - 10th Annual Suzuki Festival - Wolf Trap  
 5/31/80 - CBS "Face the Nation" Studio  
 6/4/80 - Endorses/Supporters - Tobin Residence  
 6/10/80 - "Salute to Rosalynn Carter," Shoreham Hotel  
 6/16/80 - Signing of Condolence Book - Embassy of Japan  
 6/18/80 - National ERA (Equal Rights Amendment) Evening, Maze Gallery  
 7/19/80 - Presentation of Medal of Honor to Marr Urban - Shoreham Hotel  
 7/30/80 - Olympic Ceremony - Capitol Steps  
 8/8/80 - CBS Interview, "Sixty Minutes"  
 9/4/80 - AFL - CIO General Board Meeting, Sheraton - Washington Hotel  
 9/4/80 - Biennial Convention of B'nai B'rith, Sheraton - Washington Hotel  
 9/11/80 - "Fiddler on the Roof," Warner Theater  
 9/12/80 - Carter/Mondale Headquarters  
 9/13/80 - Italian-American Dinner - Washington Hilton  
 9/13/80 - Carter/Mondale Willie Nelson Concert - Merriwether Post Pavilion, Columbia, MD  
 9/14/80 - Visit with Colegrave Family, Annapolis, MD  
 9/18/80 - Hispanic Caucus Dinner - Washington Hilton  
 9/26/80 - Hispanic Victory Dinner  
 9/30/80 - 1980 Democratic Victory Dinner  
 9/30/80 - 1980 Annual Meeting of the Boards of Governors of the World Bank and International Monetary Fund (IMF)  
 10/3/80 - Higher Education Bill Signing - Northern Virginia Community College  
 10/7/80 - Mental Health Bill Signing  
 10/14/80 - National Press Club Lunch  
 10/19/80 - Carter/Kennedy Unity Celebration  
 10/23/80 - DNC Fundraiser - David Lloyd Kreger's Residence  
 11/18/80 - Cyrus Vance Reception - State Dept.  
 11/19/80 - OAS, 10th Session - OAS Building  
 11/24/80 - V.A. (Veteran's Administration) Christmas Message

12/2/80 - Israel Bond Dinner - Washington Hilton  
 12/7/80 - Kennedy Center Honors Gala  
 12/9/80 - Robert S. Strauss Tribute Dinner - Sheraton Washington Hotel  
 12/18/80 - Christmas Tree Lighting - Thursday  
 1/6/81 - Christ Church, Alexandria, VA

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### **Domestic and Foreign Trips Office Files**

Scope and Content: This series was opened in February, 1988. Containers 5-43. This series consists of correspondence, memoranda, press releases, cables, notes, press lists, maps, telephone messages, seating charts, schedules, and press pool reports. The material mainly includes data about local contacts, press credentialing, pre-advance activities, seating, and scheduling arrangements. Arranged chronologically by date of trip.

#### **Container List:**

##### **Container 5**

General, 3/16/77-3/17/77  
 Massachusetts, 3/16/19/77  
 Clinton, Massachusetts (Empty) 3/16/77  
 Charleston, West Virginia, 3/17/77  
 New York City, New York; United Nations, 3/17/77  
 Calhoun, Georgia, 4/8-10/77  
 London, England, 5/5-10/77 [1-2]

##### **Container 6**

Newcastle, England, 5/6/77  
 Geneva, Switzerland, 5/9/77  
 Los Angeles, California, 5/17/77  
 Fresno, California, 5/17/77  
 Notre Dame, Indiana, 5/22/77  
 St. Simons, Georgia, 5/26-31/77  
 Cape Canaveral, Florida, 5/27/77  
 Plains, Georgia, 5/31/77  
 DNC Fundraiser, New York City, 6/23/77  
 General, 7/21-22/77  
 Charleston, South Carolina, 7/21/77  
 Yazoo City, Missouri, 7/21/77

##### **Container 7**

New Orleans, Louisiana, 7/22/77  
 Plains, Georgia, 8/5/77 - 8/12/77  
 Trenton, New Jersey, 9/10/77  
 Newark, New Jersey, 9/10/77  
 Roanoke, Virginia, 9/24/77

Norfolk, Virginia, 9/24/77  
 United Nations (U.N.), U.S. Mission; Bilaterals at United Nations Plaza Hotel and South Bronx,  
 New York City, 10/4-5/77

### **Container 8**

Detroit, Michigan, 10/21/77  
 Des Moines, Iowa, 10/22/77  
 Omaha, Nebraska, (SAC) Strategic Air Command, 10/22/77  
 Denver, Colorado, 10/22/77 - 10/22/77  
 Los Angeles, California, 10/22/77 - 10/23/77  
 Minneapolis, Minnesota 10/23/77  
 Annapolis, Maryland, 11/12/77  
 Fayetteville, North Carolina, 12/16/77 - 12/17/77  
 Plains, Georgia, 12/21/77 - 12/26/77 [1-2]  
 Press Related Miscellaneous File Shots, Visas & Communications, 12/77  
 Bibles, Pool Lists, Manifests for Seven Country Trip, 12/29/77 - 1/6/78

### **Container 9**

Warsaw, Poland, 12/29/77 - 12/30/77  
 Teheran, Iran, 12/31/77 - 1/1/78  
 New Delhi, India, 1/1/78 - 1/3/78  
 Riyadh, Saudi Arabia, 1/3/78 - 1/4/78  
 Aswan, Egypt, 1/4/78 - 1/4/78  
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### **Container 10**

Brussels, Belgium, 1/6/78  
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 Plains, St. Simons, Georgia, 1/20/78 - 1/23/78  
 Maine, 2/17/78 - 2/18/78  
 Rhode Island, 2/17/78  
 New Hampshire, 2/18/78  
 Wilmington, Delaware, 2/20/78  
 Winston-Salem, North Carolina, 3/17/78  
 Savannah, Georgia, 3/17/78  
 St. Simons, Georgia, 3/17/78 - 3/20/1977 [1-2]

### **Container 11**

Caracas, Venezuela, 3/28/78  
 Brasilia, Brazil, 3/29/78  
 Rio de Janeiro, Brazil, 3/30/78  
 Bibles and Pool Lists, Four Country Trip, 3/28/78 - 4/3/78  
 Lagos, Nigeria, 4/1/78 - 4/3/78  
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### **Container 12**

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 Spokane, Washington, 5/5/78  
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 Schedule Information and Diagrams -- Knoxville, Oak Ridge, Tennessee, 5/22/78  
 Credentialing -- Knoxville, Oak Ridge, Tennessee, 5/22/78  
 Chicago, Illinois, 5/25/78 - 5/26/78  
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### **Container 13**

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### **Container 14**

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 Wilson, North Carolina, 8/5/78  
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 Columbia, Missouri, 8/14/78 - 8/14/78  
 Boise, Idaho and Jackson Hole, Wyoming, 8/18/78 - 9/1/78

### **Container 15**

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### **Container 16**

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 Portland, 11/3/78 - 11/3/78  
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### **Container 17**

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 New York City, 12/5/78  
 Memphis, Tennessee (Democratic Midterm Convention) 12/8/78 - 12/9/78 [1-2]  
 Plains, Georgia, 12/22/1978 - 12/26/1978  
 Present Carter's Visit to the Guadeloupe Meeting, 1/4/79 - 1/6/79  
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 Atlanta, Georgia, 1/14/79

### **Container 18**

Deng Xiaoping -- Total Schedule, 1/28/79 - 2/5/79  
 Deng Visit, Washington, DC, 1/28/79 - 1/31/79  
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 China, 1/79 - 1/79  
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 Deng Visit, Seattle, Washington [Empty], 2/3/79  
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### **Container 19**

Mexico Trip - Assignments, 2/79  
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 Oklahoma and Texas Trip, 3/24/79 - 3/25/79  
 Elk City, Oklahoma, 3/24/79 - 3/25/79  
 Container 21  
 Elk City, Oklahoma - Contacts, 3/79

**Container 21**

Dallas, Texas, 3/25/79  
 Wisconsin Trip - Contacts, 3/31/79  
 Wisconsin Trip - Diagrams, 3/31/79  
 Wisconsin Trip - Credentialing, 3/31/79  
 Wisconsin Trip - Assignments, 3/31/79  
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Los Angeles, California - Schedules, 7/3/80  
 Los Angeles, California - Pool Lists, Manifests, 7/3/80  
 Los Angeles, California - Contacts, Empty, 7/3/80  
 Los Angeles, California - Diagrams, 7/3/80  
 Los Angeles, California – Credentials [Empty] 7/3/80  
 Oakland, California - Assignments and Arrangements, 7/3/80  
 Oakland, California - Schedules, 7/3/80  
 Oakland, California - Diagrams, 7/3/80  
 Oakland, California - Pool Lists, Manifests, 7/3/80  
 Oakland, California - Contacts, Empty, 7/3/80  
 Oakland, California - Credentials, Empty, 7/3/80  
 Merced, California - Assignments and Arrangements, 7/4/80  
 Merced, California - Schedules, 7/4/80  
 Merced, California - Pool Lists, Manifests, 7/4/80  
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 Merced, California - Contacts, 7/4/80  
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 Miami, Florida - Assignments and Arrangements, 7/4/80  
 Miami, Florida - Schedules, 7/4/80  
 Miami, Florida - Pool Lists, Manifests, 7/4/80  
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 Miami, Florida - Credentials, Empty, 7/4/80  
 Miami, Florida - Contacts, 7/4/80  
 Plains, Georgia - Assignments and Arrangements, 7/4/80 - 7/8/80  
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 Detroit, Michigan - Pool Lists, Manifests, 7/8/80  
 Detroit, Michigan - Schedules, 7/8/80  
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Anchorage, Alaska - Diagrams, Empty, 7/9/80 - 7/10/80  
 Anchorage, Alaska - Credentials, Empty, 7/9/80 - 7/10/80  
 Anchorage, Alaska - Contacts, Empty, 7/9/80 - 7/10/80  
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 Sapelo Island, Georgia - Pool Lists, Manifests, 7/11/80 - 7/17/80  
 Sapelo Island, Georgia - Schedules, 7/11/80 - 7/17/80  
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 Jacksonville, Florida - Assignments and Arrangements, 7/17/80  
 Jacksonville, Florida - Pool Lists, Manifests, 7/17/80  
 Jacksonville, Florida - Schedules, 7/17/80  
 Jacksonville, Florida - Contacts, 7/17/80  
 Jacksonville, Florida - Diagrams, Empty, 7/17/80  
 Jacksonville, Florida - Credentials, Empty, 7/17/80  
 Hollywood, Florida - Assignments and Arrangement, 7/17/80  
 Hollywood, Florida - Pool Lists, Manifests, 7/17/80  
 Hollywood, Florida - Schedules, 7/17/80 - 7/17/80  
 Hollywood, Florida - Contacts, 7/17/80 - 7/17/80  
 Hollywood, Florida - Diagrams, 7/17/80 - 7/17/80  
 Hollywood, Florida - Credentials, Empty, 7/17/80 - 7/17/80  
 Hendersonville, Kentucky - Assignments and Arrangements, 7/21/80  
 Hendersonville, Kentucky - Schedules, 7/21/80  
 Hendersonville, Kentucky - Diagrams, 7/21/80  
 Hendersonville, Kentucky - Contacts, 7/21/80

### **Container 37**

Andersonville, Kentucky - Credentials, 7/21/80  
 Dallas, Texas - Assignments and Arrangements, 7/21/80  
 Dallas, Texas - Pool Lists, Manifests, 7/21/80  
 Dallas, Texas - Schedules, 7/21/80  
 Dallas, Texas - Diagrams, 7/21/80  
 Dallas, Texas - Contacts, 7/21/80  
 Dallas, Texas - Credentials, [Empty] 7/21/80  
 Cleveland, Ohio - Cancelled, 8/4/80  
 New York City - Assignments and Arrangements, 8/6/80  
 New York City - Pool Lists, Manifests, 8/6/80  
 New York City - Schedules, 8/6/80  
 New York City - Diagrams [Empty] 8/6/80  
 New York City - Contacts [Empty] 8/6/80  
 New York City - Credentials, 8/6/80  
 New York City - Assignments and Arrangements, 8/13/80  
 New York City - Pool Lists, Manifests, 8/13/80 - 8/15/80  
 New York City - Credentials, 8/13/80 - 8/15/80  
 New York City - Schedules, 8/13/80 - 8/15/80  
 New York City - Diagrams, 8/13/80 - 8/15/80

New York City - Contacts, Empty, 8/13/80 - 8/15/80  
 Boston, Massachusetts - Assignments and Arrangements, 8/21/80  
 Boston, Massachusetts - Schedules, 8/21/80  
 Boston, Massachusetts - Pool Lists, Manifests, 8/21/80

### **Container 38**

Boston, Massachusetts - Diagrams, 8/21/80  
 Boston, Massachusetts - Credentials [Empty], 8/21/80  
 Boston, Massachusetts - Contacts, [Empty], 8/21/80  
 Detroit, Michigan - Assignments and Arrangements, 8/22/80  
 Detroit, Michigan - Pool Lists, Manifests, 8/22/80  
 Detroit, Michigan - Schedules, 8/22/80  
 Detroit, Michigan - Diagrams, 8/22/80  
 Detroit, Michigan - Contacts [Empty] 8/21/80  
 Detroit, Michigan - Credentials [Empty] 8/22/80  
 Muscle Shoals, Alabama - Assignments and Arrangements, 9/1/80  
 Muscle Shoals, Alabama - Pool Lists, Manifests, 9/1/80  
 Muscle Shoals, Alabama - Schedules, 9/1/80  
 Muscle Shoals, Alabama - Diagrams, 9/1/80  
 Muscle Shoals, Alabama - Credentials, Empty, 9/1/80  
 Muscle Shoals, Alabama - Contacts, Empty, 9/1/80  
 Kansas City, Missouri - Assignments and Arrangements, 9/2/80  
 Kansas City, Missouri - Schedules, 9/2/80  
 Kansas City, Missouri - Pool Lists, Manifests, 9/2/80  
 Kansas City, Missouri - Diagrams, 9/2/80  
 Kansas City, Missouri - Credentials, 9/2/80  
 Kansas City, Missouri - Contacts, 9/2/80  
 Philadelphia, Pennsylvania, Assignments and Arrangements, 9/3/80  
 Philadelphia, Pennsylvania, Schedules, 9/3/80  
 Philadelphia, Pennsylvania, Pool Lists, Manifests, 9/3/80  
 Philadelphia, Pennsylvania, Diagrams, 9/3/80  
 Philadelphia, Pennsylvania, Credentials, Empty, 9/3/80  
 Philadelphia, Pennsylvania, Contacts, 9/3/80  
 Perth Amboy, New Jersey - Assignments and Arrangements, 9/9/80  
 Perth Amboy, New Jersey - Pool Lists, Manifests, 9/9/80  
 Perth Amboy, New Jersey - Schedules, 9/9/80  
 Perth Amboy, New Jersey - Diagrams, 9/9/80  
 Perth Amboy, New Jersey - Contacts, 9/9/80  
 Corpus Christi, Houston, Texas; Atlanta, Georgia; Greenville - Spartanburg, South Carolina;  
 Cleveland Ohio - General, 9/15/80 - 9/16/80  
 Corpus Christi, Texas - Assignments and Arrangements, 9/15/80  
 Corpus Christi, Texas - Pool Lists, Manifests, 9/15/80  
 Corpus Christi, Texas - Schedules, 9/15/80

