

# HISTORICAL MATERIALS IN THE JIMMY CARTER LIBRARY

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*While President, I sought to make my administration the most open in history. Secrecy is necessary at times, but this should not be assumed to protect officials from public scrutiny. I maintain my conviction that in our government of the people, for the people, and by the people, the people have the right and the need to know what their government is about.*

*It is now my goal to open to historians, as soon as possible, the massive collection of the records of my administration.*

(From the Foreword, p. v, of the **Public Papers of the Presidents**, Jimmy Carter, 1980-81, Vol. III)

# CONTENTS

FOREWARD .....	4
USE OF MATERIAL.....	5
COPYRIGHT.....	6
CITING CARTER LIBRARY MATERIAL.....	6
DONATED CARTER LIBRARY MATERIAL.....	8
JIMMY CARTER PRE-PRESIDENTIAL.....	8
JIMMY CARTER POST-PRESIDENTIAL.....	8
JIMMY CARTER PRESIDENTIAL.....	8
PRESIDENT'S FILE.....	8
WHITE HOUSE CENTRAL FILE.....	9
STAFF OFFICE FILES.....	12
FROM THOSE OTHER THAN JIMMY CARTER.....	15
FEDERAL RECORDS.....	20
ORAL HISTORIES.....	22
AUDIOVISUAL MATERIAL.....	34
PRINTED MATERIAL.....	35
MUSEUM HOLDINGS.....	36

# **FOREWORD**

The Jimmy Carter Library is one of ten Presidential Libraries administered by the National Archives and Records Administration. Like the other Libraries, it was built with private funds and then donated to the United States, to be operated thereafter by the government. Unlike the other Libraries, it does not stand alone as a separate building, but is part of the Carter Presidential Center, which includes the Office of Jimmy Carter, the Carter Center of Emory University, and several other private organizations.

The building was dedicated and the museum portion of the Library opened to the public on October 1, 1986. In late January 1987, the Research Room was opened. Thus only six years after President Carter left office, the first of his materials as President were opened to researchers. This is a record of access without equal in any other country in the world.

The Research Room is open to all researchers who have a need to use our unique resources on an equal basis (those under sixteen years of age must be accompanied by an adult). Since its opening it has served a variety of students, scholars, teachers, journalists, lawyers, government officials and other citizens whose research interests brought them here.

The Library's purpose is to collect, preserve, and make available to the public the historical materials that tell the story of the presidency of Jimmy Carter. The White House materials of the President and Mrs. Carter and their staff, donated to the National Archives in 1981, form the core of the Library's resources. This publication focuses primarily on these White House materials. However, other collections that further illumine that period of history have been added to the holdings, and periodically new materials are acquired. From time to time this publication will be updated to include those additions.

It is the hope of the staff at the Jimmy Carter Library that this publication will be of assistance to researchers and that we will be able to provide the best possible assistance within budgetary and other constraints. We solicit and welcome any and all suggestions that will help us improve our services to the public.

Director

# **USE OF MATERIAL**

The Jimmy Carter Library actively solicits material of Jimmy and Rosalynn Carter, material of major figures in the Carter administration or among the Carters' political or close personal friends, material of similar figures of secondary importance when they document significant aspects of the Carter administration, and material of President Carter's family.

The Carter Library Research Room is open from 8:30 AM to 4:30 PM, Monday through Friday, except federal holidays. The Carter Library is available for the research use of any adult requiring the unique material contained in the Library. Children under sixteen years of age must be accompanied by an adult.

The initial research visit begins with an interview by a Carter Library staff member. The researcher is required to fill out an application and present photographic identification. Access may be denied if the Library's unique material is not required or if the researcher does not agree to abide by the rules and regulations for use established by the National Archives and Records Administration. The orientation interview also includes a discussion of the material available on the researcher's topic.

Research assistance can often be provided by telephone or mail. Staff members will provide information about Library holdings, copies of specific documents, and answers to specific questions. Staff members may not conduct research, select items for duplication, or review manuscripts. Researchers are often referred to local universities or public libraries if the information sought is not exclusively available at the Carter Library.

Not all material at the Library is available for research. Staff members must arrange, describe, preserve, and review for restrictions before material may be opened for research. Restrictions include national security regulations, federal agency restrictions, and access provisions in deeds of gift for donated material.

Open collections are clearly identified on the pages that follow, but open collections normally do include items that have been withdrawn for one of the reasons mentioned above. Researchers will find lists of all restricted items within the folders of open material.

All open material has been described for researchers in finding aids created in accordance with standard archival practice. Many of the finding aids can be loaned directly to researchers by mail. The staff may also be able to provide information concerning material available on specific topics.

The Carter Library is located approximately fifteen miles from Atlanta's Hartsfield International Airport and about three miles from downtown Atlanta. Public transportation is available in Atlanta. Lodging is abundant, but generally not near the Library. Each researcher is asked to give the Library a few days notice of the first research visit, and inquiries concerning the latest lodging and transportation information can be answered at that time.

## **COPYRIGHT**

The United States copyright law (P.L. 94-553, effective January 1, 1978) extends statutory rights of authorship to unpublished works, which were previously protected by literary property rights under common law. Such works do not have to be registered with the Copyright Office to receive protection under the law.

In general, the law provides copyright protection for a term of the life of the author plus 50 years. Unpublished and uncopyrighted works created before January 1, 1978, are covered as of that date by this same provision and are protected at the minimum until December 31, 2002. Works already in the public domain and work prepared by U. S. Government employees as part of official duties are not protected by copyright.

