
Collection Summary

Creating Organization: White House Press Office

Title: Records of the White House Press Office


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


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:

<table>
<thead>
<tr>
<th>White House Press Office</th>
</tr>
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<tbody>
<tr>
<td>Media Liaison Office</td>
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<tr>
<td>Press Advance Office</td>
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<tr>
<td>News Summary Office</td>
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<tr>
<td>Lower Press Office</td>
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</tbody>
</table>

*(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:

<table>
<thead>
<tr>
<th>Series Title</th>
<th>Series ID (ARC)</th>
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<tbody>
<tr>
<td>Jody Powell’s Transition Files</td>
<td>166836</td>
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<td>Jody Powell’s 1980 Campaign Files</td>
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<td>Jody Powell’s News Clippings Files</td>
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<td>Rex Granum’s Invitation Files</td>
<td>170740</td>
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<tr>
<td>Rex Granum’s Memoranda Files</td>
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</tr>
<tr>
<td>Rex Granum’s Presidential Schedules Files</td>
<td>170866</td>
</tr>
<tr>
<td>Rex Granum’s Presidential Transcripts Files</td>
<td>170953</td>
</tr>
<tr>
<td>Rex Granum’s Press Briefings Files</td>
<td>170961</td>
</tr>
<tr>
<td>Rex Granum’s Press Conferences Files</td>
<td>170999</td>
</tr>
<tr>
<td>Rex Granum’s Press Releases Files</td>
<td>171036</td>
</tr>
<tr>
<td>Rex Granum’s Subject Files</td>
<td>171218</td>
</tr>
<tr>
<td>Rex Granum’s Telephone Log Files</td>
<td>169467</td>
</tr>
<tr>
<td>Rex Granum’s Trip Files</td>
<td>169497</td>
</tr>
<tr>
<td>Rex Granum’s News Wires Files</td>
<td>169596</td>
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<tr>
<td>Ray Jenkin’s Subject Files</td>
<td>171412</td>
</tr>
<tr>
<td>Ray Jenkin’s Chron Files</td>
<td>171475</td>
</tr>
<tr>
<td>Walter Wurfel’s Subject Files</td>
<td>6687466</td>
</tr>
</tbody>
</table>

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, 11/3/76-10/77[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 Schneider 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/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
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, 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

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

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
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]

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**
Government Reorganization, 1977
Government Reorganization, 1977-78

**Container 19**
NEA (National Education Association) Newsletter, 1980

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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

White House Press Office
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

White House Press Office
White House Press Office
Container 30
(Chron) 10/1/80-10/24/80
(Alpha - A-Z) 10/80[1-2]
(Chron) 11/5/80-11/30/80
(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 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

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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

White House Press Office
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**
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
Bourne, Peter, 2/3/77-6/22/77
Carter, Hugh, Jr., 2/1/77-8/1/77
Costanza, Midge, 3/18/77-7/15/77
Costle, Douglas, 2/27/79
Defense, Dept. of, 2/3/77-7/15/77
Donovan, Hedley, 9/4/79
Drummond, Bill, 2/22/77-9/15/77
Duka, Walt, 2/16/77-10/27/77
Eizenstat, Stu, 1/25/77-5/24/77 [1-4]

**Container 42**
Eizenstat, Stu, 6/10/77-4/10/78 [1-2]
Eizenstat, Stu, Undated
Fallows, Jim, 1/21/77-6/10/78 [1-3]
First Lady's Staff, 2/7/77-8/4/80 [1-4]
Granum, Rex, 2/2/77-2/29/80 [1-5]