### **Container 39**

Corpus Christi, Texas - Diagrams, 9/15/80

Corpus Christi, Texas - Contacts, [Empty], 9/15/80  
 Corpus Christi, Texas - Credentialing, [Empty], 9/15/80  
 Houston, Texas - Assignments and Arrangements, 9/15/80  
 Houston, Texas - Pool Lists, Manifests, 9/15/80  
 Houston, Texas - Schedules, 9/15/80  
 Houston, Texas - Diagrams, 9/15/80  
 Houston, Texas - Contacts, Empty, 9/15/80  
 Houston, Texas - Credentialing, Empty, 9/15/80  
 Atlanta, Georgia - Assignments and Arrangements, 9/15/80  
 Atlanta, Georgia - Pool Lists, Manifests, 9/15/80 - 9/16/80  
 Atlanta, Georgia - Schedules, 9/15/80 - 9/16/80  
 Atlanta, Georgia - Diagrams, 9/15/80 - 9/16/80  
 Atlanta, Georgia - Contacts, 9/15/80 - 9/16/80  
 Atlanta, Georgia - Credentialing, Empty, 9/15/80 - 9/16/80  
 Greenville/Spartanburg, South Carolina - Assignments and Arrangements, 9/16/80  
 Greenville/Spartanburg, South Carolina - Pool Lists, 9/16/80  
 Greenville/Spartanburg, South Carolina - Schedules, 9/16/80  
 Greenville/Spartanburg, South Carolina - Diagrams, 9/16/80  
 Greenville/Spartanburg, South Carolina - Contacts, 9/16/80  
 Greenville/Spartanburg, South Carolina - Credentialing [Empty], 9/16/80  
 Cleveland, Ohio - Assignments and Arrangements, 9/16/80  
 Cleveland, Ohio - Pool Lists, Manifests, 9/16/80  
 Cleveland, Ohio - Schedules, 9/16/80  
 Cleveland, Ohio - Diagrams, 9/16/80  
 Cleveland, Ohio - Contacts [Empty], 9/16/80  
 Cleveland, Ohio - Credentialing [Empty], 9/16/80  
 Chicago, Illinois - Assignments and Arrangements, 9/20/80  
 Chicago, Illinois - Pool Lists, Manifests, 9/20/80  
 Chicago, Illinois - Schedules, 9/20/80  
 Chicago, Illinois - Diagrams, 9/20/80  
 Chicago, Illinois - Contacts, 9/20/80  
 Springfield, Illinois; Los Angeles, San Jose, California; Portland, 9/22/80 - 9/23/80  
 Springfield, Illinois - Assignments and Arrangements, 9/22/80  
 Springfield, Illinois - Pool Lists, Manifests, 9/22/80  
 Springfield, Illinois - Schedules, 9/22/80

#### **Container 40**

Springfield, Illinois - Diagram, 9/22/80  
 Springfield, Illinois - Contacts, [Empty], 9/22/80  
 Springfield, Illinois - Credentialing, [Empty], 9/22/80  
 Los Angeles, California - Assignments and Arrangements, 9/22/80 - 9/23/80  
 Los Angeles, California - Pool Lists, Manifests, 9/22/80 - 9/23/80  
 Los Angeles, California - Schedules, 9/22/80 - 9/23/80  
 Los Angeles, California - Diagrams, 9/22/80 - 9/23/80  
 Los Angeles, California - Contacts, 9/22/80 - 9/23/80  
 Los Angeles, California - Credentialing, [Empty], 9/22/80 - 9/23/80

San Jose, California - Assignments and Arrangements, 9/23/80  
 San Jose, California - Pool Lists, Manifests, 9/23/80  
 San Jose, California - Schedules, 9/23/80  
 San Jose, California - Diagrams, 9/23/80  
 San Jose, California - Contacts, 9/23/80  
 San Jose, California - Credentialing, [Empty], 9/23/80  
 Portland, Oregon – Assignments and Arrangements, 9/23/80  
 Portland, Oregon – Pool List, Manifests, 9/23/80  
 Portland, Oregon – Schedules, 9/23/80  
 Portland, Oregon – Diagrams, 9/23/80  
 Portland, Oregon – Contacts [Empty] 9/23/80  
 Portland, Oregon – Credentialing, 9/23/80  
 Tacoma, Washington - Assignments and Arrangements, 9/23/80  
 Tacoma, Washington - Pool Lists, Manifests, 9/23/80  
 Tacoma, Washington - Schedules, 9/23/80  
 Tacoma, Washington - Diagrams, 9/23/80  
 Tacoma, Washington - Contacts, [Empty], 9/23/80  
 Tacoma, Washington - Credentialing, [Empty], 9/23/80  
 New York City - General, 9/23/80  
 New York City - Assignments and Arrangements, 9/29/80  
 New York City - Pool Lists, Manifests, 9/29/80  
 New York City - Schedules, 9/29/80  
 New York City - Diagrams, 9/29/80  
 New York City - Contacts, 9/29/80  
 New York City - Credentialing, 9/29/80  
 Detroit, Flint, Michigan; Niagara Falls, New York - General File, 10/1/80  
 Detroit, Flint, Michigan - Assignments and Arrangements, 10/1/80  
 Detroit, Flint, Michigan - Pool Lists, Manifests, 10/1/80  
 Detroit, Flint, Michigan - Schedules, 10/1/80  
 Detroit, Flint, Michigan - Diagrams, 10/1/80  
 Detroit, Flint, Michigan - Credentialing, Empty, 10/1/80 [1]

#### **Container 41**

Detroit, Flint, Michigan - Credentialing, Empty, 10/1/80 [2]  
 Dayton, Ohio; Philadelphia, Pennsylvania - General File, 10/2/80  
 Dayton, Ohio; Philadelphia, Pennsylvania Assignments and Arrangements, 10/2/80  
 Dayton, Ohio; Philadelphia, Pennsylvania - Schedules, 10/2/80  
 Dayton, Ohio; Philadelphia, Pennsylvania - Diagrams, 10/2/80  
 Dayton, Ohio; Philadelphia, Pennsylvania - Contacts, 10/2/80  
 Dayton, Ohio; Philadelphia, Pennsylvania - Credentialing, Empty, 10/2/80  
 Americus, Georgia - 10/3/80  
 Milwaukee, Wisconsin; Chicago, Illinois - General File, 10/6/80  
 Milwaukee, Wisconsin; Chicago, Illinois - Assignments and Arrangements, 10/6/80  
 Milwaukee, Wisconsin; Chicago, Illinois - Pool Lists, Manifests, 10/6/80  
 Milwaukee, Wisconsin; Chicago, Illinois - Schedules, 10/6/80  
 Milwaukee, Wisconsin; Chicago, Illinois - Diagrams, 10/6/80

Milwaukee, Wisconsin; Chicago, Illinois - Contacts, 10/6/80  
 Milwaukee, Wisconsin; Chicago, Illinois - Credentialing, 10/6/80  
 Bristol, Nashville, Tennessee; Winston-Salem, North Carolina - General File, 10/9/80  
 Bristol, Nashville, Tennessee; Winston-Salem, North Carolina - Assignments and Arrangements, 10/9/80  
 Bristol, Nashville, Tennessee; Winston-Salem, North Carolina - Pool Lists, Manifests, 10/9/80  
 Bristol, Nashville, Tennessee; Winston-Salem, North Carolina - Schedules, 10/9/80  
 Bristol, Nashville, Tennessee; Winston-Salem, North Carolina - Diagrams, 10/9/80  
 Bristol, Nashville, Tennessee; Winston-Salem, North Carolina - Contacts, 10/9/80  
 Bristol, Nashville, Tennessee; Winston-Salem, North Carolina - Credentialing, [Empty] 10/9/80  
 New York City; Marion, Illinois; St. Louis, Missouri, 10/13/80  
 New York City; Marion, Illinois; St. Louis, Missouri - Assignments and Arrangements, 10/13/80  
 New York City; Marion, Illinois; St. Louis, Missouri - Pool Lists, Manifests, 10/13/80  
 New York City; Marion, Illinois; St. Louis, Missouri - Schedules, 10/13/80  
 New York City; Marion, Illinois; St. Louis, Missouri - Diagrams, 10/13/80  
 New York City; Marion, Illinois; St. Louis, Missouri - Contacts, 10/13/80  
 New York City; Marion, Illinois; St. Louis, Missouri - 10/13/80  
 New York City; Marion, Illinois; St. Louis, Missouri - Credentialing, Empty, 10/13/80  
 Massachusetts - Pennsylvania - New Jersey - General, 10/15/80  
 Boston, Massachusetts; Wilkes-Barre, Pennsylvania; Seacaucus, New Jersey - Assignments and Arrangements, 10/15/80  
 Boston, Massachusetts; Wilkes-Barre, Pennsylvania; Seacaucus, New Jersey - Pool Lists, Manifests, 10/15/80  
 Boston, Massachusetts; Wilkes-Barre, Pennsylvania; Seacaucus, New Jersey - Schedules, 10/15/80  
 Boston, Massachusetts; Wilkes-Barre, Pennsylvania; Seacaucus, New Jersey - Diagrams, Empty, 10/15/80  
 Boston, Massachusetts; Wilkes-Barre, Pennsylvania; Seacaucus, New Jersey - Contacts, Empty, 10/15/80  
 Boston, Massachusetts; Wilkes-Barre, Pennsylvania; Seacaucus, New Jersey - Credentialing, Empty, 10/15/80  
 Hartford, Connecticut; New York City - Assignments and Arrangements, 10/16/80  
 Hartford, Connecticut; New York City - Pool Lists, Manifests, 10/16/80  
 Hartford, Connecticut; New York City - Schedules, 10/16/80 - 10/16/80  
 Hartford, Connecticut; New York City - Diagrams, 10/16/80 - 10/16/80  
 Hartford, Connecticut; New York City - Contacts, 10/16/80 - 10/16/80  
 Hartford, Connecticut; New York City - Credentialing, Empty, 10/16/80

### **Container 42**

Pennsylvania - Ohio - & New York, General File, 10/20/80  
 New York City; Pittsburgh, Pennsylvania; Youngstown, Ohio - Assignments and Arrangements, 10/20/80 - 10/20/80  
 New York City; Pittsburgh, Pennsylvania; Youngstown, Ohio - Pool Lists, Manifests, 10/20/80  
 New York City; Pittsburgh, Pennsylvania; Youngstown, Ohio - Schedules, 10/20/80  
 New York City; Pittsburgh, Pennsylvania; Youngstown, Ohio - Diagrams, 10/20/80

New York City; Pittsburgh, Pennsylvania; Youngstown, Ohio - Contacts, 10/20/80  
 New York City; Pittsburgh, Pennsylvania; Youngstown, Ohio - Credentialing, [Empty], 10/20/80  
 Miami, Orlando, Florida; New Orleans, Louisiana - Assignments and Arrangements, 10/21/80  
 Miami, Orlando, Florida; New Orleans, Louisiana - Pool Lists, Manifests, 10/21/80  
 Miami, Orlando, Florida; New Orleans, Louisiana – Schedules, 10/21/80  
 Miami, Orlando, Florida; New Orleans, Louisiana – Diagrams, 10/21/80  
 Miami, Orlando, Florida; New Orleans, Louisiana - Contacts, 10/21/80  
 Miami, Orlando, Florida; New Orleans, Louisiana - Credentialing, [Empty], 10/21/80  
 New Orleans, LA, 10/21/80 - 10/22/80  
 Beaumont, Texarkana, Texas; Kalamazoo, Michigan - Assignments and Arrangements, 10/22/80  
 Beaumont, Texarkana, Texas; Kalamazoo, Michigan - Pool Lists, Manifests, 10/22/80  
 Beaumont, Texarkana, Texas; Kalamazoo, Michigan - Schedules, 10/22/80  
 Beaumont, Texarkana, Texas; Kalamazoo, Michigan - Diagrams, 10/22/80  
 Beaumont, Texarkana, Texas; Kalamazoo, Michigan - Contacts, 10/22/80 17244842  
 Beaumont, Texarkana, Texas; Kalamazoo, Michigan - Credentialing, Empty, 10/22/80  
 Pittsburgh, Pennsylvania - 10/23/80 - 10/29/80  
 Camden, New Jersey; Grand Rapids, Michigan - Toledo, Ohio - Schedules, 10/24/80 - 10/25/80  
 Camden, New Jersey; Grand Rapids, Michigan; Toledo, Ohio - Pool Lists, Manifests, 10/24/80 -  
 10/25/80  
 Grand Rapids, Michigan - 10/24/80  
 Camden, New Jersey - 10/24/80  
 Toledo, Ohio - 10/25/80  
 WV, Ohio - 10/27/80 - 10/28/80  
 Cleveland, Ohio - Schedules, 10/27/80 - 10/28/80  
 Cleveland, Ohio - Assignments and Arrangements, Empty, 10/27/80 - 10/28/80  
 Cleveland, Ohio - Pool Lists, Manifests, [Empty], 10/27/80 - 10/28/80  
 Cleveland, Ohio - Contacts, Empty, 10/27/80 - 10/28/80

### **Container 43**

Cleveland, Ohio - Credentialing, Empty, 10/27/80 - 10/28/80  
 Pittsburgh, Pennsylvania; Rochester, New York; Newark, New Jersey; Philadelphia,  
 Pennsylvania - 10/29/80  
 Columbia, South Carolina - 10/30/80  
 St. Louis, Missouri - 10/30/80  
 Saginaw, Michigan - 10/30/80  
 New York City - 10/30/80  
 Pennsylvania - New York, Michigan - Missouri - South Carolina - Pool Lists, Manifests,  
 10/30/80 -  
 Pennsylvania - New York, Michigan - South Carolina - Schedules, 10/30/80  
 Houston, Texas - 10/31/80  
 Jackson, Mississippi, Empty, 10/31/80  
 Memphis, Tennessee, Empty, 10/31/80  
 Lakeland, Florida - 10/31/80  
 South Carolina - Florida - Tennessee, Mississippi, Texas - Pool Lists, Manifests, 10/31/80  
 South Carolina - Florida - Tennessee, Mississippi, Texas - Schedules, 10/31/80  
 Lakeland, Florida - Newspaper Clippings, 10/31/80

Lakeland, Florida - Diagrams, 10/31/80  
 Texas - WI, Illinois - Pool Lists, Manifests, 11/1/80  
 Chicago, Illinois - Empty, 11/1/80  
 Abilene, Texas - Empty, 11/1/80  
 San Antonio, Texas - 11/1/80  
 Brownsville, Texas - 11/1/80  
 Ft. Worth, Texas - 11/1/80  
 Texas - WI, Illinois - 11/1/80  
 Detroit, Michigan - 11/2/80  
 Illinois - Michigan - Pennsylvania - 11/2/80  
 Illinois - Michigan - Pennsylvania - Schedules, 11/2/80  
 Ohio - Illinois - Missouri - California - Washington, 11/3/80 - 11/4/80  
 Los Angeles, California - Cancelled, 11/3/80  
 Plains, Georgia, 12/23/80 - 12/26/80  
 New Orleans, Louisiana, 1/1/1981  
 Plains, Georgia, 1/8/1981 - 1/10/1981

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### **Press Advance Office Subject Files**

Scope and Content: This series was opened in February, 1988. Containers 44-48. This series consists of correspondence, memoranda, schedules, notes, form letters, seating charts, and telephone memoranda. This material primarily relates to routine administrative matters such as copies of forms used by staff. There is also much material dealing with local contacts for various trips. Arranged alphabetically by folder title.

### **Container List:**

#### **Container 44**

Administrative Matters, 1979  
 Administrative Matters, 1980  
 Advance Checklists  
 Air Force One Advance  
 Air Force One Manifest  
 Chronology, In-Town, 1977-81  
 Chronology, Out-of-Town Trip & In-Town Events, 1977-81  
 Correspondence, 11/21/78-3/7/80  
 Cutler, Lloyd - Dinner at F Street Club, 1/15/81  
 Domestic Checklist -- Pre - Advance  
 Farewell Speech, 1/14/81  
 Foreign Advance Information  
 Foreign Press Advance  
 Foreign Press Advance Checklist  
 General Press Advance Information, 1976-77  
 ICA (International Communications Agency)  
 ICA Manual for Press Advance

White House Press Office

Ideal Press Office Setup  
 International Advance Notes  
 International Press Advance Memo from Michael J. Pohl  
 In-Town Advisory Checklist  
 In-Town Advisory Sample  
 In-Town Checklists  
 Letter For Those Interested in Press Advance  
 Logistics & Hearing

### **Container 45**

Maps to Sharon Metcalf's  
 Marine One Handout  
 Media Liaison Handout  
 Miscellaneous  
 Miscellaneous Correspondence, 1979  
 Miscellaneous Correspondence, 1979-80  
 Motorcade Pool Seating Chart  
 News Conference Information  
 News Conference Seating Chart Book 1  
 News Conference Seating Chart Book 2  
 News Conference Seating Chart Book 3  
 News Conference Seating Chart, 2/77-11/77  
 News Conference Set-Up - Memo  
 Plains - General Information  
 Plains, 1/8/81-1/11/81  
 Plains, 1/20/81  
 Pohl, Michael, Phone Memoranda, 4/79-8/80 [1-4]  
 Pool Forms with CNN TV  
 Pool Forms without CNN TV  
 Post - Trip Checklist  
 Pre-Advance Checklist  
 Pre-Trip Checklist

### **Container 46**

Presidential Schedules, 11/79-1/81[1-6]  
 Presidential Trip Fact Sheets  
 President's Make-up  
 Press Advance Manuals [1-2]  
 Press Advance, 1979  
 Press Advance - Office, Personnel, and Arrangements  
 Press Advance - Press Check-In and Check-Out [1-2]

### **Container 47**

Press Advance Seminar - General  
 Press Advance Seminar - Letters, 10/79  
 Press Advance Seminar - Participants

White House Press Office

Press Advance Seminar - Material, 1978  
 Press Contingency  
 Radio Memo  
 SBA's (Service by Agreements) -- Administrative Matters  
 SBA's - Blanks  
 SBA's - Consultants for Press Advance, 8/22/80  
 SBA's - Detailee Evaluation Forms  
 SBA's - Forms, Personnel, and Correspondence, 1977-78  
 SBA's - Inactive File, Press Advance 1  
 SBA's - Inactive File, Press Advance 2

### **Container 48**

SBA's - Potential 1  
 SBA's - Potential 2  
 SBA's - Press Advance Seminar, 1978  
 SBA's - Volunteers - Detailees, A-H  
 SBA's - Volunteers - Detailees, K-L  
 SBA's - Volunteers - Detailees, L-M  
 SBA's - Volunteers - Detailees, N-S  
 SBA's - Volunteers - Detailees, S-Z  
 Sample Presidential Schedule  
 Sample Press Releases  
 Sample Schedules  
 Sample Schedules and Pool Lists (Foreign Trip)  
 Thank - You Letters and Backup Material, 1978-79  
 Transportation Office  
 Travel Grids  
 Travel Guidelines

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### **Gael Doar's Office Files**

Scope and Content: This series was opened in February, 1988. Containers 1-2. This series consists of correspondence, memoranda, press releases, notes, press lists, interview transcripts, photographs, schedules, clippings, and miscellaneous printed material. The material mainly relates to various trips and events and also includes information on the 1980 Florida caucus. Arranged alphabetically by folder title.