Researchers are advised that copyright gives to the author the sole right of publication and descends to heirs for the term of the copyright, regardless of the ownership of the physical embodiment of the work. Persons wishing to publish any unpublished writings included in the papers of the Library should obtain permission from the holder of the copyright. Permission to reproduce copyrighted materials in the library's still photograph, motion picture, cartoon, and oral history collections must also be obtained from the copyright holder.

If names of the copyright holders are known to the library, they will be furnished upon request. Some individuals who have given their papers to the library have dedicated their literary property rights or have transmitted their copyrights to the U. S. Government.

The copyright law provides for "fair use" of copyrighted materials without the permission of the copyright holder. Fair use encompasses scholarship and research, although the extent of such use is bounded by limitations on quotation and reproduction.

## **CITING CARTER LIBRARY MATERIAL**

It is extremely important that researchers employ an adequate form of footnote citation. A clear, consistent form of citation will assist the Carter Library staff in finding the document for a researcher who wishes to re-examine it or for other researchers who wish to see it. Regardless of footnote style, each citation should contain these elements:

Type of document; names of sender and recipient or title of document; date; folder title; \*box number; collection title; Jimmy Carter Library.

**\*Note:** Do not identify a document solely by box number. These numbers are subject to change.

### **Examples:**

- **White House Central File, Subject File:** Memo, Bob Lipshutz and Stu Eizenstat to President Carter, 3/23/79, "CA 7 Ex." folder, Box CA-14, WHCF-Subject File, Jimmy Carter Library.
- **White House Central File, Name File:** Letter, Reid Bondurant to President Carter, 2/15/77, "Bondurant" folder, WHCF-Name File, Jimmy Carter Library.
- **Correspondence Tracking:** Letter, Sharon Slepicka to Eugene Eidenberg, 8/29/80, File No. 077387, Box 211, WHCFCorrespondence Tracking, Jimmy Carter Library.

- **White House Staff Office Files:** Memo, Jody Powell to Frank Moore, 6/22/77, "Memoranda--Moore, Frank, 1/28/77-6/22/77 [CF, O/A 55]" folder, Box 46, Jody Powell's Files, Jimmy Carter Library.
- **Donated Historical Material from those other than Jimmy Carter:** List, Organizations Endorsing SALT II, 11/9/79, "Carter Administration Efforts" folder, Box 3, George D. Moffett Collection, Jimmy Carter Library.
- **Federal Records:** Bob Kuttner's Position Description, "Staff Descriptions" folder, Box 1, Records of the National Commission on Neighborhoods, RG 220, Jimmy Carter Library
- **Oral Histories:** Hedley Donovan Interview, 8/14/80, White House Staff Exit Interviews, p. 10, Jimmy Carter Library. Audiovisual Materials:
- **Audiovisual Materials:** Film, "Bill Sign; Rhodesia Chrome," 3/18/77, 87/00360-7M-0330, U.S. Naval Photographic Center Collection, Jimmy Carter Library.

Audiotape, "Remarks of the President upon Arrival at Orly Airport," 1/4/78, PRESUS Tape No. 522, White House Communications Agency Collection, Jimmy Carter Library.

**For photographs, please use the following credit line:** Courtesy: Jimmy Carter Library.

## **DONATED HISTORICAL MATERIAL**

Jimmy Carter Pre-Presidential/ President's File|White House Central Files|StaffS/ Donated Historical Material From Others

An asterisk (\*) indicates that a collection has been opened for research in whole or in part.

### **JIMMY CARTER PRE-PRESIDENTIAL**

#### **\*Pre Presidential Papers, 1962-1975**

This early material was transferred to the Georgia State Archives along with the 1976 presidential campaign material and later transferred to the Carter Library. This collection consists of papers from his state senate campaign; some material from his state senate term; the 1966 and 1970 gubernatorial campaign papers; material from his term as Chairman of the Sumter County Board of Education; papers from the West Central Georgia Planning and Development Association; material from Carter's term as District Governor of the Lions Club; and some material from his tenure as the 1974 Congressional Campaign Chairman. Jimmy Carter's official records as Governor of Georgia are available for research at the Georgia Department of Archives and History, 5800 Jonesboro Road, Morrow, Georgia 30260. 35 linear feet.

#### **\*1976 Committee to Elect Carter/Mondale Papers, 1973-1976**

This material is fairly substantive in size, although much of the material includes campaign budget and finance records containing a vast amount of ledgers and computer print-outs. Open material consists of the files of the Issues Offices, headed by Stuart Eizenstat; and the Campaign Director's Office, headed by Hamilton Jordan. 1,455 linear feet; 138 linear feet available for research. Balance unprocessed and not available for research.

#### **\*Carter Family Papers, 1940-1976**

This collection contains a wide range of pre-presidential documents which have been personally transferred to the library by Jimmy and Rosalynn Carter over the last twenty years. Material includes Carter's Naval Academy records; personal letters to family members; schoolwork and report cards, gubernatorial campaign material; Governor Carter's personal working files; Rosalynn Carter's gubernatorial correspondence and events files; some state senate files, an early speech file; family photograph albums; Carter Warehouse records; and a substantial amount of 1976 campaign material. 208 linear feet; 26 linear feet available for research. Balance not available pending processing.