**Container 43**
Granum, Rex, 3/3/80-3/31/80
Granum, Rex, 4/11/80-10/8/80
Granum, Rex, Undated
Harden, Richard, 1/31/77-4/7/77
Henderson, Marc, 1/11/78-7/17/78
HEW (Health, Education and Welfare) Department of, 2/4/77-7/5/77
Hutcheson, Rick, 1/24/77-2/16/77
Hutcheson, Rick, 10/5/78
Interior, Department of, 4/14/77
Jagoda, Barry, 1/24/77-12/12/77
Jagoda, Barry, 2/28/78-12/27/78
Jenkins, Ray, 8/10/79-12/26/79
Jenkins, Ray, 1/2/80-12/31/80
Jordan, Hamilton, 1/31/77-4/13/77
Jordan, Hamilton, 10/6/78-10/13/78
Justice, Department of, 1/26/77-2/3/77
Kraft, Tim, 1/24/77-9/2/77
Labor, Department of, 1/31/77
Lipshutz, Robert, 1/31/77-9/7/77
Lipshutz, Robert, 9/13/78

Container 44
Lower Press Office, 1/18/79-11/12/79
Media Liaison, 1/11/78-12/20/79 [1-7]

Container 45
Media Liaison, 1/7/80-11/18/80[1-4]
Media Liaison, Undated
Media Liaison - Briefing Memos to Press Office Staff, 7/19/79-9/17/80[1-5]
Mitchell, Margaret "Bunny," 2/4/77-3/25/77
Miscellaneous Press Office Staff, 1/24/77-1/5/81[1-4]
Miscellaneous Press Office Staff, Undated

Container 46
Moore, Frank, 1/28/77-6/22/77
Moore, Frank, 9/18/78-10/13/78
National Security Council, 1/21/77-9/29/80 [1-5]
OMB (Office of Management & Budget), 2/3/77-7/15/77
Press, Frank, 4/27/77-6/13/77
Rafshoon, Jerry, 5/18/78-8/3/79 [1-3]

Container 47
Schlesinger, James, 2/2/77-3/28/77
Schlesinger, James, 5/17/77-7/1/77
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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

White House Press Office
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
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**
- 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

White House Press Office
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, 1/7/78-12/12/80 [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**
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, 1/26/77-6/79[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

**Container 22**
White House Staff - A-Z, 1979[1-2]
Wise, Phil & Voorde, Fran - Scheduling, 1/10/79-12/9/79
Wurfel, Walt, 1/25/77-11/19/79 [1-4]

[Return to series list]
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

White House Press Office
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

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**
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

Container 42

Container 43

Container 44

Container 45
Transcripts of Administration Officials, 1977-1979
Transcripts of Administration Officials, 3/80-11/80

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**
7/16/77-9/7/77 [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**

**Container 61**

**Container 62**
5/16/79-6/18/79 [1-5]

**Container 63**
6/19/79-31/79 [1-6]

**Container 64**

White House Press Office
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

Container 69
5/26/80-7/7/80 [1-6]

Container 70

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

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:

White House Press Office
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, 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
Communion - 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
Curran Report - Carter Warehouse Inquiry, 10/16/79
Debate - Des Moines Register Invitation for 1/17/80 -- Refused
Debates - Invitations Accepted
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
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 - 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, 1/79-12/27/78

Container 87
Media Liaison Mail-Out Items, 1/79-1/81[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 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 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
Riyadh, 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

White House Press Office
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

White House Press Office
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**
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]

**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]

White House Press Office
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

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

White House Press Office
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

Container 136

Container 137

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

Container 143
11/5/79-11/20/79 [1-14]

Container 144

White House Press Office
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

Container 151
3/23/80-4/15/80[1-17]

Container 152

Container 153

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
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
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

White House Press Office
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]

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
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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Return to Collection Summary

Media Liaison Office

Series Summary


Title: White House Press Office. Media Liaison Office.

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:

<table>
<thead>
<tr>
<th>Series Title</th>
<th>Series ID</th>
<th>(ARC)</th>
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<tbody>
<tr>
<td>Annette Samuels’s Subject Files</td>
<td>609640</td>
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<tr>
<td>Karen Ahn’s Subject Files</td>
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<tr>
<td>Bunny Leonard’s Subject Files</td>
<td>581453</td>
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<tr>
<td>Eleanor Weaver’s Subject Files</td>
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<tr>
<td>Richard Nelson’s Subject Files</td>
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<td>Media Liaison’s Office Files</td>
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<td>Patricia Bario’s Subject Files</td>
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<tr>
<td>Marc Henderson’s Subject Files</td>
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<tr>
<td>Federal Publication Files</td>
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</tr>
</tbody>
</table>