### **Container List:**

#### **Container 1**

Administration Accomplishments  
 Awards - Information  
 Campaign 1980  
 Canadian Productions  
 CBS Interview - Walter Cronkite, 10/17/80

White House Press Office

Counsel's Office - Information From  
 Counsel's Office - Information From  
 Eizenstat, Stu - Interview with Deena Clark, 4/17/80  
 Emmy Taping, 9/9/79  
 Florida Caucus Files - Appointed Delegates  
 Florida Caucus Files - Broward County  
 Florida Caucus Files - Dade County Caucus Information  
 Florida Caucus Files - Dade County Contacts  
 Florida Caucus Files - Dade County Schedules  
 Florida Caucus Files - Dade County Supporters  
 Florida Caucus Files - Directory of Florida State Governments 1979  
 Florida Caucus Files - Drafts of Florida Slate Cards  
 Florida Caucus Files - Florida Press Lists  
 Florida Caucus Files - Florida State Convention  
 Florida Caucus Files - Florida State Convention Agenda for the '80s  
 Florida Caucus Files - Florida State Convention Committee  
 Florida Caucus Files - General Information  
 Florida Caucus Files - News Clippings  
 Florida Caucus Files - Palm Beach Slate  
 Florida Caucus Files - Results of Florida Caucuses  
 Florida Caucus Files - Tampa Press Contacts Empty  
 Iran Situation - Cy Vance Resignation  
 Israel: TV, New Year's Taping, White House Library, 9/8/80  
 Jekyll Island, 7/6/80-7/17/80  
 Lists (For Mailing Purposes)  
 Medal of Freedom Recommendations  
 Memoranda - Confidential, 1979

### **Container 2**

Message for Olympics Telethon, 4/11/79  
 Miami, NAACP, 7/4/80  
 Miscellaneous Correspondence, 1978-80  
 Miscellaneous Pictures  
 NRECA (National Rural Electric Cooperative Association) Taping, Roosevelt Room, 9/8/80  
 NBC Interview - John Chancellor, 10/14/80  
 New York Campaign  
 New York Press Lists  
 Official Portraits of Jimmy Carter  
 Pictures - First Family  
 President Carter's European Visit 1980 [1-2]

### **Container 3**

President Carter's Interview with 2 Pennsylvania TV Stations, 4/18/80  
 Press Conference, 4/30/79  
 Press Conference, 4/17/80

White House Press Office

Press Conference, 4/29/80  
 Press Conference, 9/18/80  
 Portland/21/80-5/23/80  
 Publicity Pictures  
 Tokyo Summit Information  
 Travel Vouchers (completed) & Request for Travel Forms  
 Vermont Primary  
 Visit of the Pope to Washington  
 Walters, Barbara - Interview, 10/8/80  
 WITI Interview, 9/26/80

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### **Anne Edwards' Office Subject Files**

Scope and Content: This series was opened in February, 1988. Containers 1-24. This series consists of correspondence, memoranda, schedules, notes form letters, seating charts, and telephone memoranda. The material mainly relates to television coverage of media events and includes press seating charts for news conferences and briefings, lists of press contacts, and logistical notes and diagrams. This series also contains several original teleprompter copies of presidential speeches. Two other files of interest include the "SALT: Memo from home front to Mike Pohl in Vienna," describing the duties of the Press Advance Office; and "Three Mile Island - Jody Powell's Notes for Press Remarks, 4/1/79," which includes background information on President Carter's address on this topic. Arranged alphabetically by folder title.

#### Container List:

##### **Container 1**

ABC -- Dwight D. Eisenhower Film, 6/78  
 ABC -- General  
 ABC -- "Good Morning, America"/International Women's Year, Request for President  
 ABC -- TVB Promotions at the White House, 6/29/  
 ABC -- Barbara Walters' Interview with the President, 12/14/78  
 Advance Seminar, 10/12/79  
 Advance -- Various Trips 172651  
 Afghanistan Speech with Teleprompter Original, 1/4/80  
 Agee, James (Film Screening for President)  
 Aliquippa Town Meeting, Make-up Bill and Information  
 Alliance for Environmental Education/Alan Freeman  
 "All in the Family" Visit, 9/19/78  
 American Bar Association/Film Footage of President  
 American Film Institute (AFI) Gala, 11/17/77, CBS  
 American Film Institute (AFI) -- Marian Anderson/Kennedy Center Honors  
 American Hellenic Educational Progressive Association (AHEPA) with the President, Sheraton, 2/25/80  
 American Society of Newspaper Editors (ASNE), Hilton, 4/10/80  
 American Society of Newspaper Editors (ASNE), 5/3/77, Hawaii Phone Call

White House Press Office

Andrews AFB Arrival, Home From London Summit, 5/10/77  
 Andrus, Cecil, Boise, Idaho TV Taping  
 Annapolis Graduation, the President, 6/7/78  
 Anti - Inflation  
 Anti - Inflation Fireside Chat, 10/78  
 Anti - Inflation Speech  
 Apollo 11 -- Ten - Year Anniversary Ceremony  
 Arlington Cemetery Memorial Service TABAS Friday, 5/9/80, 9:30 AM,

## **Container 2**

Associated Television (ATV) Human Rights Film, 10/6/77  
 Audio (Jimmy Carter)  
 Audio Requests -- Yale University Historical Recordings  
 Austria, 6/78  
 Austrian TV  
 BBC -- Apollo, 5/23/79  
 BBC -- Defense Program, 2/77  
 BBC -- Peter Jay Credentials, 7/77,  
 BBC -- Phone (Changes), 12/77  
 BBC -- Pres. and Mrs. Carter, 11/8/77  
 BBC -- Proposal/Georgia  
 "Backstairs at White House" 12/77  
 Bailey, Larry, So. Illinois Univ., 4/25/78,  
 Baptist Videotape Recording (VTR), Jimmy Carter, 6/77  
 Bardstown Kentucky Town Meeting, 9/31/79 (Pool Arrangements  
 Bay State Films  
 Bergen Community College/Outreach  
 "Between The Wars" (Severeid), Winter 1977  
 Black Athletes Award, VTR, The President, 6/16/77  
 Black Perspective on the News -- PBS, The President, Map Room, 4/5/78,  
 Blind: Recording for the Blind, The President, 5/18/78  
 Bourne -- ATV, PBS Documentary no. 1, 6/77  
 Bourne -- Documentary no. 2, airing 6/77,  
 Brazil -- MAG Photographs  
 British Interviews --  
 Broadcast Advertising Research  
 Broadcast Advertising Reports  
 Brown, Tony -- Journal  
 Brzezinski, Zbigniew -- ABC "Issues and Answers," 6/10/79  
 Brzezinski, Zbigniew -- ABC "Issues and Answers," 9/20/80  
 Brzezinski, Zbigniew -- ABC "Issues and Answers," 12/77  
 Brzezinski, Zbigniew -- ABC Mackin, 4/14/78, 04/14/1978  
 Brzezinski, Zbigniew -- ABC News Close-Up -- 1 172703  
 Brzezinski, Zbigniew -- Agronsky, 1/18/80  
 Brzezinski, Zbigniew -- Belgians - Italians, 11/10/77  
 Brzezinski, Zbigniew -- Brazil Interview, 3/10/78

Brzezinski, Zbigniew -- Bukovsky  
 Brzezinski, Zbigniew -- Canadian TV (CTV), 8/77  
 Brzezinski, Zbigniew -- China Recognition, CBS, MacNeil - Lehrer, 12/78

### **Container 3**

Brzezinski, Zbigniew -- Barbara Walters, ABC, 1/13/79  
 Brzezinski, Zbigniew -- French TV, 9/23/77,  
 Brzezinski, Zbigniew -- French TV, 9/23/77  
 Brzezinski, Zbigniew -- German TV, 4/10/78, 04/10/1978  
 Brzezinski, Zbigniew -- German TV, 6/78  
 Brzezinski, Zbigniew -- "Good Morning America," (GMA), 1/16/78  
 Brzezinski, Zbigniew -- India, 12/6/77  
 Brzezinski, Zbigniew -- Italian TV  
 Brzezinski, Zbigniew -- Italian TV, 11/10/77  
 Brzezinski, Zbigniew -- RKO General, 4/11/78  
 Brzezinski, Zbigniew -- "Sixty Minutes," 12/77  
 Brzezinski, Zbigniew -- USIA, Latin America, Africa  
 Brzezinski, Zbigniew -- Yugoslavia TV, ABC, 1/13/79  
 Budgets: (Dept.: Public Affairs)  
 Bunker, Ellsworth -- 85th Birthday, Phone Call, 5/16/79  
 Bureau of Indian Affairs Film at the White House  
 Byrne, Mayor Jane -- Chicago Luncheon, 5/30/79, 05/30/1979  
 CBS -- Employee Clearance List  
 CBS -- Energy Special, The President, 8/77, 08/1977  
 CBS -- Fran Voorde  
 CBS/Marlo Movie  
 CBS -- News/Dan Rather, 4/14/78  
 CBS -- Radio Call-In  
 CBS -- Stansfield Turner Profile  
 Cabinet Swearing - In, 1/23/77  
 Cable TV -- National Cable Television Assoc. (NTV), 5/23/79  
 California Departure (South Lawn), 5/17/77  
 California -- Misc. Town Meeting, 5/17/77  
 Camp David/Address to Congress, 9/18/78  
 Camp David -- Billing From Center  
 Camp David Summit (9/78)  
 Camp David Summit (9/78) -- Press, 09/1978  
 Camp David II -- Preliminary Plans, 3/79  
 Campaign Ads/Using Government Production Material  
 Campaign Rules  
 Canada (CTV) -- Interview, the President, 2/21/77  
 Canadian TV -- Robert MacNeil  
 Cancer Society/Navy Film After Ceremony  
 Candidacy -- President's Announcement Taping, 12/2/79  
 Capitol Hill TV  
 Carter, Jimmy -- Biography

Carter, Miss Lillian -- "Good Morning America," 4/14/77  
 Carter, Rosalynn -- WOR AM Radio, 5/78, 05/1978

#### **Container 4**

Chamber of Commerce -- Jimmy Carter/Anwar Sadat, 3/27/79  
 Children's Express -- Request, Spring 1977  
 China -- BBC/NSC, Oksenberg  
 China -- Oval Office Speech, the President, 12/15/78  
 China -- Edwards, Monday, South Lawn  
 China -- Edwards, National Gallery, Washington Hilton, Tuesday  
 China -- Edwards, Other Monument  
 China -- Edwards, Oval Office, 1-2-3, Monday  
 China -- Edwards, Phones  
 China -- Edwards, Schedules  
 China -- Edwards, State Dept., Monday  
 China -- Edwards, State Dinner, Kennedy Center  
 China -- Edwards, Air & Space, Lincoln Memorial,  
 China (PRC) -- TV Prior to Deng Visit, 1/79  
 China -- President and CBS, 12/20/78  
 Christmas Tree Lighting, 12/14/78 (CBS  
 Christmas Tree Lighting, Ellipse, 12/15/77  
 Civiletti, Benjamin -- Swearing - In  
 Civil Service Reform Bill  
 Civil Service Reform -- NBC/John Dancy, Segment 3  
 Civil Service Reform Phone Call, 4/78  
 Civil Service Reorganization, 3/2/78  
 Clean Air Act (Guggenheim Productions), 8/5/78  
 Clearance Sheets  
 Clinton Town Meeting: Massachusetts, 3/77  
 Coal Settlement, 2/24/78  
 Coal -- Taft - Hartley, 3/6/78

#### **Container 5**

Communications Proposals/Projects  
 Community Services Agency Brochure, 10/77  
 Conference on the Caribbean, VTR, The President, 11/26/79  
 Congress/John Breaux (D-LA), Filming at the White House, 4/18/78  
 Congressional Outlook/Congressional Quarterly (CQ) TV  
 Consumer Affairs  
 Consumer Bill/The President, 2/1/78  
 Consumer Office -- Esther Peterson on TV  
 Coronet Films -- White House Past & Present  
 Correspondence, 1977-79  
 Costanza, Midge -- ABC "Good Morning America," 8/22/77  
 Costanza, Midge -- ABC/Barbara Walters, 10/77  
 Costanza, Midge -- Evening Magazine (WJZ), 10/77

Costanza, Midge -- Rochester, NY, Ch. 13, 4/20/78  
 Country Music Special, 10/78  
 Credit Union Film Message/The President, 6/79  
 Cuba/Soviet Troops, Oval Office Address, Monday, 10/1/79  
 Cuba - Speech -- The President, Teleprompter Original, 10/1/79  
 DNC Dinner -- The President, VTR, Los Angeles, 3/2/79  
 DNC Midterm Conference, The President, 12/78  
 DNC Midterm Conference Movie (Rod Goodwin), 11/78  
 Dal Enterprises  
 Deaf International Association on Parents of the Deaf, Inc.  
 Dillenbrook Coast Guard City, 5/77  
 Dobelle, Evan -- "Good Morning America," 4/25/77  
 Dobelle, Evan -- (Post - Newsweek) TV Story, 7/77

### **Container 6**

Domestic Summit/Oval Office/Kansas City/Detroit, 7/15/79-7/16/79  
 Downey, Rep. Thomas E. (D-NY), Filming, 2/28/78  
 Dukakis, Michael, In - Request, 3/77  
 Easter Seal -- Film/Photo, The President  
 Ebony Black Achievement Awards 1979/The President  
 Eckhardt, Rep. Robert - Energy Picture  
 Economy/General Broadcast  
 Education Day Film Crew, 4/80  
 Egyptian Live Arrival, 4/77  
 Egypt -- USIA, Sadat Visit (NBC Production), 2/3/78-2/8/78  
 Eizenstat, Stu -- Congressional Quarterly (CQ), 9/26/78  
 Eizenstat, Stu -- "Issues and Answers," 8/13/78  
 Eizenstat, Stu -- "Washington Behind Closed Doors," WJLA/Local  
 Energy Address -- Oval Office, 4/5/79, 9:00 P.M. (CBS)  
 Energy Address -- Oval Office, 11/8/77, 11/08/1977 - 11/08/1977  
 Energy Address -- People, The President, Oval Office, 4/18/77  
 Energy Conference -- Governors, 2nd Session, 11/4/77  
 Energy Conference with Governors -- Jimmy Carter, 7/9/77  
 Energy Congress -- The President, Joint Session, 4/10/77  
 Energy Conservation Task Force  
 Energy Department Activation, 9/13/77  
 Energy -- Natural Gas Vote, 9/27/78  
 Energy/PBS/Pennebaker  
 Energy/Slide Strip Proposal (John Evans)  
 Europe TV Interview by BBC for four Countries, The President  
 Europe VTR Edit, 5/13/77

### **Container 7**

Executive Office Building (EOB) 450 - Installations  
 FEA -- Energy Presentation to Business

Fairness Doctrine - Research Sources, Computer Printout (done by intern), Summer 1977