### **JIMMY CARTER POST-PRESIDENTIAL (unavailable pending processing):**

Although the Library is in possession of hundreds of feet of material from the post-Presidential period, the material has not been processed and is unavailable for research.

### **JIMMY CARTER PRESIDENTIAL**

#### **PRESIDENT'S FILES**

##### **\*Staff Secretary's File, 125 linear feet**

This file includes one series titled the Presidential Handwriting File, which is actually the President's outbox, complete with the President's handwritten annotations. Not all of the items President Carter saw are included (it is particularly weak on foreign and military policy), but the series is the most accurate reflection of the President's daily paperwork. The series is chronologically arranged.

**\*Susan Clough File, 26 linear feet**

Susan Clough served as personal secretary to Jimmy Carter for many years, including the period he was President. She retained material that she was instructed or believed might be of recurring interest to the President.

**\*Plains File, 17 linear feet**

In December, 1982, President Carter transferred to the Carter Library staff this material which he had taken from the White House back to his home in Plains. Presumably used in writing *Keeping Faith*, most of this material consists of briefing books and correspondence.

**White House Central Files**

The White House Central Files consist of material filed by the approximately twenty-five professional staff members in what is currently known as the White House Office of Records Management. Most offices in the White House utilized the White House Central File for some of their filing. Modified through the years by the Central File staff, the filing system is complex, but easy to use.

**\*White House Central Files Subject File**

The Subject File is the primary filing system of the White House Central Files. The alphanumeric filing scheme allows a document and related attachments to be filed under the subject heading most appropriate for the document, while cross-reference copies of just the first page are placed in other subject categories or the Name File. 560 linear feet.

The primary subject categories and amount of material they contain are listed below. There are normally many numerical sub-categories within these primary subject categories that facilitate the location of a document on a particular topic.

**List of Subject Categories**

<b>SUBJECT</b>	<b>CODE</b>	<b>VOLUME</b>
Agriculture	AG	3' 7"
Arts	AR	5"
Atomic/Nuclear Energy	AT	1' 8"
Business-Economics	BE	10'10"
Civil Aviation	CA	9'11"
Commodities	CM	5' 0"
Countries	CO	28' 4"
Disasters	DI	6' 5"
Education	ED	1' 6"
Federal Aid	FA	7' 7"
Federal Government	FE	2'10"
Federal Government-Organizations	FG	98'11"
Finance	FI	14' 3'
Foreign Affairs	FO	21' 8"
Gifts	GI	3' 3"
Health	HE	8' 4"
Highways-Bridges	HI	8"
Holidays	HO	8' 7"
Housing	HS	1' 0"

Human Rights	HU	7' 6"
Immigration-Naturalization	IM	1'10"
Indian Affairs	IN	1' 3"
Insurance	IS	1' 5"
International Organizations	IT	4'10"
Invitations	IV	14' 4"
Judicial-Legal Matters	JL	6' 3"
Labor-Management	LA	4' 7"
Legislation	LE	1' 7"
Local Governments	LG	13' 4"
Medals-Awards	MA	6' 4"
Meetings-Conferences	MC	6' 7"
Messages	ME	25' 2"
National Security-Defense	ND	22' 4"
Natural Resources	NR	8' 6"
Outer Space	OS	5"
Parks-Monuments	PA	1' 3"
Peace	PC	3"
Personnel Management	PE	5'10"
Political Affairs	PL	4' 2"
Postal Affairs	PO	7"
President (Personal)	PP	34' 6"
Procurement-Disposal	PQ	1' 2"
Public Relations	PR	37' 5"
Publications	PU	2' 0"
Real Property	RA	1' 1"
Recreation-Sports	RE	1' 5"
Religious Matters	RM	9"
Reports-Statistics	RS	4"
Safety-Accident Prevention	SA	8"
Sciences	SC	1' 5"
Social Affairs	SO	2' 6"
Speeches	SP	12' 6"
States-Territories	ST	8' 7"
Trade	TA	13' 1"
Transportation	TN	2' 9"
Trips	TR	14' 6"
Utilities	UT	6'10"
Veterans Affairs	VA	1'11"
Welfare	WE	5' 8"
White House Administration	WH	3' 8"

**\*White House Central File Name File**

The Name File contains primarily cross-references into the Subject File. It is arranged alphabetically by name of individuals and organizations. A single document may appear several places in the Name File, cross-referenced by name of author of the document and by names of people and organizations mentioned in the document. This file is processed only on request. Please contact the Library with your requests for names to be processed prior to coming to do research. 1634 linear feet.

**\*White House Central File Social Office File**

This is the White House Office of Records Management's separate file for Mrs. Carter's office. The primary filing system is the same subject filing system, with some additions, as the White House Central files. This collection also includes oversized attachments. 237 linear feet, 205 linear feet available for research. Balance is unprocessed and not available for research.

**\*Weekly Presidential Mail Sample**

These items were selected by employees of the White House Correspondence Office from letters sent to the White House by the general public. The letters were sent to the President on an irregular basis, usually in groups of fewer than 10 letters at a time. They are now arranged chronologically, with President Carter's responses attached. One linear foot eight inches.

**\*Chronological File**

The Chronological File is the location for a copy of each official action signed by the President. Examples include a memorandum from the president to a person, announcing their appointment to a commission or position; or commending a certain government agency for improved services. Each document cross references a White House Central Filing code. Seven linear feet.