White House Press Office
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

White House Press Office
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 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.
Hit Lists, 1979-1980
Holocaust Commission, 9/79-10/79
Hospital Cost Containment, 3/79-10/79
Housing, 10/80
Iran, 10/79-4/80
Judgeships, 1977-1980
Judgeships, n.d.
Labor - Blacks, 6/79-10/79
Letters, 1979-1980
Linker, Kahlman, 1977-1980
National Association of Black Journalists, 6/79-9/79
National Health Plan, 6/79
National Urban League, 5/79-7/79
Native Americans, 9/79-10/79
Personnel Practices, 7/79-8/79
Pope’s Visit, 10/79
Presidential Campaign - Anderson, 1980
Presidential Campaign - Carter, 7/79-11/79

Container 5
Presidential Campaign - Carter, 12/79-3/80

White House Press Office
Presidential Campaign - Carter, 4/80-8/80
Presidential Campaign - Carter, 9/80-11/80
Presidential Campaign - Carter, n.d.
Presidential Campaign - Kennedy, 1979-1980
Presidential Trip to New York City, 9/79
Press Interviews with the President, 1979-1980
Recording Industry Training Program, 1978-1979
SALT II, 6/79-9/79
Selective Service, 1980
Soviet Union Imports/Exports, 1979
Special Requests, 1979
Telephone Messages, 3/12/80-6/30/80
Telephone Messages, 7/1/80-9/29/80

**Container 6**
Telephone Messages, 10/1/80-1/7/81
Trucking Deregulation, 1979-1980
Urban Development, 1979-1980
Vacation - Delta Queen, 8/9/79-8/21/79
Vacation - Delta Queen, 8/22/79-8/27/79
Vietnam Veterans Pardons, 1979-1980
Voter Registration - Blacks, 7/79
Weddington, Sarah, 1979-1980

**Container 7**
Women’s Issues, 4/79-10/80 [1-3]
Women’s Issues, n.d.

[Return to Series List]

**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
Carter Administration’s Record
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

**Container 11**
White House Press Releases, 9/24/80-10/25/80 [1-9]

[Return to Series List]

**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, 10/12/80–117/81[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

Return to Series List

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
Articles, 6/79-1/81

**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

White House Press Office
Government Departments - Energy, 1/77-1/81 [1-5]

**Container 22**
Government Departments - HEW, 1/77-6/78
Government Departments - HEW, 7/78-9/79
Government Departments - HUD, 1/77-2/78
Government Departments - HUD, 3/78-9/80
Government Departments - Independent Agencies/Commissions
Government Departments - Interior
Government Departments - Justice, 1/77-12/77
Government Departments - Justice, 1/78-9/80

**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
Powell, Jody

White House Press Office
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]
Agriculture - General, 7/28/80
Advertising Council [1]
Advertising Council [2]
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]
Automobile Industry Relief, 7/8/80
Budget, 7/21/80
Campaign 1980, 7/80 [1-4]

**Container 33**
Carter, Billy, 7/80 [1-4]
Civil Service Reform, 6/18/80
Coal Export Task Force Conference, 12/15/80
Correspondence – General, 12/9/80–6/8/80
Cost Living Adjustments, 6/27/80
Credit Controls, 7/31/80 [Press Release]
Cuban/Haitian Refugees, 6/11/80 [1-3]

**Container 34**
Cuban/Haitian Refugees, 6/11/80 [4]
Cuban/Haitian Refugees News Clips
Defense Program
Drought – 1980, 7/25/80 - Press Releases and Memos
Economic Renewal Plan – Clippings, 9/5/80
Economic Renewal Plan – Clippings, 9/11/80
Economic Renewal Plan – Clippings, 9/15/80 and 9/25/80 (Final)
Economic Renewal Program
Economic Renewal Program, 8/28/80 [1-2]