Fabric Curtains for EOB 450, Photo Samples, 3/78  
 Federal Home Loan Bank Board, 6/8/78  
 Fallows, Jim -- Kentucky/Morehead State University, 3/6/78  
 Fireside Chat (1st), 2/2/77  
 Florida Democrats -- VTR Message, 11/15/79  
 Focus on Youth -- The President  
 Food Crisis Film (Wharton Films), 6/77  
 Food Day  
 French TVI/Documentary on Zaire/Schramm - Bronberger  
 Friendship Force, 9/8/77 Empty  
 Garden Tour -- Fall, WRC TV, 10/14/79  
 Geodetic Survey/NOAA/"Is White House Slipping?" 7/27/78  
 Georgia Court Appearance -- The President, 4/15/78  
 Georgia Educational Television (ETV) -- Bo Cutter, 8/16/77  
 Georgia Library Conference, 9/77  
 Georgia Rural Electric Audio Tape -- The President, 12/3/79  
 Georgia Tech Tour/Game, The President, 11/12/77  
 Get-Out-The-Vote (GOTV) DNC Audio Message, The President  
 Global 2000  
 Grammys 2/79 (Did Not Record), 02/  
 Guggenheim/Smithsonian, "Eye of Jefferson," 1/77  
 HER-RAH -- WRC TV Proposal, 8/78  
 Hispanic In - Tower, The President, 9/79

### **Container 8**

Hispanic Message, The President, 1978  
 Hispanic Radio Taping, The President, 9/27/79  
 Honor America Proposals  
 Hospital Costs Projects, 3/79  
 Hours -- President of the U.S. (Presus), Non - News TV Appearances, 1/77-3/77  
 Howell, Henry/Lunch with President, 6/27/77  
 Human Rights -- Special USIA Film, The President, 12/6/78  
 Humphrey - Hawkins Announcement, 11/14/77  
 In Absentia (Business Taken Care of While I'm Away), 7/78  
 Independent Television News Association (ITNA) -- Washington Independent Television, Various Topics  
 Inflation Seminar/VTR/Training, 1/79  
 Ingram, Rep. John R. (D-NC), Film, 9/23/78  
 International Women's Year (IWY), Plan of Action  
 Iowa -- Volunteers, 5/79  
 Iran -- TV, Shah Arrival, Thru NBC/USIA, 11/15/77  
 Ireland Fund Film, The President, 4/28/78  
 Ireland/Radharc Proposals  
 Irish TV Documentary, Spring '77

Irish Trip to US

Israel/Various

Italian Summit Trip/TV Interviews (Italy, Yugoslavia, Spain, Portugal), TV Photos

Japan/Energy Department/Foreign Press Center, Solar Panels, 10/79,

Japan -- Energy Film, Kajima Productions, 9/77

Japan -- Fuji, 3/77

Japan Interview -- Japan Broadcasting Corporation (NHK), The President, Map Room (MAPRM), 6/30/79, 2:00 P.M

Japan -- Interview Requests, 1/78

Japan -- Mansfield, NBC, Viz News, 5/77

Japan -- NHK Documentary on New Admin., The President, 2/77

Japan -- NHK, Roots of Space Age, 7/78

Japan -- South Lawn Departure, 6/23/79, 12:55 A.M

Japan -- Tokyo Broadcasting/White House Tour, Saturday, 11/19/77,

Javits/Audio Birthday Message, The President, 5/79

Jogging USA

Jordan, Hamilton -- CBS/Who's Who, 1/28/77

Jordan, Hamilton -- WRC TV, 2/7/77

Jordan, Hamilton -- Agronsky, 5/18/77

Jordan, Hamilton -- Filming with Australia, Ch. 9

Jordan, Hamilton -- Roast (VTR for Presus), 11/3/77

## **Container 9**

KATV Arkansas

KATV -- Hamilton Jordan, Jody Powell, 11/77

KING - TV Seattle/Tour, 6/2/79

KMOX-TV St. Louis, MO, Documentary on Access to President, Summer '78

Kahn, Alfred -- Barbara Walters, 1/79

Kahn, Alfred -- "Good Morning America," 4/18/79

Kansas City Royals, 4/22/78

Kennedy Center Awards -- Special Telecast, The President, 12/3/78,

Kennedys, John F. & Robert F. - King, Martin Luther, Jr. Dinner, Hilton, 10/3/79, Saturday

King, Martin Luther, Jr. Dinner, 10/77

King, Martin Luther, Jr. (MLK) Birthday Radio Interview/Black Media, The President

Kreps, Juanita -- NBC Special, 7/77

Ladies Home Journal -- Connie Plunkett/Midge Costanza

Ladies Home Journal -- VTR, The President, 11/15/79

Lance, Bert -- Film for CBS Who's Who, 2/22/77

Lance, Bert -- Hearings, Editing, 9/15/77

Lance, Bert -- Press Conference, 8/18/77

Leeds Proposal (Your Congress in Action, 6/77

Liberia -- USIA Message, The President, 3/78

Lighting, Executive Office Building (EOB) 450

Lucey, (Gov. Pat) Dinner Message, 6/77

Lukash Public TV, Memphis (Turndown

MacNeil/Lehrer  
 Maryland Primary, 5/13/80  
 Maine/Caucus Notes, 2/80  
 Make-Up for Jimmy Carter  
 Malnutrition/Film/Presus Message  
 Marine Barracks, The President, 8/4/78  
 Martin - Winter (PBS Film), 7/1/77  
 Mexican TV Taping (Televisia), 2/8/79  
 Mexico -- Films for State Visit, 2/14/77  
 Mickey Mouse -- Fifty Years  
 Mideast Peace -- Films to Embassy  
 Mideast Peace Signing -- Israel/Egypt Interview, 3/22/79  
 Mideast Peace Signing -- NBC, Press Logistics, 3/26/79  
 Mideast Peace Treaty -- Memo to Press Office Staff, Logistics/Press, 3/26/79  
 Mideast Peace Treaty Signing Ceremony Scenario Logistics/Press, 3/25/79  
 Mideast Peace Treaty Signing -- Memo to USSS/U.D.  
 Logistics of Press Coverage, 3/26/79  
 Minnesota Public TV -- Univ. of Minnesota, KTCA (Young Filmmakers), 6/77

### **Container 10**

Minority Assistance Problems  
 Minority Broadcast Ownership, 1/78  
 Morning Shows/Booking People  
 Morocco/Arrival, Live, Tues., 11/14/78  
 Motorcade Filming: Morton Productions  
 Movie -- "Being There," 7/78  
 Movie -- "Ben and Mugsy," 9/77  
 Movie -- "Blind Ambition," CBS, 8/78  
 Movie -- "Born Again," 10/77  
 Movie -- Critical List/MTM Productions  
 Movie -- "FIST," 9/77  
 Movie -- "Grandpa Goes to Washington"  
 Movie -- "Greek Tycoon," Aug. /Sept., 1977  
 Movie -- "Media," 9/77  
 Movie -- "Superman II," 9/77  
 Movie Theatres  
 Moyers, Bill (PBS) -- Conversation with the President, VTR, Oval Office, 11/13/78  
 Multiple Sclerosis/Film for PSA  
 Muratti, Jose -- Techno-video/Puerto Rico  
 NAB Kidvid Convention, 6/4/78-6/6/78  
 NABET Union Meeting, 11/77  
 NATO Summit -- The President, Kennedy Center, White House, State Dept., Tues.-Wed.,  
 5/30/78-5/31/78  
 NBC/Chancellor, Segment 3, The President, 1/13/79  
 NBC -- "Day in Life of the President," Chancellor Interview  
 NBC -- "Day in the Life of the President," 4/77

NBC -- Energy Special, The President, 6/79  
 NBC -- Hamilton Jordan, 11/7/77  
 NBC -- John Hart, Senior Staff Story, 11/77  
 NBC -- Sonny Fox  
 NBC -- Sports  
 NBC -- White Paper, The President, 11/79  
 NBC -- White Paper, The President, 11/79, NBC More  
 NPR Radio Call-In, The President, 10/13/79  
 National Alliance of Businessmen, The President, 10/78  
 National Association of Broadcasters, 3/27/77-3/30/77  
 National Education Association (NEA), VTR Message, The President, 2/22/80,  
 National Endowment for Humanities/Joe Duffy, 10/18/77  
 National Enquirer -- Navy Archives Film Article, 9/77  
 National League of Cities -- Film Message, The President, 11/23/77  
 National Newspaper Association -- Phone Conference, The President, 10/28/77  
 National Park Service/North Lawn Filming  
 National Wildlife Federation -- Award, Filming the President, 3/20/78

### **Container 11**

Navy Archives  
 Navy Archives Requests -- 1  
 Navy Archives Requests -- 2  
 Navy File Footage  
 Navy Film – A Country, Trip  
 Navy Film Inventory  
 Navy Film Unit -- General  
 Network News Access Incident  
 New Jersey Public TV "Shepard Pie" Request  
 News Conference Background Sheet, 12/77  
 News Conference Checklist  
 News Conference General  
 News Conference Seating  
 News Conference Seating Chart  
 News Conference Seating Charts  
 News Conference Seating Charts  
 News Conference, 2/8/77  
 News Conference, 2/23/77  
 News Conference, 3/9/77  
 News Conference, 3/24/77  
 News Conference, 4/15/77 10:00 A.M  
 News Conference, 4/22/77 (ABC – Pool)

### **Container 12**

News Conference, 5/12/77  
 News Conference, 5/26/77  
 News Conference, 6/13/77

News Conference, 6/30/77  
 News Conference, 7/12/77,  
 News Conference, 7/28/77 Thursday  
 News Conference, 8/23/77  
 News Conference, 9/21/77 3:00 P.M  
 News Conference, 9/29/77 2:30 P.M., 09/29/1977  
 News Conference, 10/13/77  
 News Conference, 10/27/77  
 News Conference, 11/10/77  
 News Conference, 11/30/77  
 News Conference, 12/14/77  
 News Conference, 1/12/78 (1st of Jan  
 News Conference, 1/30/78 2:30 P.M  
 News Conference, 3/2/78 Press Club  
 News Conference, 3/9/78 3:00 P.M  
 News Conference, 4/11/78  
 News Conference, 4/25/78  
 News Conference/Chicago/White House, 5/78  
 News Conference, 7/20/78 (ABC - EOB 450  
 News Conference, 8/17/78  
 News Conference, 9/28/78

### **Container 13**

News Conference, 10/12/78  
 News Conference, 11/9/78 1:00 P.M. (EST), ABC  
 News Conference, 11/30/78 4:00 P.M  
 News Conference, 12/12/78 11:00 P.M., Tues. (NBC), 41  
 News Conference, 1/17/79 Wed. 4:00 P.M  
 News Conference, 1/26/79 3:00 P.M  
 News Conference, 2/27/79 4:00 P.M. ABC  
 News Conference, 3/79 (Trip: O.K. - Texas), Dallas  
 News Conference, 3/13/79 Tues. 4:00 P.M  
 News Conference, 4/10/79 4:00 P.M  
 News Conference, 5/30/79 Tues. 4:00 P.M. EOB 450  
 News Conference, 7/25/79 East Room, Wed. 9:00 P.M. EDT  
 News Conference, 10/9/79 EOB 450 3:30 P.M  
 News Conference, 11/28/79 East Room, 9:00 P.M  
 News Conference, 2/13/80

### **Container 14**

News Conference, 3/14/80  
 News Conference East Room, 4/17/80  
 News Conference East Room, 8/4/80  
 News Conference (Other)  
 Newsletter  
 New York City/TV General

New York Daily -- Wieghart Filming, 4/20/77  
 New York TV Pool, 9/25/79  
 Neilson  
 North Carolina/WBTV, 4/19/77  
 "Nothing Personal"/Movie  
 O'Brien, Hugh/Youth Foundation, 6/30/77-7/2/77  
 Office of Personnel Management/Broadcast on Reorganization (The President), 5/21/79  
 Office of Telecommunications Policy (OTP) Papers  
 Office of Telecommunications Policy (OTP) Project  
 Office Stuff  
 Ohio Educational TV Nets Proposal  
 Olympathon -- NBC, The President, 4/79  
 Olympics -- Lake Placid 1980, Early Contact Meeting,  
 O'Neill, Rep. Thomas P. "Tip"/Dinner/Boston College, 12/9/79  
 O'Neill, Rep. Thomas P. "Tip"/PBS Taping, The President, 6/77  
 Oval Office Floor Plan/Basic/For Telecast Use  
 Oval Office/Telecast Checklist  
 PBS -- American Presidency (Kearns, "The Presidency: How Much Alone?"), 12/77  
 PBS -- Democracy Speech, 2/78  
 PBS -- "Off Your Duff," 8/78  
 "P.M. Magazine"/  
 "P.M. Magazine" -- Solar Panels  
 P.M. WBZ -- White House Tour, 4/79  
 Panama -- Address/Fireside Chat, The President, 2/1/78  
 Panama Canal Briefings/Videotaped Broadcasts (various)  
 Panama Canal Fireside Chat -- Teleprompter, 2/1/78  
 Panama Canal -- Phone Calls/Town Hall Meetings, The President, 1/16/78-1/17/78  
 Panama Canal VTR List, The President, 9/77-4/78  
 Panama -- Denver Trip, The President (Innovative TV Pools - Regional), 10/22/77

### **Container 15**

Panama/ICA/Presus Message, Other, 1977-1978  
 Panama Treaty Format/Telecast, 9/7/77  
 Panama Treaty Signing (Early Plans), 9/7/77  
 Panama Treaty Signings Schedules, 9/7/77  
 Panama Treaty Vote (2) -- Messages, The President, 4/18/78  
 Panax  
 Panorama, 1/26/77  
 Panorama -- Interview Requests  
 Panny, Don  
 Personal -- Edwards, Worth Keeping  
 Philly Philadelphia -- Rosalynn, 5/24/77  
 Photo Complete  
 Photo Sessions  
 Physical Fitness Proposal  
 Pitkethly, Laurence -- BBC Proposals

White House Press Office

Planetarium Film for Mississippi  
 Polish Documentary Film, 2/6/80-2/7/80  
 Pools  
 Pope Paul VI -- Death  
 Pope's Schedule 1  
 Pope's Schedule 2  
 Post Office Energy Spots  
 Powell Jody -- USIA Interview, 4/77  
 Powell, Jody -- WJZ TV, 8/17/77  
 Powell, Jody -- Agronsky at Large, 6/22/77  
 Powell, Jody -- Evans - Novak Interview/RKO TV  
 Powell, Jody -- Fuji (Japan), 7/77  
 Press Advance  
 Press Advance Seminar, 8/11/78-8/13/78  
 Press Advance VTR/Training Seminar  
 Press requests  
 Protocol

### **Container 16**

Public Works Veto -- TV Efforts  
 Q-TV  
 Q-TV Billing/State of the Union, 1/78  
 QUBE TV/Ohio  
 Questions & Answers -- Most Asked  
 Radio and Television News Directors Association  
 (RTNDA) -- Phone Q & A, The President, 9/21/78  
 RTNDA -- Phone Conference Call to San Francisco, The President, 9/15/77  
 Radio Feeds/From White House  
 Rafshoon, Gerald M. - Letter  
 Rafshoon, Gerald M. - Projects for Me  
 Red Cross, American  
 Red Cross/President, VTR, 2/21/77  
 Red Cross/1979 Spot Request  
 Red Cross -- 1981  
 Reorganization, Special Filming - The President, 6/29/77  
 Request Turndowns -- Miscellaneous  
 Residence/Planning Events  
 Resumes  
 Romper Room  
 Rose, Pete  
 Romania State Arrival Broadcasts, 4/78  
 Running -- NBC Special  
 St. Patrick's Cathedral -- 100th Anniversary, The President, RKO-WOR  
 SALT Audio Tape -- Ed Sanders  
 SALT/VTR - Film of White House Briefings, 5/30/79-6/1/79  
 SALT -- VTR, 6/79

News Conference/Oregon, 5/78  
 News Conference (32), 6/14/78  
 SALT Audio Tape -- Reform Congregations  
 SALT/Center for Defense Information  
 SALT -- Departure Ceremony, South Lawn, 6/14/79, Thurs., 8:00 A.M.,  
 SALT -- Memo From Homefront to Mike Pohl in Vienna

### **Container 17**

SALT/Norman Duchon  
 SALT -- Signing (Austria)  
 SALT Speech to Congress, 6/18/79  
 Savings Bonds/Mondale -- Separate Request, 4/77  
 Savings Bonds -- Filming Spots, 3/29/77  
 Schlesinger, James -- Evans - Novak, 10/17/77  
 Schneiders, Gregory/Donaldson, Sam  
 Schultze, Charles -- EEC European Economic Community, 12/78  
 Schultze, Charles -- "Issues & Answers," 12/3/78  
 Schultze, Charles -- Various  
 Senior Citizens  
 Shanley, William B. -- Film Project  
 Shippingport -- Light Water Breeder Reactor, 12/2/78  
 "Sixty Minutes" -- State Dinner Preps  
 Small Business Administration (SBA) -- The President, 8/78  
 Solar Panels -- West Wing, 6/20/79, 1:30 P.M  
 Southern Baptist Convention -- The President, TV Tape  
 Spanish Information Service -- The President  
 Sparkman, Senator John -- Message, The President, 4/6/78  
 Stan Place  
 State of the Union, 1/19/78  
 State of the Union -- The President (Contains Teleprompter Original), 1/23/79  
 State of the Union -- CBS (Teleprompter Original), 1/23/80, 9:00 P.M., EST  
 Strauss, Robert -- NBC, 4/20/78  
 Strauss, Robert/Mackin, Catherine, (ABC TV), 4/25/78