**\*Correspondence Tracking**

The White House Correspondence Tracking System (C-Track) was instituted in the White House in 1979. Made possible by computer technology, the system was intended to track the response to correspondence from the time a letter was received in the White House Correspondence Office until it was answered by White House offices or government agencies. Retrieval of individual pieces of correspondence was facilitated because each of the incoming letters tracked in this manner was given a unique identification number by which the incoming letter, outgoing response, and memorandum concerning the correspondence were filed.

Only incoming mail that was deemed worthy of the expense of tracking was entered into the Correspondence Tracking system. Some of the incoming correspondence is from government agencies, but most is not, and no internal White House memorandum was assigned an original identification number. White House memorandums are often attached to the incoming and outgoing correspondence when those memorandums concern the response to the correspondence.

The items are filed by identification number, but access is facilitated by subject and name indexes. 118 linear feet.

**Oversize Materials**

Characterized by the White House Office of Records Management as "On the Shelf," "Oversize Attachments," and "Confidential File Oversize Attachments," these files included several hundred more feet of material when they were transferred from the White House to the Carter Library. However, many of the items have been removed and integrated with the Staff Office Files of the office that originally sent the material to the Office of Records Management. Approximately 700 linear feet. Some processed on request, but most unavailable pending processing as part of various Staff Office Files.

## **Staff Office Files**

### **\*Advisers for Jewish Affairs**

Ed Sanders served as Adviser for Jewish Affairs from July 1978, until early March 1980, when he was succeeded by Al Moses, who served until the end of the administration. The office addressed the concerns of American Jewish leaders, organizations, and individuals on such issues as United States aid to Israel, the Middle East peace treaties, and Jewish emigration from the Soviet Union and Eastern European nations. 11 linear feet.

### **\*Appointments/Scheduling/Advance**

Only the Presidential Daily Diary Office files are available from the Appointments/Scheduling/Advance Office. The Diary Office was responsible for recording names of participants in Presidential meetings, phone calls, and activities, thus accounting for the President's time on an almost minute-by-minute basis. This detailed Presidential schedule has both a name index and a meeting-type index. The Diary Office also produced time studies of the President's activities and developed hypothetical time use goals. 209 linear feet; 50 feet available for research. Balance unprocessed and unavailable for research.

### **\*Assistant for Communications**

Gerald Rafshoon served on the White House staff from July 1, 1978, to August 14, 1979. With Rafshoon's appointment, responsibilities in three areas--speech-writing, press advance work, and radio and television liaison--were transferred out of the press secretary's domain. Rafshoon was particularly concerned with "long-range" attempts to clarify and reinforce the "themes of the Presidency" and coordination of "communications plans" to promote administration initiatives. 38 linear feet.

### **\*Assistant for Public Liaison**

Midge Costanza served from the beginning of the administration until her resignation in August, 1978, as White House contact for organizations and interest groups. 52 linear feet.

### **\*Assistant for Public Outreach**

Anne Wexler joined the White House staff on May 1, 1978, to involve interest groups and individuals in the making and implementation of policy and to develop and administer efforts to support Presidential priorities. Open material consists of the files of Robert Maddox, Assistant for Religious Liaison. 226 linear feet; 6 linear feet available for research. Balance unprocessed and not available for research.

### **\*Assistant to the President: James Schlesinger**

These files were created when James Schlesinger was adviser to President Carter on energy matters before the creation of the Department of Energy, of which Schlesinger became the first Secretary. 12 linear feet.

### **\*Assistant to the President: Tim Kraft**

Tim Kraft worked in the 1976 Carter campaign and then dealt with political matters in the White House until his 1979 departure to become campaign manager of the 1980 Carter-Mondale campaign. 10 linear inches.

### **\*Assistant to the President and Director of the White House Staff: Alonzo McDonald**

McDonald assumed his White House duties as part of the extensive August, 1979, staff reorganization. In this post he advised on filling various White House positions. 20 linear feet.

### **\*Cabinet Secretary and Assistant for Intergovernmental Affairs**

Jack Watson served first in this capacity, followed by Gene Eidenberg. This office was responsible for White House liaison with Cabinet members and with governors and mayors and other local government officials. The material currently available for research consists of the files of Jack Watson, Stephen Page, Berry Crawford, Ann Todd, Jane Voget, and the Governors and States file. 320 linear feet. 72 linear feet available for research. Balance is unprocessed and not available for research.

### **\*Chief of Staff**

Only the files of Hamilton Jordan, his deputy, Landon Butler, and Stephen Selig have been opened. Jordan served as Assistant to the President until 1979, when he was named Chief of Staff. He left the White House in May 1980, to run the Carter-Mondale Reelection Campaign. Jordan's files, created during Jordan's service in the White House, reflect his role as political adviser to the President, particularly in the selection of high-level executive branch personnel. After being named Chief of Staff, Jordan also coordinated communication between the White House staff, Cabinet members, and Congress. 131 linear feet; 84 linear feet available for research. Balance unprocessed and not available for research.

**\*Congressional Liaison Office**

Frank Moore headed this office throughout the Carter administration. The office dealt with the House and Senate on proposed legislation, congressional oversight of the executive branch, and constituent requests. The files of Frank Moore, Lisa Bourdeaux, Patti DeSouza, Patricia Carroll, Les Francis, James Copeland, Evelyn Small, Ronna Frieberg, Sallie Phillips, Robert Beckel, Lilliam Brooks, Jeff Nuechterlein, Dan Tate, Robert Thomson and Robert Schule are open for research. 162 linear feet; 111 linear ft. available for research. Balance unprocessed and unavailable for research.