**Container 35**
Economic Renewal Program, 8/28/80 [3]
Employment, 7/1/80
Energy Conservation, 6/30/80
Energy Conservation – Community Program
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]
Container 36
Energy Conservation Task Force – Agriculture Subgroup [1-2]
Energy Conservation Task Force – Awards Ceremony, 1/11/80
Energy Conservation Task Force – Awards Subgroup
Energy Conservation Task Force – Council Subgroup
Energy Conservation Task Force – Internal Federal Efforts Subgroup
Energy Conservation Task Force – Publicity Subgroup [1-2]

Container 37
Energy Conservation Task Force – Publicity Subgroup [3]
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]
Energy – General, 7/31/80
Environment – General, 7/12/80
Equal Rights Amendment, 6/18/80
Export Policy
F.Y.I. - Speeches of Note, 8/80–11/80
Gun Control, 7/14/80
Health, 6/30/80
Health and Human Services - Department Contracts
Human Rights
India – Nuclear Fuel, 6/19/80
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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.
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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.

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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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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
Traffic Safety Report, 6/29/77
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The College of Micronesia, 7/21/77
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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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**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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**Background Reports Mass Mailings Files**
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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David N. Levinson Appointed to President’s Council for Energy Efficiency, 7/22/80
Sixty Day Cyprus Report to Congress, 7/23/80
Energy Conservation Efforts, 7/22/80
Dave Parker Visits Youth Employment Programs, 7/24/80
National Rural Water Association Signs $800,000 Contract with U.S. Government, 7/25/80
Norbert Brockman Appointed to National Historical Publications and Records Commission, 7/28/80
Appointments to Intergovernmental Advisory Council on Education, 7/30/80
President Carter’s Remarks at Helsinki Accords Ceremony, 7/30/80
Leslie G. Foschio Nominated to be U.S. Attorney for the Western District of New York, 7/31/80
Barbara S. Thomas Nominated to Securities and Exchange Commission, 7/31/80
Howard F. Sachs Nominated U.S. Circuit Judge for the Eighth Circuit Court of Appeals, 8/1/80
Mailing List, 8/4/80

Container 22
E.G. Koury Nominated to Overseas Investment Corporation, 8/4/80
Appointments to Intergovernmental Advisory Council on Education, 8/4/80
Domestic Violence Legislation, 8/5/80
Signing Ceremony/Commission on Wartime Relocation and Interment Civilians Act, 8/7/80
Appointments to Intergovernmental Advisory Council on Education, 8/11/80
Newspaper Carrier Day, 8/21/80
Remarks to American Legion in Boston, Massachusetts, 8/25/80
Eugene H. Nickerson Nominated to be U.S. Circuit Judge, 8/29/80
Nominations to U.S. District Judge, 8/29/80
Appointments to President’s Export Council, 9/3/80
Rilla MoranWoods Appointed to Interagency Committee on Women’s Business Enterprise, 9/3/80
Ann Truax Nominated to Council on Women’s Educational Programs, 9/3/80
Gerald R. Dillon Nominated to be Public Printer at Government Printing Office, 9/9/80
Nicholas J. Bau Nominated U.S. Circuit Judge, 9/11/80
Mack A. Backhaus Nominated U.S. Marshal, 9/11/80
Talk Radio/all News Radio Letter and Contact Sheet, 9/15/80
Carolyn Williams Appointed Member of Commission for Study of Ethical Problem in Medicine, 9/16/80
President Meets with Most Reverend Archbishop Jean Jadot and Ambassador Robert Wagner, 9/16/80
General Conference of the United Nations Education, Scientific and Cultural Organization, 9/16/80
National Mail Street Center, 9/16/80
Nominations to be U.S. Attorney, 9/16/80
United States- China Relations, 9/17/80
National Prayer Day, 9/19/80
President Carter’s Remarks to the Polish National Alliance in Chicago, 9/22/80