### **Container 18**

Students/Ithaca College/General Film  
 Students/Visits  
 Sunday Talk Shows/White House Staff  
 Talk Shows  
 Tanzania -- State Visit, Broadcasts  
 Task Force/Media, 1/79  
 Teleconference -- NASA/Communications Technology Satellite (CTS)  
 Teleconference -- Early Proposals  
 Teleprompter (New) Purchase  
 Television Bureau of Adjusting/Energy Proposals  
 Territories, U.S. -- Network Availability

Texas -- Gammage/Campaign Tape  
 Texas Instructional T.V.  
 Thomas, Duff -- Movie Idea, 7/77-8/77  
 Three Mile Island -- With Jody's Notes for Presus Remarks, 4/1/79 - "Today"  
 "Today" -- Mrs. Rosalynn Carter (Mrs. C) Latin America, 6/14/77  
 "Today" Show -- Happy Birthday Hubert H. Humphrey (H.H.H.), The President  
 "Tonight" Show  
 Tours 17318418  
 Tours (White House) -- Small Project Filming Air Force, 9/20/77,  
 Transportation, Dept. of (55 M.P.H.)  
 Trip -- Atlanta  
 Trip -- Atlanta, 8/30/79  
 Trip -- Atlanta, 6/78 [1-2]  
 Trip -- Atlanta, Ebenezer Baptist Church, T.V. Pool, 1/79  
 Trip -- Atlanta Legislature, 2/19/79

### **Container 19**

Trip -- Baltimore, Tues., 8/7/79  
 Trip -- Baltimore, 6/5/80  
 Trip -- Berlin, 7/15/78  
 Trip -- Brazil  
 Trip -- Brasilia, 3/78  
 Trip -- Charleston, West Va., 5/26/78  
 Trip -- Chicago, 5/25/78  
 Trip -- "Delta Queen," St. Louis, Mo., 8/24/79  
 Trip -- Detroit, Des Moines, 10/77  
 Trip -- Egypt, 1 of 2, 3/79  
 Trip -- Egypt, 2/of 2, 3/79  
 Trip -- Emory, GA Tech (Atlanta, GA), 8/30/79  
 Trip -- Europe, 12/77-1/78  
 Trip -- Fairfax High School Civil Service Roundtable

### **Container 20**

Trip -- Florida/Pre-Advance, 9/78  
 Trip -- Fort Hood  
 Trip -- Fort Hood, 6/78  
 Trip -- Germany, Pre-Trip Interview, T.V.  
 Trip -- Grand Island, Nebraska, 6/10/80  
 Trip -- Hartford, Conn., 9/12/79, 09/12/1979 - 09/12/1979  
 Trip -- Idaho Pre - Advance/Wyoming/Treaty of Salmon River  
 Trip -- Idaho Raft Trip, 8/78  
 Trip -- Illinois (Springfield), Pool Lighting, 5/26/78  
 Trip -- Indianapolis, 6/2/79  
 Trip -- Iowa: Diagrams, Bible  
 Trip -- Iowa: Local Pools  
 Trip -- Iowa News Conference

Trip -- Iowa: Other

### **Container 21**

Trip -- Kansas: National Association of Counties  
 Trip -- Louisville, Kentucky, 7/7/79-7/8/79  
 Trip -- Louisville, Kentucky, Reference, 7/7/79-7/8/79  
 Trip -- Maine (Bath, Hyde School), Rosalynn Carter  
 Trip -- Mexico  
 Trip -- Miami, 1978  
 Trip -- Miami/Nashville, Pre - Advance Notes  
 Trip -- Missouri  
 Trip -- New Jersey, Thank-You's, 10/79  
 Trip -- New York City, Flint, Chicago, Sacramento, 11/2/78-11/3/78,  
 Trip -- New York City, Los Angeles, 3/79  
 Trip -- New York City (Vice-President) Primary Campaigning, 3/80  
 Trip -- New York, New Hampshire  
 Trip -- Nigeria, Venezuela, Brazil, Spring 1978  
 Trip -- Northeast: New Hampshire/Maine/General, 2/78  
 Trip -- Northeast: Providence/News Conference, 2/78  
 Trip -- Oklahoma/Texas, 3/24/79-3/25/79  
 Trip -- Oregon Clippings, 5/78

### **Container 22**

Trip -- Pittsburgh Town Meeting, Check List  
 Trip -- Plains  
 Trip -- Portugal, 6/80  
 Trip -- Rochester, New York, New Hampshire – Rosalynn Carter (RSC), 1/18/80  
 Trip -- Rumford, Maine - Rosalynn Carter (RSC), 2/1/80  
 Trip -- Sacramento, 11/78  
 Trip -- South America & Africa/Arrive Home at White House Ceremony, 4/78  
 Trip -- Tennessee Broadcasts/Coverage, 5/22/78  
 Trip -- United States Information Agency (USIA) Messages (VTR) to Tories, 11/77  
 Trip -- Wake Forest, North Carolina, 5/12/78-5/17/78  
 Trip -- West Berlin, 7/78 [1-2]  
 Tunisia  
 2001

### **Container 23**

UJA (United Jewish Appeal) -- Sheraton, 2/25/80, 11:00 A.M.,  
 U.S. Olympic Committee Fundraising VTR  
 USIA (United States Information Agency) American Samoa & Marianas - Presidential  
 Taping, 12/28/77  
 USIA -- Argentina  
 USIA -- Argentina Video Show, 11/19/77  
 USIA -- Brzezinski, Zbigniew (one on one), 10/77  
 USIA -- Foreign Press Tour

White House Press Office

USIA -- General  
 USIA -- Policy  
 USIA -- Student Tour, 4/12/77  
 USIA -- Transition '77 1 and 2, Programs with White House Staff  
 USICA (United States International Communication Agency) -- Continuing/Various  
 USICA -- General  
 USICA -- Japan Crew Film Briefing, 7/78  
 USICA -- Korean Crew, 7/78  
 USICA -- PRC (Peoples Republic of China) Dancers, 7/20/80  
 USICA -- Solomon Islands/East Asia, 4/17/78  
 USICA -- Sudan, 9/20/80  
 United Food and Commercial Workers, 6/7/79  
 United Methodist Church -- The President, Presentation, 4/9/80,  
 United Nations -- Bill Message for VTR of President, 9/77  
 United Negro College Meeting -- The President, 11/11/77  
 United Way, 1979  
 United Way - Background, 1977  
 United Way -- (Jimmy Carter) Kickoff Spot, 9/77  
 United Way Message -- The President, 9/78  
 United Way Regulations - From April 1977  
 VISTA (KCET/Seattle)  
 VTRS (Videotape Recording System) -- Outstanding  
 Vacation  
 Venezuela: Live Arrive: Squier Robert

### **Container 24**

Veterans Christmas -- The President, 1977-78,  
 Video Drops/Press Room, 10/77  
 Video (In - House)  
 Video -- Lawn Video Terminals, North Lawn  
 Videophone/Schlesinger Interviews  
 Videotape/Audio List  
 Vizmo  
 Volkmer/Message -- Tape for Dinner, The President, 4/5/79  
 WABC T.V. -- New York, Lee Dogoloff  
 WBAL -- Roosevelt Portraits, 11/9/77  
 WCAU -- Philadelphia, Film the Tour, 12/6/77  
 WFAA -- Texas, 9/78, 09/1978  
 WGBH -- Ben J. Wattenberg  
 WHCA -- Audio for the President  
 WHCA -- Lighting Rules, Other  
 WMAL  
 WNEP -- Scranton/Rep. Flood, Steel, 10/27/77  
 WTTG -- Channel 5 Request for President, 4/77  
 Warsaw Ghetto Film -- Bernie Gotfryd, 3/78  
 Washington Lines Direct Proposal

Watson, Jack -- Inauguration/ABC, 1/20/77  
 Watson, Jack -- South Bronx, 10/78  
 Weddington, Sarah -- PBS, 11/78  
 Welfare -- Jimmy Carter, EOB, 5/2/77  
 Westinghouse Wind Call-In, 5/4/79  
 Wexler, Anne (General Interview  
 While I'm Gone, 4/79  
 White House Diagram  
 White House Conference -- ADTV (The Advertising) Council, 6/22/77-6/23/77  
 White House/EOP T.V. Productions (Lack of Facilities)  
 Welfare Reform -- 8/5/77  
 World Hunger -- Kick-off, The President, 10/5/78  
 World Without War Council  
 Wright VTR Message, The President Roosevelt Room, 10/10/79,  
 Yale Audio Library  
 Year End Interview -- The President, Three Nets, 12/28/77  
 Young's President's Organization, Drop-by, 10/13/77  
 Yugoslavia -- The President, 3/7/78  
 Zambia, 5/17/78-5/18/78  
 Zapata Yorktown (La.) Oil Rig, 7/22/77  
 Zero Base Budget VTR's, 5/77-6/77  
 Zweites Deutsches Fernsehen (ZDF) German TV/White House Staff/Washington Politics

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## News Summary Office

### Series Summary

Creating Organization: White House Press Office. News Summary Office

Title: White House Press Office. News Summary Office

Dates: 1977-1981

Office Description: The News Summary Office is primarily responsible for producing a digest of news opinion six days a week for the President and other administration officials and staff. Subscriptions for newspapers averaged from 50 in the early part of 1977 to 210 in September 1979.

Producing the new summaries entails: selecting and summarizing AP and UPI wire stories; reporting on the morning and evening news broadcasts of the three television networks; and condensing news stories and editorials from 120 newspapers from around the country. In reading these papers, the staff clips articles and editorials on regional and national affairs that

White House Press Office

might be of interest to administration officials. The summary also includes a calendar of speaking engagements by top administration officials.

The new summaries average about 14 pages. The staff also prepares a weekly magazine summary of about 12 pages, selecting material from 60 magazines. When the President is traveling abroad, the news summary becomes his primary source of domestic news. During his trips, the staff transmits four summaries per day to him.

The office maintains files of: news clips used in the summary; editorials, arranged by newspaper; editorial columnists; special issues; and articles pertaining to the upcoming 1980 campaign. The staff also provides the press secretary with transcripts of television news stories and commentaries as he needs them, and writes monthly summaries of editorials on particular issues when requested.

#### System of Arrangement:

Arrangement Note: Records within this office are arranged by the name of the staff member who maintained/created the files thereunder by the record types (*i.e. Newspaper Editorials*)

The records of the News Summary Office are divided into eight series:

Series Title	Series ID (ARC)
<a href="#">Janet McMahon's Newspaper Editorial Files</a>	6094313
<a href="#">Janet McMahon's Newspaper Columnists Files</a>	6094325
<a href="#">Janet McMahon's Newspaper 1980 Campaign Editorials Files</a>	579599
<a href="#">Janet McMahon's Press Clipping Files</a>	6094539
<a href="#">Janet McMahon's Office Files</a>	6094541
<a href="#">Weekly Compilation Files</a>	6266731
<a href="#">Greg King's Magazine Summaries Files</a>	579588
<a href="#">Greg King's News Summaries Files</a>	579598

#### **Janet McMahon's Newspaper Editorial Files**

Scope and Content: This series was opened in December, 2011. Containers 1-56. This series consists of selected editorials from major newspapers all over the country. The editorials are related to a wide range of political topics during the Carter Administration. Arranged alphabetically by name of newspaper.

#### Container List:

##### **Container 1**

Akron Beacon Journal [1-2]  
 Albuquerque Journal [1-2]  
 All-Alaska Weekly  
 Anchorage Daily News  
 Anchorage Times  
 Anniston Alabama Star [1]

White House Press Office

**Container 2**

Anniston Alabama Star [2]  
Arizona Republic [1-5]  
Arkansas Gazette [1]

**Container 3**

Arkansas Gazette [2-3]  
Atlanta Journal-Constitution [1-5]

**Container 4**

Atlanta Journal-Constitution [6-8]  
Atlanta Journal [1-5]

**Container 5**

Atlanta Journal [6-8]  
Austin-American Statesman [1-2]  
Baltimore News American  
Baltimore Sun [1]

**Container 6**

Baltimore Sun [2-6]  
Bangor Daily News [1-2]  
Bergen County Record [1]

**Container 7**

Bergen County Record [2-3]  
Berkeley Voice  
Billings Gazette  
Binghamton Bulletin  
Birmingham News [1-5]

**Container 8**

Bismarck Tribune  
Blacksburg Sun  
Boston Globe [1-5]  
Boston Herald [1-3]

**Container 9**

Buffalo News [1-3]  
Burlington Free Press [1-2]  
Burlington Hawkeye [1-2]  
California Voice  
Carolina Peacemaker  
Charleston Daily Mail [1]

**Container 10**

Charleston Daily Mail [2]  
Charleston Evening Post  
Charleston News & Courier [1-2]  
Charlestown Gazette [1-2]  
Charlotte Observer [1-2]

**Container 11**

Charlotte Observer [3]  
Charlotte Post  
Chattanooga Free Press [1-7]  
Chicago Defender

**Container 12**

Chicago Sun Times [1-5]  
Chicago Tribune [1-2]

**Container 13**

Chicago Tribune [3-5]  
Christian Science Monitor [1-3]  
Cincinnati Enquirer  
Clearwater Sun  
Cleveland Call & Post  
Cleveland Plain Dealer [1]

**Container 14**

Cleveland Plain Dealer [2-5]  
Copper Star Tribune  
Daily Oklahoman [1-3]

**Container 15**

Daily Oklahoman [4-5]  
Dallas Herald Times [1-6]

**Container 16**

Dallas Herald Times [7]  
Dallas Morning News [1-6]

**Container 17**

Dayton Daily News [1-7]

**Container 18**

Denver Post [1-4]  
Des Moines Register [1-3]

**Container 19**

Des Moines Register [4-6]  
Detroit Free Press [1-3]

**Container 20**

Detroit Free Press [4-5]  
Detroit News [1-3]  
El Centro California Imperial Valley Press  
Fargo Forum  
Flint Journal

**Container 21**

Florida Star  
Florida Times Union [1-3]  
Fort Collins Coloradoan  
Franklin-Greenwood Indiana Daily Journal  
Gainesville Sun  
Greensboro North Carolina Peacemaker  
Greenville Michigan Daily News  
Hartford Courant [1-4]

**Container 22**

Honolulu Star Bulletin [1-2]  
Houston Chronicle [1-5]

**Container 23**

Houston Chronicle [6]  
Houston Post [1-4]  
Huntington West Virginia Herald Dispatch  
Huntsville Times [1-3]

**Container 24**

Huntsville Times [4-5]  
Idaho Statesman [1-2]  
Illinois News Gazette  
Jackson Daily News [1-2]  
Jacksonville Journal  
Jewish Journal  
Jewish News

**Container 25**

Jewish Press  
Jewish Week  
Journal of Commerce [1-4]  
Kansas City Star [1-3]

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**Container 26**

Kansas City Star [4]  
 Kansas City Times [1-5]  
 Klamath Fall Oregon Herald & News

**Container 27**

Las Vegas Review-Journal  
 Las Vegas Sun  
 Los Angeles Times [1-5]  
 Louisville Courier Journal [1]

**Container 28**

Louisville Courier Journal [2-4]  
 Manchester Union Leader  
 Memphis Commercial Appeal [1-4]

**Container 29**

Memphis Commercial Appeal [5]  
 Miami Herald [1-6]

**Container 30**

Milwaukee Courier  
 Milwaukee Journal [1-6]  
 Milwaukee Sentinel [1]

**Container 31**

Milwaukee Sentinel [2-4]  
 Minneapolis Tribune [1-4]  
 Miscellaneous Editorials [1]

**Container 32**

Miscellaneous Editorials [2-6]

**Container 33**

Miscellaneous Editorials [7-13]

**Container 34**

Miscellaneous Editorials [14-21]

**Container 35**

Mississippi Press Register  
 Missoula Missoulian  
 Montgomery Advertiser  
 Nashville Banner [1-2]  
 New Mexican Opinion  
 New Orleans Time-Picayune [1-2]

White House Press Office

Newsday [1-3]

**Container 36**

Newsday [4]  
New York Amsterdam News  
New York Post  
New York Times [1-5]

**Container 37**

New York Times [6-8]  
Norfolk Virginia Pilot [1-2]  
Oakland Tribune  
Omaha World Herald [1]