**\*Council of Economic Advisers**

Charles Schultze headed the Council of Economic Advisers throughout the Carter administration. These files come from the offices of members of the CEA and from other staff offices. The material currently available for research consists of the files of Charles Schultze. 313 linear feet; 90 linear feet available for research. Balance is unprocessed and not available for research.

**\*Counsel's Office**

Including the files of Counsels Robert J. Lipshutz and Lloyd Cutler and Deputy Counsel Margaret McKenna, the open material documents the activities of the leadership of the White House Office of Counsel to the President. The office provided legal advice to the President and White House staff; served as liaison to the Department of Justice and the legal counsels of government agencies; dealt with ethical matters, conflicts of interest, and security clearances concerning Presidential appointees and the White House staff; advised the President on official and personal legal affairs, legislation, and Supreme Court cases; and coordinated appointments to the federal judiciary. 410 linear feet; 64 linear feet available for research. Balance unprocessed and unavailable for research.

**\*Counselor to the President on Aging**

Nelson Cruikshank served as Counselor to the President on Aging from January 1977, until April 1980, when he was replaced by Harold Sheppard. Richard Conn, a detailee from the department of Labor, served as assistant to both. The Counselor on aging served as the principal White House adviser on all issues dealing with the elderly and was the White House liaison with the Federal Commission on Aging. 17 linear feet.

**\*Domestic Policy Staff**

The open material consists of the files of Stuart Eizenstat, Assistant to the President for Domestic Affairs and Policy, and material from other "issues clusters" (as this office was organized): several series from the Special Projects Cluster: files of Jeffrey Farrow, Josh Gotbaum, Kitty Schirmer and Erica Ward, Harry Schwartz; and Al Stern; several series from the Government Reform Cluster: files of Richard Neustadt and Kitty Bernick; several series from the Civil Rights and Justice Cluster: files of Annie M. Gutierrez, Robert Malson, and Frank White; and several series from the Human Resources Cluster: Chris Edley, Kitty Higgins and William Spring, Deborah Hyatt, and Florence Prioleau. The Domestic Policy Staff was responsible for analyzing and coordinating policies developed by federal agencies. These files also contain material on foreign policy issues that had domestic aspects, such as international trade and economics. 1057 linear feet of material, 434 feet available for research. The balance is unprocessed and not available for research.

**\*First Lady's Staff**

This material is divided into two large portions. A filing system similar to the White House Central File was utilized for much of this material. (See White House Central Files Social Office Files above). The other portion is arranged as staff office files. Open material from the staff offices include files from Kathy Cade's Projects Office including the mental health project; Mary Hoyt's Press Office; Wanda Lewis's Communities Office; Jane Fenderson's Scheduling Office and Gretchen Poston's Social Office. 167 linear feet, 95 linear feet available for research. Balance is unprocessed and not available for research.

**\*National Security Adviser**

Zbigniew Brzezinski served as National Security Adviser throughout the Carter administration. Virtually all of this material was security classified. Declassification of these records continues. 841 linear feet. Approximately 100 linear feet of this collection is open for research.

**Presidential Personnel Office**

The Presidential Personnel Office facilitated the selection of Presidential appointees to positions throughout the federal government. 400 linear feet. Unprocessed and unavailable for research.

**\*Presidential Speechwriters**

These files consist of speech drafts, proclamations, press releases, press conference transcripts, briefing material, fact sheets, reports, correspondence, resumes, and printed material. Four of the series are shared office files and two are the files of speechwriters Jim Fallows and Achsah Nesmith. 70 linear feet.

**\*Press Office**

Currently available Press Office material consists of the files of Jody Powell, Rex Granum, the Press Advance Staff, Ray Jenkins, Dale Leibach, Ann Edwards, and Gael Doar. A complete set of press releases, press briefings, news conferences, and pool reports from Connie Gerrard's and Kathy Mellody's office is also available. Press Secretary Jody Powell headed the office throughout the administration. Responsibilities of the office included speaking officially for the administration, coordinating daily press briefings, issuing copies of President Carter's official statements, scheduling the President's interviews with the media, dealing with the press, and coordinating logistics for press travel. 516 linear feet; 236 linear feet available for research. Balance unprocessed and not available for research.

**\*Senior Advisor to the President: Hedley Donovan**

Serving from August 1979, to August 1980, Hedley Donovan's role was to provide advice based on his lengthy journalistic experience. He also assisted in the creation and development of The President's Commission for a National Agenda for the Eighties and A Study of United States Foreign Policy Objectives and Priorities. 15 linear inches.

**\*Special Adviser--Inflation**

These files represent Alfred Kahn's service as adviser to the President on Inflation and Chairman of the Council on Wage and Price Stability, to which he was appointed on October 25, 1978. This material also includes the files of Ron Lewis, Steve Kuney, Stewart Gamage, and Betty Ross. 40 linear feet.

**\*Special Adviser for Science and Technology**

Frank Press's files are limited to his role as adviser to the President and do not include files from his directorship of the Office of Science and Technology policy. The files of Lawrence H. Linden, an OSTP senior policy analyst, are included in the open material. 8 linear feet.

**\*Special Assistant for Black Affairs**

Louis Martin was responsible for liaison with the American black community. The files document this extensive communication and provide information on issues of concern to black Americans. 52 linear feet.