White House Press Office
Nominations to U.S. District Judge, 9/22/80
Roy Orr Appointed Member of Commission on Intergovernmental Relations, 9/22/80
Tom J. Fatjo Appointed Member of Council on Physical Fitness and Sports, 9/22/80
President’s Remarks to National Italian-American Foundation Dinner, 9/23/80
Presentation of the Medal of Honor to Anthony Casamento, 9/23/80
Proclamations, 9/26/80
President Carter meets with Stanislaw Walesa, 9/30/80
Marjorie F. Davis Appointed Member of Committee for the Preservation of the White House, 10/3/80
Charles Luna Nominated Member National Railroad Passenger Corporation, 10/3/80
David Horner Appointed Member Interagency Committee on Emergency Medical Services, 10/3/80
Richard Backley Designated Chairman of Federal Mine Safety and Health Review Commission, 10/7/80
Appointments to Peace Corps Advisory Council, 10/9/80
Appointments to National Highway Safety Advisory Committee, 10/9/80
President Carter Speaks on the Record, 10/14/80
Milton Fisher Named to Advisory Committee for Trade Negotiations, 10/16/80
Rail Act and Household Goods Transportation Act, 10/16/80
College News Director: Agency Contacts on Issues, 10/17/80
Guidelines on Discrimination Because on National Origin, 10/20/80
President Carter’s Remarks to Greek Community Leaders, 10/24/80
Appointments to Supplemental Health Insurance Panel, 10/30/80
Nominations to Federal Council on Aging, 10/30/80
Appointments to National Council on Adult Education, 10/30/80
President’s Export Council, 10/30/80
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
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FYI - Speeches of Note - Number 2, 6/13/80
FYI - Speeches of Note - Number 3, 6/20/80
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FYI - Speeches of Note - Number 21, 11/13/80
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Inflation Reports - Number 14, 7/21/80
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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:**

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Blacks –Marc T. Henderson

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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
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Egypt/Israel Trip, 3/7/79-3/13/79
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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
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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
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In-House Memos, 12/1/77-12/22/80
Interview, 1977-1978

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Interviews, 1979
Interviews 1980 [1-2]

**Box 8**
Interview 1980 [3]
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
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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
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Powell Office Briefings
Presidential Schedules--Grids, 10/19/77-9/12/80
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**Box 12**
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**Box 13**
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Trivia Book/Press Contacts
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Press Advance Office

Series Summary


Title: White House Press Office. Press Advance Office


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
### 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)
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 - 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

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
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
10/18/79 - 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"
3/26/80 - 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
9/11/80 - "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
9/18/80 - Visit with Colegrave Family, Annapolis, MD
9/26/80 - Hispanic Caucus Dinner - Washington Hilton
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

White House Press Office
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**
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- New York City, New York; United Nations, 3/17/77
- Calhoun, Georgia, 4/8-10/77

**Container 6**
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- Los Angeles, California, 5/17/77
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- Notre Dame, Indiana, 5/22/77
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- Cape Canaveral, Florida, 5/27/77
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- 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

White House Press Office
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New York City, 10/4-5/77

**Container 8**
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**Container 9**
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Teheran, Iran, 12/31/77 - 1/1/78
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**Container 10**
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**Container 11**
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**Container 12**

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Sapelo Island, Georgia - Contacts, 7/11/80 - 7/17/80
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 Arrangements, 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 - 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

White House Press Office
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
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

White House Press Office
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
Springfield, Illinois - Credentialing, [Empty], 9/22/80 - 9/23/80

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

White House Press Office
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 – 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

White House Press Office
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 - 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

White House Press Office
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
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

White House Press Office
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
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
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 - Detallee 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 - Detaillees, A-H
SBA's – Volunteers - Detaillees, K-L
SBA's – Volunteers - Detaillees, L-M
SBA's – Volunteers - Detaillees, N-S
SBA's – Volunteers - Detaillees, 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
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)
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
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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
WTGG -- Channel 5 Request for President, 4/77
Warsaw Ghetto Film -- Bernie Gotfryd, 3/78
Washington Lines Direct Proposal

White House Press Office
White House Press Office

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


Title: White House Press Office. News Summary Office


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
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:

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<th>Series Title</th>
<th>Series ID (ARC)</th>
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</tbody>
</table>

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]
**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]

White House Press Office
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]
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 Inquirer [1-5]
Pittsburgh Post Gazette [1-2]

**Container 41**
Portland Huron Times
Portland Oregonian [1-3]

**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]
Container 44
Rocky Mountain News [2-4]
Sacramento Bee [1-4]

Container 45
Sacrament 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

White House Press Office
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, Benjamen
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

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

Container 72
Means, Marianne
Melnikoff, 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.