**Container 38**

Omaha World Herald [2-4]  
Orange County Register  
Oregon Sentinel Star [1-3]

**Container 39**

Oregon Sentinel Star [4]  
Oregon Statesman  
Patriot Ledger [1-2]  
Philadelphia Bulletin [1-4]

**Container 40**

Philadelphia Bulletin [5]  
Philadelphia Inquirer [1-5]  
Pittsburgh Post Gazette [1-2]

**Container 41**

Portland Huron Times  
Portland Oregonian [1-3]  
Providence Journal Bulletin [1-4]

**Container 42**

Pueblo Colorado Chieftan  
Rapid City South Dakota Journal  
Richmond News Leader [1-4]  
Richmond Times Dispatch [1-2]

**Container 43**

Richmond Times Dispatch [3-4]  
Riverside Press [1-4]  
Rocky Mountain News [1]

White House Press Office

**Container 44**

Rocky Mountain News [2-4]

Sacramento Bee [1-4]

**Container 45**

Sacramento Union [1-2]

Salt Lake City Desert News [1-2]

Salt Lake City Tribune [1-2]

San Antonio Express [1-3]

**Container 46**

San Bernardino Sun

San Diego Union [1-4]

San Francisco Examiner [1-2]

San Francisco Sun Reporter

**Container 47**

Santa Rosa California Press Democrat

Sarasota Herald Tribune [1-4]

Scottsdale Arizona Daily Progress

Seattle Times [1-2]

**Container 48**

Seattle Times [3-4]

Shreveport Journal [1-3]

Shreveport Times [1-2]

Springfield Daily News

Statesboro Herald

St. Louis American

St. Louis Globe-Democrat

**Container 49**

St. Louis Post Dispatch [1-7]

**Container 50**

St. Louis Post Dispatch [8-10]

St. Paul Dispatch [1-2]

St. Paul Pioneer Press [1-2]

**Container 51**

St. Paul Pioneer Press [3-4]

St. Petersburg Times [1-4]

Tampa Tribune [1-2]

White House Press Office

**Container 52**

Tennessean [1-5]  
 Today  
 Twin City Courier  
 Wall Street Journal [1-2]

**Container 53**

Wall Street Journal [3-5]  
 Washington Afro-American  
 Washington Informer  
 Washington Post [1-5]

**Container 54**

Washington Post [6-11]  
 Washington Star [1]

**Container 55**

Washington Star [2-7]

**Container 56**

Washington Star [8-9]  
 Wichita Eagle Beacon [1-2]  
 Wilmington Delaware Journal  
 WISN-Milwaukee

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**Janet McMahon's Newspaper Columnist Files**

Scope and Content. This series was opened in December, 2011. Containers 57-81. This series contains editorials by many well known newspaper columnists on a wide variety of political topics. Arranged alphabetically by columnist.

**Container List:****Container 57**

A – Miscellaneous  
 Ackerman, Robert  
 Alexander, Holmes  
 Allen, Robert  
 Angle and Walters  
 Anderson, Jack [1-3]

**Container 58**

Anderson, Jack [4-6]  
 Arnett, Grace-Marie  
 Ayers, Brandt

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B – Miscellaneous [1-2]  
 Baker, Russell [1-2]

**Container 59**

Baker, Russell [3]  
 Barnicle, Mike  
 Bartlett, Charles [1-2]  
 Baxter, Norman  
 Beck, Joan  
 Beckman, Aldo  
 Beecher, William  
 Bishop, Jim  
 Blanchard, Allan  
 Braden, Tom  
 Brandon, Henry  
 Breslin, Jimmy  
 Broder, David [1]

**Container 60**

Broder, David [2-3]  
 Brownfeld, Allan  
 Brudnoy, David  
 Buchanan, Patrick [1-2]  
 Buckley, William F. [1-4]

**Container 61**

C – Miscellaneous [1-2]  
 Campbell, Don  
 Cary, James  
 Chamberlain, John  
 Childs, Marquis  
 Clay, Nathaniel  
 Cloherty, Jack and Owens, Bob  
 Connie, Ernest  
 Cousins, Norman  
 Crown, John [1-2]  
 D – Miscellaneous

**Container 62**

Deering, Ferdie  
 De Toledano, Ralph  
 Dickenson, James  
 Drummond, Roscoe  
 E – Miscellaneous  
 Eaker, General Ira C.  
 Ellis, Dexter

Elston, Wilbur  
Evans, M. Stanton  
Evans and Nokak [1-4]

**Container 63**

F – Miscellaneous [1-2]  
Farmer, Bill  
Farrell, David  
Fialka, John  
Flansburg, James  
Fritchey, Clayton  
Frye, William  
Furgurson, Ernest  
G – Miscellaneous [1-2]  
Gavin, Tom  
Germond and Witcover [1]

**Container 64**

Germond and Witcover [2-5]  
Geyer, Georgie Ann  
Goodman, Ellen [1-2]  
Grady, Sandy

**Container 65**

Greeley, Andrew  
Greenburg, Daniel S.  
Greenburg, Paul  
Greene, Bob  
Greenfield, Meg  
Guittar, Lee J.  
Gulliver, Hal [1-4]  
H – Miscellaneous [1-2]

**Container 66**

Harrigan, Anthony  
Harris, Sydney J.  
Harsch, Joseph C.  
Hart, Jeffrey  
Healy, Robert  
Hearst, William Randolph  
Heinl, Robert D.  
Hempstone, Smith  
Hendren, Ron  
Hess, Stephen  
Hooks, Benjamin  
Hoppe, Art [1-2]

**Container 67**

Hosokawa, Bill  
I-J – Miscellaneous  
Ingersoll, Ralph  
Jackson, Jesse  
Janeway, Eliot  
Jarrett, Vernon  
Jay, Peter A.  
Johnson, Haynes  
Jones, Jenkin Lloyd  
Jordan, Vernon  
K – Miscellaneous  
Karmin, Monroe W.  
Karnow, Stanley  
Keasler, John  
Kilian, Michael

**Container 68**

Kilpatrick, James J. [1-3]  
Kinsolving, Lester  
Knapp, Ted  
Kraft, Joseph [1-4]

**Container 69**

L – Miscellaneous [1-2]  
Landry, William J.  
LaVelle, Mike  
Larsen, Leonard  
Lerner, May  
Lewis, Anthony [1-2]  
Lewis, Claude  
Lippman, Theo  
Loeb, William [1]

**Container 70**

Loeb, William [2]  
Lofton, John D.  
M – Miscellaneous [1-4]  
McAllister, Durwood  
McCarthy, Coleman  
McCarthy, Eugene

**Container 71**

McCormally, John  
McCormally, Sean

McDowell, Charles  
 McGrory, Mary [1-4]  
 McKinney, Joan  
 McKnight, Felix  
 McMullan, John  
 Mabley, Jack  
 Madison, Alfreda L.  
 Mair, George  
 Matthews, Richard  
 May, Lee

**Container 72**

Means, Marianne  
 Melinkoff, Abe  
 Meyer, Cord  
 Miller, Paul  
 Moats, Alice Leone  
 Morris, Donald  
 Murchison, William  
 N-O – Miscellaneous  
 Nagan, Peter  
 Novak, Michael  
 Oates, John B.  
 O'Brien, Patricia  
 O'Rourke, Lawrence  
 Otten, Allan  
 Owens, Patrick  
 P-Q – Miscellaneous

**Container 73**

Padev, Michael  
 Patterson, Eugene  
 Payette, Virginia  
 Peirce, Neal  
 Phillips, Kevin  
 Porter, Sylvia  
 R – Miscellaneous [1-2]  
 Raspberry, William [1-2]

**Container 74**

Raspberry, William [3]  
 Reagan, Ronald  
 Reich, Peter  
 Reisel, Victor [1-2]  
 Reston, James [1-2]

**Container 75**

Reston, James [3]  
Ringle, William  
Risser, James  
Roche, John P. [1-2]  
Rose, Tom  
Rosenblatt, Roger  
Rosenfeld, Stephen  
Roth, Robert  
Rowan, Carl [1-2]

**Container 76**

Rowen, Hobart  
Royko, Mike  
Royster, Vermont  
Rukeyser, Louis  
Rusher, William  
Rustin, Bayard  
S – Miscellaneous [1-2]  
Safire, William [1]

**Container 77**

Safire, William [2]  
Schlafly, Phyllis  
Schorr, Daniel  
Schram, Martha  
Seib, Charles  
Sexton, William  
Shipp, Bill  
Shoemaker, Don  
Sidney, Hugh  
Simon, Roger  
Smith, George V.R.  
Smith, Kingbury

**Container 78**

Smith, Martin  
Smith, Philip  
Soth, Lauren  
Spalding, Jack  
Sperling, Godfrey Jr.  
Squires, Jim  
Stephens, Ray  
Strout, Richard L.  
Sumner, William  
Sulzberger, C.L.

Symonds, William  
 T – Miscellaneous [1-2]  
 Taylor, Henry  
 Ter Horst, J.F.

### **Container 79**

Tharpe, Gene  
 Thimmesch, Nick  
 Trewhitt, Henry  
 Tully, Andrew  
 U-V – Miscellaneous  
 Van der Linden, Frank  
 Van Horne, Harriett  
 Von Hoffman, Nicholas  
 W – Miscellaneous [1-2]  
 Warren, Denis  
 Waters, Earl G.

### **Container 80**

Wicker, Tom [1-2]  
 Wieck, Paul  
 Wiedrich, Bob  
 Wieghart, James [1-2]  
 Wilkins, Roy  
 Will, George [1-2]

### **Container 81**

Will, George [3]  
 Wills, Gary  
 Wilson, David B.  
 Wilson, George  
 Wooten, Jim  
 Worsnop, Richard  
 Wright, Jim  
 XYZ – Miscellaneous  
 Yette, Samuel  
 Yoder, Edwin M.  
 Yost, Charles W.  
 Zorza, Victor  
 Zumwalt, Elmo

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### **Janet McMahon's 1980 Campaign Editorials Files**

Scope and Content: This series was opened in December, 2011. Containers 82-96. This series consists of newspaper editorials and press articles covering the 1980 presidential campaign. The

topics mainly focus on Ronald Reagan, Ted Kennedy, John B. Anderson, George Bush, Jerry Brown and the GOP and Democratic conventions. Arranged alphabetically by folder title.

Container List:

**Container 82**

Anderson, John B. [1-5]  
 Brock, Bill  
 Brown, Jerry [1]

**Container 83**

Brown, Jerry [2-6]  
 Bush, George, 1/79-10/79

**Container 84**

Bush, George, 10/79-3/80 [1-2]  
 Bush, George, 3/80-7/80 [1-2]  
 Bush, George – Labor Day/Taiwan Trip  
 Bush, George – Post GOP Convention  
 Campaign 1980 – Miscellaneous Editorials [1-3]

**Container 85**

Campaign 1980 – Miscellaneous Editorials [4-5]  
 Carter, Jimmy, 8/78-9/79 [1-6]

**Container 86**

Carter, Jimmy, 10/79-10/80 [1-6]  
 Carter, Jimmy – Post Election  
 Cartoons [1-2]

**Container 87**

Citizens Party  
 Debates  
 Democratic Convention, 8/12/80  
 Democratic Convention, 8/13/80  
 Democratic Convention, 8/14/80  
 Democratic Convention, 8/15/80 [1]

**Container 88**

Democratic Convention, 8/15/80 [2]  
 Democratic National Committee – White, Strauss, Dobelle  
 Democratic Platform Committee  
 Democrats – Post Election  
 Endorsements  
 Far Out Candidates  
 Ford, Gerald [1-2]

White House Press Office

General Campaign Issues  
 General Election Day  
 GOP Convention, 11/79-5/80

**Container 89**

GOP Convention, 7/5-13/80 [1-3]  
 GOP Convention, 7/14-16/80 [1-4]  
 GOP Convention, 7/17-20/80 [1]

**Container 90**

GOP Convention, 7/17-20/80 [2-3]  
 GOP – Platform  
 GOP – Post-Election  
 Issues  
 Kennedy, Ted [1-3]

**Container 91**

Kennedy, Ted [4-6]  
 Kennedy, Ted – Policy Related  
 Moral Majority  
 Moynihan, Patrick  
 Open Convention – Dump Carter Movement  
 Polls

**Container 92**

Pre-Democratic Convention [1-2]  
 Reagan, Ronald [1-2]  
 Reagan, Ronald, 1/79-10/79 [1-2]

**Container 93**

Reagan, Ronald, 10/79-12/79  
 Reagan, Ronald, 12/79-4/80 [1-2]  
 Reagan, Ronald – Issues/Policy Related, 1980  
 Reagan, Ronald – Post-Election  
 Reagan, Ronald – Post Labor Day  
 Reagan, Ronald – Vice President Possibilities

**Container 94**

Roundups  
 Roundups – Alabama thru Arkansas  
 Roundups – California  
 Roundups – Chicago  
 Roundups – Colorado thru D.C.  
 Roundups – Democrats  
 Roundups – Florida  
 Roundups – Georgia thru Illinois

White House Press Office

Roundups – Indiana thru Iowa  
 Roundups – Kentucky thru Maryland  
 Roundups – Massachusetts

### **Container 95**

Roundups – Michigan thru Mississippi  
 Roundups – Missouri thru Nebraska  
 Roundups – New Hampshire  
 Roundups – New Jersey thru North Dakota  
 Roundups – Ohio  
 Roundups – Oklahoma thru Oregon  
 Roundups – Pennsylvania  
 Roundups – Puerto Rico  
 Roundups – Republicans  
 Roundups – Rhode Island thru Tennessee

### **Container 96**

Roundups – Texas  
 Roundups – Vermont thru West Virginia  
 Roundups – Wisconsin thru Wyoming

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### **Janet McMahon's Press Clippings Files**

Scope and Content: This series was opened in December, 2011. Containers 97-104. This series consists of various newspaper clippings relating to major issues during the Carter administration. Also included are many political cartoons. Arranged alphabetically by folder title.

#### Container List:

### **Container 97**

Andrew Young, 8/79 [1-3]  
 Andrew Young – Editorials, 1979  
 Appointments, 7/79  
 Billy Carter/Libya – Editorials [1-2]  
 Billy Carter/Libya – Press Clippings [1]

### **Container 98**

Billy Carter/Libya – Press Clippings [2-3]  
 Billy Carter/Libya – Wires, 7/14-23/80 [1-2]  
 Blacks/Jews, 9/79  
 Bonn Summit, 7/78  
 Bourne, Peter, 7/24/78  
 Cabinet Shake-up, 7/79 [1]

### **Container 99**

White House Press Office

Cabinet Shake-up, 7/79 [2-3]  
 Carter, Jimmy - Press Clips, 7/79 [1-2]  
 Carter, Jimmy – Trip/Atlanta/Tampa, 8/31/79  
 Carter, Jimmy – Trip/Delta Queen, 8/79  
 Carter, Jimmy – Trip/Ohio/Pennsylvania/Carolinas  
 Carter, Jimmy – Trip/Texas, 6/78  
 Carter, Jimmy – Trip/Texas – Hurricane Site, 9/79  
 Carter, Jimmy – Trip/Town Meeting – Steubenville, Ohio, 9/12/79  
 Carter, Jimmy – Trip/Western Trip, 1978

### **Container 100**

Carter, Jimmy – Trip/Western Vacation, 8/78  
 Cartoons  
 Cartoons, 1979  
 Cartoons, 6/79 [1-2]  
 Cartoons, 7/79 [1-2]  
 Cartoons, 8/79 [1]

### **Container 101**

Cartoons, 8/79 [2-3]  
 Cartoons, 8/79 [3]  
 Editors – Background Reports  
 Election Wraps  
 Energy [1-4]

### **Container 102**

Energy [5]  
 Energy – Editorials  
 Energy – Speech, 7/79  
 Energy Speech – Cancellation, 7/79  
 Environmental Protection Agency (EPA) – Pesticides  
 Federal Election Committee  
 Iran/Afghanistan – Foreign Policy  
 Issues  
 Kentucky – Bardstown  
 Labor  
 Marston, David, 1/79  
 Middle East

### **Container 103**

Mideast Summit at Camp David  
 National Governor's Conference, 7/79  
 Panama Canal, 1977  
 Panama Canal, 3/78-4/78  
 Panama Canal – Last Days, 4/79  
 Press Access – President

White House Press Office

Press Clips – Miscellaneous [1-2]  
 Press Clips – Miscellaneous, 1979  
 Press Clips – Trips

### **Container 104**

Soviet Union – Détente  
 Strategic Arms Limitation Talks (SALT II) [1-2]  
 Strategic Arms Limitation Talks (SALT II), 6/79-7/79  
 Strategic Arms Limitation Talks (SALT II) – Summit, Carter/Brezhnev  
 Strauss, Robert, 8/79  
 Taxes  
 Tokyo Summit, 6/79-7/79  
 Vesco, Robert  
 Zimbabwe/Rhodesia

[Return to Series List](#)

### **Janet McMahon's Office Files**

Scope and Content: Opened in December, 2011. Containers 105-108. This series consists of correspondence and memorandums relating to employees, office procedures and policies. Also included are newspaper and magazine subscription lists, press clippings, television network composites, personal notebooks and intern resumes. Arranged alphabetically by folder title.