**Special Assistant for Consumer Affairs**

From April, 1977, to the end of the administration, Esther Peterson served as Special Assistant to the President for Consumer Affairs. She acted as consumer spokesperson and advocate and advised the President on consumer matters. 95 linear feet. Unprocessed and not available for research.

**\*Special Assistant for Ethnic Affairs**

Stephen R. Aiello's appointment as Special Assistant to the President for Ethnic Affairs was announced on January 3, 1980. Open material consists of the files of Stephen Aiello and Deputy Assistant Vicki Mongiardo. 23 linear feet.

**\*Special Assistant for Health Issues**

Peter Bourne's files include material on the 1976-77 transition, national and international health and drug issues, and the World Hunger Working Group. 22 linear feet.

**\*Special Assistant for Hispanic Affairs**

The Office of Hispanic Affairs, created in the summer of 1979, was headed by Esteban Torres. The office provided information to the Hispanic community and access to the federal government for the Hispanic community on the topics of housing, education, economic development, and employment. Also available are the files of Deputy Assistants, Gilbert Colon, Paul Tapia, Miriam Cruz; and other assistants, Armando Rendon and Hilda Solis. 37 linear feet.

**\*Special Assistant for Information Management**

Richard Harden began the administration as Special Assistant to the President for Budget and Organization. Among his responsibilities was coordinating White House implementation of zero-base budgeting. On December 28, 1977, he was appointed Director of the White House Office of Administration and Special Assistant for Information Management. 20 linear feet.

**Special Assistant for Reorganization**

On June 2, 1977, the President announced the appointment of Richard Pettigrew as Assistant to the President for Reorganization. He was to be the administrative officer of the Executive Committee on Reorganization. He was also to enlist public involvement in reorganization and analyze citizens' problems in dealing with the executive branch. 115 linear feet. Unprocessed and not available for research.

**\*Special Assistant for Women's Affairs**

Sarah Weddington joined the White House staff on October 22, 1978. Originally designated to work on issues of interest to women, in mid-1979 Weddington's role was expanded to include liaison with the Democratic National Committee and other political activity. Weddington was particularly active in the Equal Rights Amendment effort and in the appointment of more women to federal positions. 48 linear feet.

**\*Special Assistant to the President: Joseph Aragon**

On February 2, 1977, Joseph Aragon was directed by the President to conduct a ten-day study on the mission and structure of the administration. Aragon also served as liaison to the Hispanic community. 10 linear feet.

**\*Special Assistant to the President: Martha "Bunny" Mitchell**

Bunny Mitchell served as a Presidential adviser on minority issues and was liaison with civil rights groups and the District of Columbia. 12 linear feet.

**\*Special Counselor on Inflation**

Robert Strauss held a number of positions during the Carter administration, but these files deal only with his specially-assigned responsibilities concerning inflation during mid-1978. 7 linear feet.

**\*White House Office of Administration**

The responsibilities of this office included managing the Military Office and the White House operating units [such as Presidential Correspondence, Travel, Accounting, and Personnel]; overseeing the preparation, administration, and certification of the White House Office and Executive Residence budgets; acting as the liaison with former Presidents and their families; and completing special projects assigned by the President. The material currently available for research consists of the files of Hugh Carter, the head of the office; Elizabeth Dow, Valerio Giannini, Skip Holcombe, Dan Malachuk, Mary Lawton, and Veronica Pickman. 581 linear feet; 62 linear feet available for research. Balance unprocessed and not available for research.

**DONATED HISTORICAL MATERIAL FROM THOSE OTHER THAN JIMMY CARTER****Bass, Jack**

Most of the collection is research materials and interview transcripts for his book, a biography of Judge Frank Johnson, published as "Taming the Storm: the Life and Times of Judge Frank M. Johnson Jr.," and the "South's Fight over Civil Rights." New York: Doubleday, 1993. 2 linear feet, 5 linear inches. Unprocessed and not available for research.

**\* Bauer, Patricia E., 1977-79**

Bauer was the editor of the White House News Summary from November, 1977, through September, 1979. Most of this collection is a set of those News Summaries, but it also contains memos, newspaper articles and editorial cartoons. 5 linear feet.

**Benes, Bernardo, 1977-1981**

Benes, a Miami banker, sought the release of political prisoners in Cuba. These materials deal solely with this topic. 1 linear inch. Unprocessed and not available for research.

**\* Berkowitz, 1979-1996**

This collection consists of materials relating to his service as a senior staff member on the President's Commission for a National Agenda for the Eighties, 1979-1981; and thirty transcripts of oral history interviews conducted in conjunction with a research project on the Health Care Financing Administration, 1994-1996. 10 linear inches.

**Bleicher, Michael N., 1977-1981**

This collection includes Energy Department briefing books, lab reports, publications and subject files relating to Bleicher's work at the Department of Energy, 1977-1981. 5 linear feet. Unprocessed and not available for research.

**Bonnen, James T., 1979-1980**

James Bonnen worked with the Office of Management and Budget on the White House reorganization project for the Federal Statistical Program, 1979-1980. 7 linear feet. Unprocessed and not available for research.

**Bourne, Peter G., 1975-76**

After advising Jimmy Carter during the 1976 campaign, Bourne served as Special Assistant to the President for Health Issues. This collection consists of an unpublished manuscript of Bourne's book on the 1976 Carter/Mondale campaign. 3 linear feet. Unprocessed and not available for research.