White House Press Office
Symbol W – Miscellaneous [1-2]
Symbol T – Miscellaneous [1-2]
Symbol Thimmesch, Nick
Symbol Tully, Andrew
Symbol Ter Horst, J.F.
Symbol Taylor, Henry
Symbol T – Miscellaneous [1-2]
Symbol Symonds, William
Symbol Tharpe, Gene
Symbol Trewhitt, Henry
Symbol Van der Linden, Frank
Symbol Van Horne, Harriett
Symbol Von Hoffman, Nicholas
Symbol Container 79
Symbol W – Miscellaneous [1-2]
Symbol Warren, Denis
Symbol Waters, Earl G.
Symbol Container 80
Symbol Wicker, Tom [1-2]
Symbol Wieck, Paul
Symbol Wiedrich, Bob
Symbol Wieghart, James [1-2]
Symbol Wilkins, Roy
Symbol Will, George [1-2]
Symbol Container 81
Symbol Will, George [3]
Symbol Wills, Gary
Symbol Wilson, David B.
Symbol Wilson, George
Symbol Wooten, Jim
Symbol Worsnop, Richard
Symbol Wright, Jim
Symbol XYZ – Miscellaneous
Symbol Yette, Samuel
Symbol Yoder, Edwin M.
Symbol Yost, Charles W.
Symbol 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

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]
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 – 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

**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]
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/Carolinias
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
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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

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**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
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**  

**Container 4**  
February 29, 1980- April 4, 1980

**Container 5**  
April 18, 1980-May 23, 1980

**Container 6**  

**Container 7**  
July 11, 1980-August 15, 1980

White House Press Office
Container 8
August 22, 1980-September 19, 1980

Container 9
September 26, 1980-December 12, 1980

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**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

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

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

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

White House Press Office
Lower Press Office

Series Summary


Title: White House Press Office. Lower Press Office


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:

<table>
<thead>
<tr>
<th>Series Title</th>
<th>Series ID (ARC)</th>
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</thead>
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<td>Dale Leibach Files</td>
<td>173326</td>
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<tr>
<td>Kathy Mellody’s Pool Reports Files</td>
<td>596423</td>
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<tr>
<td>Connie Gerrard’s News Conferences Files</td>
<td>596417</td>
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<td>Connie Gerrard’s Press Releases Files</td>
<td>596241</td>
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<tr>
<td></td>
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</tr>
</tbody>
</table>
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]
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

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]

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**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**

White House Press Office
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

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
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

White House Press Office
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)

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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]
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]

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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]
Answers to Briefing Questions, 1978-1980
Bills Signed and Vetoed, 1977
Bills Signed and Vetoed, 1978 [1]

Container 4
Bills Signed and Vetoed, 1979-1980
Bills Signed and Vetoed, 1980 [1-3]
Budget Matters, 1977-1980

White House Press Office
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 1978, A-Z
Press Briefings – Index 1979, A-Z

**Container 11**
Press Briefings – Index 1980, A-Z
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 – 20th 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
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White House Press Office
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

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Press Releases – Background Information, 3/78 [1-4]
Press Releases – Background Information – Not Used, 3/78
Press Releases – Background Information, 4/78 [1-2]

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White House Press Office
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]

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Press Releases – Background Information – Not Used, 1/79
Press Releases – Background Information, 2/79 [1-5]

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Press Releases – Background Information, 3/79 [1-5]
Press Releases – Background Information – Not Used, 3/79 [1]

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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
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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
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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

White House Press Office
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 Bario’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.
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 Bario 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 AssociatePress Secretary in the Media Liaison Office.