Container List:

### **Container 105**

Computers – Wordstream  
 Correspondence – Incoming  
 Correspondence – Internal  
 Correspondence – Outgoing [1-4]  
 Correspondence – Subscriptions  
 Distribution List – By Office

### **Container 106**

Gregg's Notebook  
 Indexing Procedures  
 Interns – Policies and Duties  
 Interns – Resumes [1]  
 Interns – Resumes [2]  
 Janet McMahon - Reminder Notebook, 1978  
 Janet McMahon - Reminder Notebook, 1979  
 Jody Powell - Commentary

### **Container 107**

Kelly Muchoney's Notebook [1-2]  
 Magazine Subscriptions

White House Press Office

Memos – Incoming  
 Network Correspondents  
 Newspaper – Magazine List  
 Newspapers – Subscriptions  
 News Summary Office – Intern Program [1-2]  
 News Summary Office – Operations  
 Notebook – Magazines Received

### **Container 108**

Personnel  
 Public Information Officers – Contacts  
 President’s Economic Trip  
 Radio News  
 Staff Magazine Request Log  
 TV/Network Composites [1-2]  
 TV/Network Composites [2]

[Return to Series List](#)

### **Weekly Compilation Files**

Scope and Content: This series was opened in July, 2012. Containers 1-9. This series consists of press releases, schedules, weekly compilation of presidential documents, pool reports and news conference releases. Arranged chronologically.

Container List:

#### **Container 1**

January 20, 1977-September 25, 1978

#### **Container 2**

October 2, 1978- December 31, 1979

#### **Container 3**

January 4, 1980-February 22, 1980

#### **Container 4**

February 29, 1980- April 4, 1980

#### **Container 5**

April 18, 1980-May 23, 1980

#### **Container 6**

May 30, 1980-July 4, 1980

#### **Container 7**

July 11, 1980-August 15, 1980

**Container 8**

August 22, 1980-September 19, 1980

**Container 9**

September 26, 1980-December 12, 1980

[Return to Series List](#)

**Greg King's Magazine Summaries' Files**

Scope and Content: This series was opened in July, 2012. Containers 10-12. This series consists of newspaper clippings and magazine articles that were compiled to create a weekly magazine summary. These summaries were distributed to the President and other White House staff members. These files were created by the Carter White House in the course of daily business and used to prepare transcripts of press briefings, news conferences, and Presidential statements for distribution to the White House Press Corps. Arranged chronologically.

Container List:

**Container 10**

February 4, 1977-June 30, 1978

**Container 11**

July 7, 1978-December 21, 1979

**Container 12**

January 4, 1980-January 9, 1981

[Return to Series List](#)

**Greg King's News Summaries' Files**

Scope and Content: This series was opened in July, 2012. Containers 13-36. This series contains the final copies of news summary booklets which were sent to the President and other White House officials on a daily basis. The summaries were compiled through this office by clipping relevant articles, press releases, and editorials from hundreds of national and local newspapers each day. Arranged chronologically.

**Container 13**

January 21, 1977-March 15, 1977

**Container 14**

March 16, 1977 – June 8, 1977

**Container 15**

June 9, 1977-July 30, 1977 [1-4]

**Container 16**

August 1, 1977-September 30, 1977

White House Press Office

**Container 17**

October 1, 1977-December 31, 1977

**Container 18**

January 1, 1978-March 8, 1978

**Container 19**

March 9, 1978 – May 8, 1978

**Container 20**

May 9, 1978-July 28, 1978

**Container 21**

July 29, 1978-September 30, 1978

**Container 22**

October 2, 1978- November 27, 1978

**Container 23**

November 28, 1978-February 28, 1979

**Container 24**

March 1, 1979-April 7, 1979

**Container 25**

April 9, 1979-May 20, 1979

**Container 26**

May 21, 1979-July 31, 1979

**Container 27**

August 1, 1979-September 19, 1979

**Container 28**

September 20, 1979-November 10, 1979

**Container 29**

November 11, 1979-December 31, 1979

**Container 30**

January 2, 1980-February 29, 1980

**Container 31**

March 1, 1980-April 22, 1980

**Container 32**

April 23, 1980- June 14, 1980

**Container 33**

June 15, 1980 -August 10, 1980

**Container 34**

August 11, 1980-October 8, 1980

**Container 35**

October 9, 1980-December 5, 1980

**Container 36**

December 6, 1980- January 20, 1981

[Return to Series List](#)**Lower Press Office****Series Summary**Creating Organization: White House Press Office. Lower Press OfficeTitle: White House Press Office. Lower Press OfficeDates: 1977-1981

Office Description: The Lower Press Office staff dealt daily with the White House Press Corps, reporters assigned to the White House for extended periods of time. The office was responsible for preparing transcripts of press briefings, news conferences, and Presidential statements and distributing those materials to reporters. This unit also maintained record copies or “boards” of all White House press releases. In addition, this office maintained press pool assignments, edited press releases, schedules of the President’s week, presidential travel schedules and background material used in preparation of these materials.

System of Arrangement:

Arrangement Note: The majority of records within this office are arranged by chronologically.

The records of the Lower Press Office are divided into seven series:

Series Title	Series ID (ARC)
<a href="#">Dale Leibach Files</a>	173326
<a href="#">Kathy Mellody’s Pool Reports Files</a>	596423
<a href="#">Connie Gerrard’s News Conferences Files</a>	596417
<a href="#">Connie Gerrard’s Press Releases Files</a>	596241

<a href="#">Connie Gerrard's Edited Press Releases Files</a>	596427
<a href="#">Kate Kings' Office Files</a>	587317
<a href="#">Kate Kings' Press Releases Background Files</a>	6081707

### **Dale Leibach's Subject Files.**

Scope and Content: This series was opened in February, 1988. Containers 1-5. This series consists of correspondence, memoranda, schedules, press releases, press kits, notes, reports, briefing material, computer print-outs, and newspaper clippings. The material relates to background information on the President's schedules, general information about the President which was distributed to the press, and press kits on various programs and issues. Also included are preliminary and final presidential schedules and materials dealing with the President's meetings, briefings, and photo opportunities. Arranged alphabetically by folder title.

#### Container List:

#### **Container 1**

Energy, 1979 [1-3]  
 General Press Info, 1977-1980 [1-2]  
 Guidance on Schedules, 10/31/78-4/30/79

#### **Container 2**

Guidance on Schedules, 5/2/79-12/11/80 [1-3]  
 Meetings, Briefings, Photo Opportunities, 4/24/79-4/11/80 [1-4]

#### **Container 3**

Meetings, Briefings, Photo Opportunities, 4/11/80-1/8/81 [1-5]  
 PLUM Appointments File, 6/12/79 [1-2]

#### **Container 4**

Pope's Visit to White House, 10/6/79  
 Presidential Schedules, 11/19/78-12/16/80 [1-6]  
 Presidential Travel, 1977-79

#### **Container 5**

President's Mississippi River Trip, 8/17/79-8/24/79 [1-2]  
 Press Briefings, 9/79-11/79  
 Press Briefings, 1979-1980  
 Press Briefings -- Presidential Commission on World Hunger, 12/79  
 Telephone Calls, Mail, Reports, 1/79-9/79

#### [Return to Series List](#)

### **Kathy Mellody Pool Reports Files**

Scope and Content: This series was opened in February, 2001. Containers 1-12. This series consists of press releases, press notices, pool lists, pool reports, and fact sheets. Arranged chronologically.

Container List:

**Container 1**

Week Ending, 1/22/77 - 4/8/77 [1-12]

**Container 2**

Week Ending, 4/15/77 - 8/19/77[1-19]

**Container 3**

Week Ending, 8/26/77 - 11/25/77 [1-14]

**Container 4**

Week Ending, 12/2/77 - 3/10/78[1-15]

**Container 5**

Week Ending, 3/17/78 -5/5/78[1-9]

**Container 6**

Week Ending, 5/12/78 - 7/14/78[1-10]

**Container 7**

Week Ending, 7/21/78 - 9/22/78[1-11]

**Container 8**

Week Ending, 10/6/78 - 12/31/78[1-13]

**Container 9**

Week Ending, 1/5/79 - 3/23/79[1-12]

**Container 10**

Week Ending, 3/30/79 – 9/7/79[1-11]

**Container 11**

Week Ending, 9/14/79 – 11/16/79 [1-9]

**Container 12**

11/23/79 - 12/31/79 [1-6]

[Return to Series List](#)

**Connie Gerrard's Press Releases Files**

Scope and Content: This series was opened in April, 2001. Containers 1-31. This series consists of copies of press releases compiled for reference use. Included are press releases, remarks by the president, statements by the president, presidential proclamations, notices to the

press, pool reports, pool lists, and fact sheets. An extensive alphabetical subject index to the press releases is also included. Arranged chronologically.

Container List:

**Container 1**

Cross Reference Index – 1977

Subject Index Press Releases – 1977, AG-WH

**Container 2**

Subject Index Press Releases – 1978, AG-WH

**Container 3**

Subject Index Press Releases – 1979, AG-WH

**Container 4**

Subject Index Press Releases – 1980, AG-WH

**Container 5**

Press Releases, 1/19/77-3/8/77

**Container 6**

Press Releases, 3/9/77-4/22/77

**Container 7**

Press Releases, 4/24/77-5/31/77

**Container 8**

Press Releases, 6/1/77-7/30/77

**Container 9**

Press Releases, 8/1/77-9/30/77

**Container 10**

Press Releases, 10/1/77-11/13/77

**Container 11**

Press Releases, 11/14/77-1/19/78

**Container 12**

Press Releases, 1/20/78-3/14/78

**Container 13**

Press Releases, 3/16/78-4/25/78

**Container 14**

Press Releases, 5/1/78-6/16/78

**Container 15**

Press Releases, 6/17/78-8/9/78

**Container 16**

Press Releases, 8/20/78-10/2/78

**Container 17**

Press Releases, 10/13/78-12/5/78

**Container 18**

Press Releases, 12/6/78-1/31/79

**Container 19**

Press Releases, 2/1/79-3/27/79

**Container 20**

Press Releases, 3/28/79-5/17/79

**Container 21**

Press Releases, 5/18/79-6/21/79

**Container 22**

Press Releases, 6/22/79-8/6/79

**Container 23**

Press Releases, 8/7/79-9/25/79

**Container 24**

Press Releases, 9/26/79-11/13/79

**Container 25**

Press Releases, 11/14/79-1/20/80

**Container 26**

Press Releases, 1/21/80-4/9/80

**Container 27**

Press Releases, 4/10/80-6/11/80

**Container 28**

Press Releases, 6/12/80-7/24/80

**Container 29**

White House Press Office

Press Releases, 7/25/80-9/19/80

### **Container 30**

Press Releases, 9/20/80-10/19/80

### **Container 31**

Press Releases, 10/20/80-1/21/81

[Return to Series List](#)

### **Connie Gerrard's News Conferences Files**

Scope and Content: This series was opened in April, 2001. Containers 32-43. This series consists of copies of news conferences compiled for reference use. Included are daily news conferences, background briefings, informal question and answer sessions, notices to the press, and telephone call correspondence with the press. The news conferences were conducted primarily by White House Press Secretary Jody Powell and cover a wide variety of subjects. Other news conferences were conducted by Rex Granum, Barry Jagoda, Albert Eiseae, Jerrold L. Schecter, and Jessica Tuchman. Also included is an alphabetical subject index to the press releases. The subjects listed in this index are extensive including minor topics which were only briefly mentioned. Arranged chronologically.

### **Container List:**

#### **Container 32**

Cross Reference Index – 1977

Subject Index Press Briefings – 1977 - AG-COU

Subject Index Press Briefings – 1977 - DIA-WH

Subject Index Press Briefings – 1978 - AG-HU

Subject Index Press Briefings – 1978 - IM-WH

Subject Index Press Briefings – 1979 - AG-HU

Subject Index Press Briefings – 1979 - IM-WH

Subject Index Press Briefings – 1980 - AG-HU

Subject Index Press Briefings – 1980 - IM-WH

#### **Container 33**

News Conferences, Numbers 1-63, 1/21/77-3/31/77

#### **Container 34**

News Conferences, Numbers 64-111, 4/1/77-6/29/77

#### **Container 35**

News Conferences, Numbers 112-169, 7/1/77-9/30/77

#### **Container 36**

News Conferences, Numbers 170-228, 10/3/77-1/31/78

**Container 37**

News Conferences, Numbers 229-279, 2/1/78-4/21/78

**Container 38**

News Conferences, Numbers 280-337, 4/24/78-8/3/78

**Container 39**

News Conferences, Numbers 338-381, 8/4/78-11/11/78

**Container 40**

News Conferences, Numbers 382-442, 11/13/78-4/3/79

**Container 41**

News Conferences, Numbers 443-490, 4/4/79-7/26/79

**Container 42**

News Conferences, Numbers 491-562, 8/1/79-12/19/80 (missing 536)

**Container 43**

News Conferences, Numbers 563-638, 2/20/80-12/22/80 (missing 578)

[Return to Series List](#)

**Connie Gerrard's Edited Press Releases Files**

Scope and Content: This series was opened in June, 2003. Containers 1-11. This series consists of edited press releases marked with corrections and annotations. Arranged chronologically.

Container List:

**Container 1**

1/20/77-5/31/77 [1-6]

**Container 2**

6/1/77-11/30/77 [1-8]

**Container 3**

12/2/77-4/28/78 [1-7]

**Container 4**

5/1/78-10/21/78 [1-6]

**Container 5**

10/24/78-3/31/79 [1-10]

**Container 6**

4/1/79-8/21/79 [1-7]

White House Press Office

**Container 7**

8/22/79-1/31/80 [1-8]

**Container 8**

2/1/80-6/30/80 [1-9]

**Container 9**

7/1/80-10/7/80 [1-7]

**Container 10**

10/8/80-11/10/80 [1-7]

**Container 11**

11/12/80-1/19/81 [1-5]

[Return to Series List](#)**Kate King's Office Files**

Scope and Content: This series was opened in December, 2011. Containers 1-19. This series mainly consists of press releases relating to announcements from the White House. Most of the press releases relate to presidential appointments, proclamations, accomplishments, agency annual reports, legislative bills signed or vetoed, press material relating to the 1976 campaign, and releases regarding major issues such as energy, executive orders, the federal budget, government reorganization, and foreign affairs. Arranged alphabetically by subject.