**Brown, Harold, 1977-1981**

Brown served as the Secretary of Defense throughout the Carter Administration. This collection primarily includes SALT II briefing books and 19 photograph albums. 2 linear feet. Unprocessed and not available for research.

**\* Brzezinski, Zbigniew, 1972-1981**

This collection includes electrostatic copies of the Brzezinski Trilateral Commission files, 1972-75, as well as material from his service as National Security Adviser, 1977-81. Microfiche remains unprocessed. 20 linear feet; 17 feet available for research. Balance unprocessed and not available for research.

**Carter, Hodding III, 1974-1976**

This collection deals primarily with the 1976 Carter-Mondale campaign. 6 linear feet. Unprocessed and not available for research.

**\*Carter, Jack, 1974-1976**

This collection from the President's eldest son deals primarily with the 1976 Carter-Mondale campaign. 8 linear inches.

**Carter, Judy Langford, 1975-1977**

This collection deals primarily with the 1976 Carter-Mondale campaign. 27 linear feet. Unprocessed and not available for research.

**Christopher, Warren, 1962-1993**

As Deputy Secretary of State during the Carter administration, Christopher handled the negotiations for release of the Americans held hostage in Iran. This collection contains scattered material on the hostage crisis. Much of the collection, however, deals with Christopher's service as a Deputy Attorney General during the Lyndon Johnson administration and with various aspects of his legal career in Los Angeles. 109 linear feet. Unprocessed and not available for research.

**Cleland, Max, 1967-1981**

Cleland served as director of the Veterans Administration, 1977-1981, and later as Georgia's Secretary of State. This collection generally deals with Cleland's activities in both of these positions. Also included in the collection is a small series of correspondence relating to Cleland's service as an Army officer in Vietnam, ca. 1967-68. 42 linear feet. Unprocessed and not available for research.

**Cohen, Allan S., 1977-1981**

This collection contains material related to Cohen's work on the creation of the Department of Education with the Ad Hoc Committee for a Cabinet Secretary of Education and on the Secretary of Education's transition team. 14 linear feet. Unprocessed and not available for research.

**Costle, Douglas M., 1972-1994**

Most of this collection contains material related to Costle's tenure as Administrator of the Environmental Protection Agency under President Jimmy Carter, 1977-1981. Material also includes a small amount of material from the Connecticut Department of Environmental Protection, 1972-1974; and material from his Vermont activities including his 1994 Costle for Senate papers. 73 linear feet. Unprocessed and not available for research.

**Coston, Dean, 1976**

One notebook, summarizing the activities of "Health Volunteers for Carter/Mondale," an independent organization formed to support the election of the Carter/Mondale ticket but not affiliated with the Carter campaign. 5 linear inches. Unprocessed and not available for research.

**Cutler, Lloyd, 1980-1981**

This material contains correspondence between Terry Adamson and Lloyd Cutler concerning their services to President Carter in connection with the publication of Carter's memoirs. 1 linear foot. Unprocessed and not available for research.

**Cutler, Rupert, 1962-2000**

During the Carter administration, Cutler was the first Assistant Secretary of Agriculture for Conservation, Research, and Education. This collection contains material from this period and earlier material from his time at the National Wildlife Federation; as assistant executive director of the Wilderness Society; as senior vice president of the National Audubon Society and other environmental related positions. 137 linear feet, 1962-2000. 137 linear feet. Unprocessed and not available for research.

**\*Dean, John Gunther, Ambassador, 1959-1988**

This collection contains Ambassador Dean's personal papers covering his diplomatic career. During this period he was Ambassador to Lebanon, Thailand, and India. 8 linear feet; 4 linear feet available for research. Balance unprocessed and not available for research.

**\*Dolvin, Emily Gordy, 1941-1985**

Jimmy Carter's aunt donated family material and documents concerning Jimmy Carter's political career. The family material includes Tom Gordy (the President's uncle) items from World War II. 1 linear foot.

**Dudley, Mary Faye, 1977-1980**

She served as director of Carter's Environmental Youth Awards Program in the EPA. 5 linear inches. Unprocessed and not available for research.

**Eizenstat, Stuart, 1970-1981**

Eizenstat served as Assistant to the President for Domestic Affairs and Policy. This collection includes electrostatic copies of Eizenstat's notes (1977-81) on various domestic and foreign policy topics. The original notepads remain in the donor's possession. Also included are briefing books and correspondence, primarily on the 1976 campaign and 1976-77 transition. 66 linear feet. Unprocessed and not available for research.

**Finch, Mary Hoyt, 1975-1983**

Collection contains memos, background briefing documents, notes, and press clippings concerning her role as Press Secretary to Mrs. Carter. 3 linear feet. Unprocessed and not available for research.

**Fink, Gary M., 1977**

Papers from the Carter Center Conference, "The Carter Presidency: Policy Choices in the Post New Deal Era." 1997. 3 linear feet. Unprocessed and not available for research.

**Family Liaison Action Group (FLAG), 1980-1981**

On March 15, 1980, the families of the fifty-three American hostages in Iran formed FLAG as a mutual support organization. Although the State Department provided assistance to FLAG, it essentially was a private organization. This collection consists of correspondence and memorabilia sent to FLAG by the general public. 60 linear feet. Unprocessed and not available for research.

**\*Guth, David W., 1975-1977**

Guth was employed as news director for two Georgia radio stations during the 1976 Presidential campaign: WDEC in Americus and WXLX in Milledgeville. This collection includes transcripts of news stories and Guth's interviews with Jimmy and Rosalynn Carter. 5 linear inches.