**Container List:****Container 1**

Agency Annual Reports, 1979-1980 [1-2]

Alpha List of Appointments, A-F [1-8]

**Container 2**

Alpha List of Appointments, G-R [1-11]

**Container 3**

Alpha List of Appointments, S-Z [1-6]

Annual Report to Congress – Federal Railroad Safety Act of 1970, 1979

Answers to Briefing Questions, 1978-1980

Bills Signed and Vetoed, 1977

Bills Signed and Vetoed, 1978 [1]

**Container 4**

Bills Signed and Vetoed, 1978 [2]

Bills Signed and Vetoed, 1979-1980

Bills Signed and Vetoed, 1980 [1-3]

Billy Carter, 1979-1980 [1-2]

Budget Matters, 1977-1980

**Container 5**

Campaign 1976 – On the Road Press Releases  
 Campaign 1976 – Pool Reports [1-2]  
 Campaign 1976 – Press Schedules  
 Campaign 1976 – Press Sign-up Lists, Advisories, Guidelines  
 Campaign 1976 – Transition – Inauguration  
 Campaign 1976 – Transition – Miscellaneous  
 Campaign 1976 – Transition – Press Releases and Advisories from Plains, GA  
 Campaign 1976 - Schedules and Logistics Advisories [1-2]

**Container 6**

Campaign 1976 – Travel Vouchers  
 Campaign 1980  
 Commodities [1-2]  
 Cuban Haitian Immigration, 1980  
 District of Columbia, (D.C.) – Rural/Urban Affairs  
 Domestic Issues [1-2]  
 Economic/Budget Issues [1-2]  
 Emergency and Disaster Declarations [1-2]

**Container 7**

Energy Issues [1-6]  
 Environment  
 Executive Orders [1]

**Container 8**

Executive Orders [2]  
 Fact Sheets on Trips  
 Government Agencies Contact List  
 Government Reorganization [1-4]  
 Health Issues  
 International Issues [1]

**Container 9**

International Issues [2]  
 Iran/Afghanistan [1-2]  
 Legal Issues  
 Memos to Department Heads  
 Minor Personnel Announcements [1-3]  
 Presidential Promises, Accomplishments, and State of the Union

**Container 10**

President's Financial Disclosure Statements [1-2]  
 Press Briefings – Index 1977, A-Z [1-2]  
 Press Briefings – Index 1978, A-Z

Press Briefings – Index 1979, A-Z

**Container 11**

Press Briefings – Index 1980, A-Z  
 Press Releases – Index 1977, A-Z [1-5]  
 Press Releases – Index 1978 [1-2]

**Container 12**

Press Releases – Index 1978 [3-5]  
 Press Releases – Index 1979 [1-4]

**Container 13**

Press Releases – Index 1980 [1-3]  
 Press Releases – Index 1981  
 Proclamations/Messages on Holidays [1-3]

**Container 14**

Proclamations/Messages on Holidays [4]  
 Quinton Memorandums  
 Reference Information [1-3]  
 Reference – Rules  
 Scandals  
 Science, Technology and American Diplomacy

**Container 15**

Staff Memoranda to and from the President, 11/80  
 Staff Memoranda to and from the President, 12/80 [1-8]

**Container 16**

Staff Memoranda to and from the President, 12/80 [9-11]  
 State Visits  
 Transmittals to Congress, 1977  
 Transmittals to Congress, 1978  
 Transmittals to Congress, 1978-1979  
 Transmittals to Congress, 1980 [1-2]

**Container 17**

Transmittals to Congress, 1980 [3-5]  
 Transmittals to Congress – Reports/Treaties, 1980  
 Transportation Issues  
 Travel Vouchers  
 U.S. Arms Control – 20<sup>th</sup> Annual Report  
 Veto Messages, 1980  
 Vietnam Veterans  
 Welfare Reform [1]

**Container 18**

Welfare Reform [2]  
 White House Cabinet – Financial Disclosures  
 White House Central Files – Classification Index  
 White House Central Files – Subject File Index  
 White House Conferences and Other Programs  
 White House Correspondents – Newspapers Call List  
 White House Staff Budget  
 White House Staff Directory and Organizational Directory  
 White House Staff Financial Disclosure Statements, 1977  
 White House Staff Financial Disclosure Statements, 1979 [1-2]

**Container 19**

White House Staff Financial Disclosure Statements, 1979 [3]  
 Women and Minorities

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**Kate King's Press Releases Background Files.**

Scope and Content: This series was opened in December, 2011. Containers 20-62. This series mainly consists of memorandums relating to announcements in press releases from the White House. The majority of these announcements concern resignations and presidential appointments. The memos include information such as resumes and personnel forms regarding the appointee. This series also includes memorandums relating to newly enrolled legislative bills, presidential proclamations, and nominations to boards and commissions. Arranged chronologically by press release date.

**Container List:****Container 20**

Press Releases – Background Information, 2/77 [1-5]  
 Press Releases – Background Information – Not Used, 2/77 [1-2]  
 Press Releases – Background Information, 3/77 [1-2]

**Container 21**

Press Releases – Background Information, 3/77 [3-7]  
 Press Releases – Background Information – Not Used, 3/77 [1-2]

**Container 22**

Press Releases – Background Information – Not Used, 3/77 [3-4]  
 Press Releases – Background Information, 4/77 [1-5]

**Container 23**

Press Releases – Background Information, 4/77 [6]  
 Press Releases – Background Information – Not Used, 4/77  
 Press Releases – Background Information, 5/77 [1-5]

**Container 24**

Press Releases – Background Information, 5/77 [6-7]  
Press Releases – Background Information – Not Used, 5/77 [1-2]  
Press Releases – Background Information, 6/77 [1-4]

**Container 25**

Press Releases – Background Information, 6/77 [5-8]  
Press Releases – Background Information – Not Used, 6/77  
Press Releases – Background Information, 7/77 [1-3]

**Container 26**

Press Releases – Background Information, 7/77 [4-7]  
Press Releases – Background Information – Not Used, 7/77  
Press Releases – Background Information, 8/77 [1-4]

**Container 27**

Press Releases – Background Information, 8/77 [5-6]  
Press Releases – Background Information – Not Used, 8/77  
Press Releases – Background Information, 9/77 [1-5]

**Container 28**

Press Releases – Background Information – Not Used 9/77  
Press Releases – Background Information, 10/77 [1-6]  
Press Releases – Background Information – Not Used, 10/77

**Container 29**

Press Releases – Background Information, 11/77 [1-6]  
Press Releases – Background Information – Not Used, 11/77 [1-2]

**Container 30**

Press Releases – Background Information, 12/77 [1-4]  
Press Releases – Background Information – Not Used, 12/77  
Press Releases – Background Information, 1/78 [1-2]

**Container 31**

Press Releases – Background Information, 1/78 [3]  
Press Releases – Background Information – Not Used, 1/78  
Press Releases – Background Information, 2/78 [1-4]  
Press Releases – Background Information – Not Used, 2/78

**Container 32**

Press Releases – Background Information, 3/78 [1-4]  
Press Releases – Background Information – Not Used, 3/78  
Press Releases – Background Information, 4/78 [1-2]

**Container 33**

Press Releases – Background Information, 4/78 [3-5]  
Press Releases – Background Information – Not Used, 4/78  
Press Releases – Background Information, 5/78 [1-5]

**Container 34**

Press Releases – Background Information, 5/78 [6-7]  
Press Releases – Background Information – Not Used, 5/78  
Press Releases – Background Information, 6/78 [1-5]

**Container 35**

Press Releases – Background Information, 6/78 [6]  
Press Releases – Background Information – Not Used, 6/78  
Press Releases – Background Information, 7/78 [1-3]  
Press Releases – Background Information – Not Used, 7/78  
Press Releases – Background Information, 8/78 [1-2]

**Container 36**

Press Releases – Background Information, 8/78 [3-4]  
Press Releases – Background Information – Not Used, 8/78  
Press Releases – Background Information, 9/78 [1-5]

**Container 37**

Press Releases – Background Information, 9/78 [6-8]  
Press Releases – Background Information – Not Used, 9/78  
Press Releases – Background Information, 10/78 [1-2]

**Container 38**

Press Releases – Background Information, 10/78 [3-10]

**Container 39**

Press Releases – Background Information, 10/78 [11]  
Press Releases – Background Information – Not Used, 10/78  
Press Releases – Background Information, 11/78 [1-5]  
Press Releases – Background Information – Not Used, 11/78

**Container 40**

Press Releases – Background Information, 12/78 [1-3]  
Press Releases – Background Information – Not Used, 12/78  
Press Releases – Background Information, 1/79 [1-4]

**Container 41**

Press Releases – Background Information, 1/79 [5-6]  
Press Releases – Background Information – Not Used, 1/79  
Press Releases – Background Information, 2/79 [1-5]

**Container 42**

Press Releases – Background Information – Not Used, 2/79  
Press Releases – Background Information, 3/79 [1-5]  
Press Releases – Background Information – Not Used, 3/79 [1]

**Container 43**

Press Releases – Background Information – Not Used, 3/79 [2-3]  
Press Releases – Background Information, 4/79 [1-5]  
Press Releases – Background Information – Not Used, 4/79  
Press Releases – Background Information, 5/79 [1]

**Container 44**

Press Releases – Background Information, 5/79 [2-8]

**Container 45**

Press Releases – Background Information, 5/79 [9]  
Press Releases – Background Information – Not Used, 5/79  
Press Releases – Background Information, 6/79 [1-6]  
Press Releases – Background Information – Not Used, 6/79

**Container 46**

Press Releases – Background Information, 7/79 [1-5]  
Press Releases – Background Information – Not Used, 7/79 [1-2]  
Press Releases – Background Information, 8/79 [1]

**Container 47**

Press Releases – Background Information, 8/79 [2-8]

**Container 48**

Press Releases – Background Information – Not Used, 8/79  
Press Releases – Background Information, 9/79 [1-7]

**Container 49**

Press Releases – Background Information – Not Used, 9/79  
Press Releases – Background Information, 10/79 [1-6]  
Press Releases – Background Information – Not Used, 10/79 [1-2]

**Container 50**

Press Releases – Background Information, 11/79 [1-6]  
Press Releases – Background Information – Not Used, 11/79  
Press Releases – Background Information, 12/79 [1]

**Container 51**

Press Releases – Background Information, 12/79 [2-6]  
Press Releases – Background Information – Not Used, 12/79  
Press Releases – Background Information, 1/80 [1]

**Container 52**

Press Releases – Background Information, 1/80 [2-7]  
Press Releases – Background Information – Not Used, 1/80  
Press Releases – Background Information, 2/80 [1]

**Container 53**

Press Releases – Background Information, 2/80 [2-6]  
Press Releases – Background Information – Not Used, 2/80  
Press Releases – Background Information, 3/80 [1-2]

**Container 54**

Press Releases – Background Information, 3/80 [3-6]  
Press Releases – Background Information – Not Used, 3/80  
Press Releases – Background Information, 4/80 [1-3]

**Container 55**

Press Releases – Background Information, 4/80 [4-8]  
Press Releases – Background Information – Not Used, 4/80  
Press Releases – Background Information, 5/80 [1-2]

**Container 56**

Press Releases – Background Information, 5/80 [3-5]  
Press Releases – Background Information – Not Used, 5/80  
Press Releases – Background Information, 6/80 [1-4]

**Container 57**

Press Releases – Background Information – Not Used, 6/80  
Press Releases – Background Information, 7/80 [1-7]

**Container 58**

Press Releases – Background Information, 7/80 [8-10]  
Press Releases – Background Information – Not Used, 7/80 [1-2]  
Press Releases – Background Information, 8/80 [1-3]

**Container 59**

Press Releases – Background Information, 8/80 [4]  
Press Releases – Background Information – Not Used, 8/80  
Press Releases – Background Information, 9/80 [1-6]

**Container 60**

Press Releases – Background Information, 9/80 [7]  
Press Releases – Background Information – Not Used, 9/80  
Press Releases – Background Information, 10/80 [1-5]

**Container 61**

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## **Staff Biographies**

**Jody Powell** was born in Cordele, Georgia. Powell grew up on a farm in Vienna 35 miles east of Carter's home town of Plains, Georgia.

He attended the United States Air Force Academy beginning in 1961, but was expelled three years later for cheating on a history exam. He then enrolled at Georgia State University, finishing his bachelor's degree in 1966, and enrolling in a Ph.D. program in political science at Emory University.

While at Emory in 1968, he sent a paper he had written on southern populism to Jimmy Carter, and began working for the future president, who at the time, was running for governor of Georgia. Powell's first job for Carter was as a volunteer gofer and driver, with Powell taking Carter to various campaign stops throughout Georgia. Powell then became Carter's close friend and functionally served as his press secretary. He eventually quit Emory mid-way in his studies, to work full-time for Carter.

Powell served as White House press secretary for Carter until 1981.

In 1985, he published a memoir, *The Other Side of the Story*, in which he discussed his leak to the Associated Press of the "rabbit incident", Carter's 1979 encounter with an enraged swamp rabbit that "was intent on climbing into the Presidential boat".

Powell and Sheila Tate, the former White House press secretary to Nancy Reagan, co-founded *Powell Tate*, a public relations firm based in Washington, D.C., in 1991. Powell served as CEO of the firm, until his sudden death on September 14, 2009 from a heart attack at his home on the Eastern Shore in Maryland.

**Rex Granum** started out his career in 1972 as a reporter with the Atlanta Constitution. In January 1976 he joined the presidential campaign of Jimmy Carter, serving as the campaign press director. Later Granum was White House deputy press secretary for the four years of the Carter Administration, serving as the backup spokesman for the daily White House briefings. He had daily repeated interaction with the White House press corps and extensive involvement in preparation for presidential news conferences and all presidential trips.

Granum was the Atlanta-based bureau chief, Southern bureaus, for ABC News from 1986 to 1995, with responsibility for the Atlanta, Miami and Dallas bureaus and the coverage of 14 states

plus Central and South America. Before that, he was the deputy director and later director of news coverage for ABC News in New York from 1982 to 1986, and national editor on the Washington assignment desk in 1981 and 1982.

**Kate King** served as a staff assistant in the Press Office. She assisted in preparing press releases and announcements.

**Connie Gerrard** worked in the White House Press Office as an assistant to senior staff members. She assisted with the preparation of news conferences and press releases transcripts and publication. Gerrard worked in the White House Press Office for over 25 years, through many different administrations.

**Marc T. Henderson** was an associate press secretary under President Jimmy Carter who reported to Rex Granum. He was the White House Press Office liaison with the black press. After leaving the White House he was the communications coordinator for the Department of Administration in Tallahassee, Florida. He was responsible for handling media relations with the capital press corps and was the coordinator of internal communications within various DOA divisions.

**Bradley Woodward** joined Patricia Barrio's Press Staff as Special Assistant, Office of Media Liaison in June 1980. He replaced Richard Nelson and held the position until the office was terminated January 20, 1980. Bradley's duties consisted of running the radio actuality system.

**Jim Purks** served as the Assistant Press Secretary in the White House Press Office – Media Liaison for the Carter administration. He prepared background reports for editorial writers and columnists (the press) to explain policy and the White House's point of view. They explained why and how a program or policy was developed and what the program or policy meant in everyday English.

Prior to his service for the Carter administration, Purks was a reporter for the Tampa Tribune and the Associated Press. He covered the civil rights movement during the 1960s and interviewed Rev. Dr. Martin Luther King Jr.

**Richard L. Nelson** was a special assistant in the office of Media Liaison. He operated a facility that enabled out-of-town radio broadcasters to obtain audio news actualities from White House news events and Presidential appearances.

**Annette Samuels** was the first African American woman to serve as a spokesperson for the president of the United States, under the title of Assistant Press Secretary which she held from 1979 - 1981. She went from raising her younger siblings in the Bronx to having the distinction of being the first African-American and first woman to serve as a spokesperson for a U.S. president (Jimmy Carter).

Samuels, a former reporter and editor who received a master's degree from Harvard, also worked in the New York governor's office and was the press secretary for the mayor of Washington, D.C. She served as executive director of the District of Columbia's Commission on the Status of

Women, and as a member of the delegation of the National Association of Commissions for Women. She attended the United Nations' World Conference on the Status of Women in Beijing, China. Samuels, was a journalism professor at Eastern Illinois University and taught classes for the Women's Studies minor and served on the EIU Women's Advocacy Council. She was involved in many other university and off-campus organizations.

**Karen Ahn** worked as a special assistant in the Media Liaison Office of the White House.

**Bunny Leonard** joined the staff of Deputy Press Secretary Patricia Barrio on May 23, 1979. She was employed as a secretary in Media Liaison.

**Ray Jenkins** was born in Sylvester, Georgia in 1930. He received his A.B. in journalism at the University of Georgia in 1951. Worked as a reporter, assistant city editor, Columbus, GA at the Ledger. He was a member of a reporting team which received Pulitzer Prize for coverage of Phenix City, Alabama in 1955. From 1959-1976 he was the city editor, managing editor, editorial page editor, at Alabama Journal, Montgomery, Alabama. He was the editorial page editor, editor, vice-president, at the Montgomery Advertiser from 1976-1979. From 1979-1981 he was Special Assistant to the President, White House Press Office. In 1981, he was working as the editorial page editor, Baltimore Evening Sun.

**Janet McMahon** graduated from the College of William and Mary, Williamsburg, Virginia, in 1971. She worked for four years as a reporter, photographer, and editor for Williamsburg's Virginia Gazette. Before joining the White House News Summary staff in January, 1977, she was in a graduate program in English at the University of Massachusetts at Amherst. She was named Editor of the News Summary Office in October, 1979. She was responsible for the staff's primary responsibility to produce a digest of news and opinion six days a week for the President and other administration officials and staff.

**Walt Wurfel** had a number of duties in the White House Press Office, but primary among these were his media liaison responsibilities. In this capacity he provided access to the White House and to the president to non-Washington-based editors and news directors. He also originated the "Audio Actuality Service" which provided press releases, speech excerpts, etc. via a recorded message accessible by telephone. This service also was intended to give access and extended information to the smaller radio (especially) and television broadcasters.

**Wurfel** also served as the Press Office liaison to the agency Public Information Officers (PIO's). He also appears (from existing evidence in his files) to have held the job of public relations officer to the media (primarily the non-Washington-based). Much of the material was originally directed to Jody Powell and was then directed to Wurfel for action.

**Claudia Townsend** began her career at The Atlanta Constitution, where she covered local, state and national politics. She later worked in President Jimmy Carter's White House as an Associate Press Secretary in the Media Liaison Office.