**\*Hertzberg, Hendrik, 1977-1986**

Hertzberg was a speechwriter in the Carter White House from February 14, 1977, to the end of the administration. He became Chief Speechwriter in May, 1979. This collection documents Hertzberg's work during that period of time. 20 linear feet. 18 linear feet available for research. Balance unprocessed and not available for research.

• **Hufstedler, Shirley M., 1979-81**

Hufstedler was the first Secretary of Education, and these files reflect that responsibility. Included are a chron file, speeches, budget information, and other material on the Department of Education. 9 linear feet.

**Jagoda, Barry, 1976-1980**

Jagoda was Media Advisor to President Carter from 1977-1979. This material includes correspondence, a reading file, and memorandums related to his work as media advisor. In addition, material includes papers pertaining to the 1976 campaign, debates, and the transition period. 4 linear feet. Unprocessed and not available for research.

**Janis, Jay, 1977-1981**

Material concerning her tenure as Undersecretary of HUD and as Chairman of the Federal Home Loan Bank Board during the Carter administration. 4 linear feet. Unprocessed and not available for research.

**Jordan, Hamilton, 1970-1976**

Jordan served as director of the 1976 and 1980 Carter/Mondale campaigns and as White House Chief of Staff. This collection generally deals with Jordan's various activities prior to his White House service. Much of the material focuses on the 1976 Carter-Mondale campaign. 4 linear feet. Unprocessed and not available for research.

**King, Mary E., 1962-2001**

Collection contains correspondence, notes, and publications from her tenure as Deputy Director of ACTION during the Carter administration. Also contains material from her work during the 1976 campaign as adviser on women's issues; and papers from her work as civil rights activist between 1962-1965. 35 linear feet. Unprocessed and not available for research.

**Kraft, Tim, 1975-1980**

This collection contains memorandums, notes, schedules, and correspondence relating to Kraft's high level role in the 1976 presidential campaign, transition team, and later as advisor and appointments secretary to President Carter. 2 linear feet. Unprocessed and not available for research.

**\*Lairo, Alexander, 1976**

Lairo served as Vice-Chairman of American Overseas for the Carter-Mondale campaign. Material consists of correspondence, campaign literature, photographs, and news clippings. 5 linear inches.

**Linowes, David F., 1977-1981**

Linowes chaired the Privacy Study Commission for President Carter. Included are office files, clippings, and publications. 12 linear feet. Unprocessed and not available for research.

**Lipshutz, Robert J., 1972-1988**

Lipshutz was an early political supporter of Jimmy Carter who served as Counsel to the President, 1977-1979. From 1979 to the present he has continued to serve as legal adviser to Jimmy Carter. 87 linear feet. Unprocessed and not available for research.

**\*McDonald, Alonzo, 1979-1992**

McDonald joined the White House staff in August, 1979, as Assistant to the President with responsibility as White House staff director. This collection consists of correspondence, notes on meetings, and charts on organizing the presidency. 36 linear feet. 7 linear feet available for research. Balance unprocessed and not available for research.

• **McIntyre, James T., 1976-1981**

McIntyre served as Deputy Director and later as Director of the Office of Management and Budget. This collection generally deals with his service in these positions. 26 linear feet.

• **Mills, Helen, 1972-1980**

This Atlanta supporter of Jimmy Carter worked in the Peanut Brigade and Conservationists for Carter. 10 linear inches.

• **Moffett, George D., 1977-1985**

Moffett served as Director of Research for the Committee of Americans for the Canal Treaties, a private organization designed to mobilize public support for ratification of the Panama Canal treaties. COACT was formed in October, 1977, and disbanded after Congress ratified the treaties in the spring of 1978. In April, 1978, Moffett became Staff Assistant to President Carter, and later that year he became an assistant to Hamilton Jordan, providing staff support on such foreign policy issues as the SALT II treaty. 5 linear feet.

• **Mondale, Walter H., 1977-1981**

These files are primarily the national security files of Vice President Mondale, which includes material related to foreign visits, national security issues, presidential review memoranda, SALT material, etc., This collection also contains some material from David Aaron, James Johnson, (executive assistant to the VP), and a very small amount of material from Mondale's Senate files. Processing and declassification of these records continues. 119 linear feet. Approximately 1 linear foot available for research.

**Morefield, Richard, 1979-1980**

Morefield was one of the hostages held in Iran. This collection mainly contains 3-D items, newspaper clippings, photographs, scrapbooks, and video and audio tapes. Also included is a small amount of correspondence, letters, and a diary. 14 linear feet. Unprocessed and not available for research.

• **Neville, Carlton, 1975-1977**

These files were created during Neville's service as National Director of Conservationists for Carter/Mondale during the 1976 campaign and as coordinator of the Carter Task Force on Energy during the subsequent transition. Most of the material consists of correspondence and reports from environmental activists. 10 linear feet.

\***Ode, Robert E., 1979-1981**

Ode, a career foreign service employee, was one of the American hostages held in Iran in 1979-81. This collection consists primarily of correspondence and memorabilia sent to Ode by the general public. Also contains his personal diary during the hostage crisis. 10 linear feet.

**Pastor, Robert A., 1989-1996**

This material relates to Pastor's involvement with President Carter and the Carter Center's dealings with Nicaraguan issues. 1 linear foot. Unprocessed and not available for research.

**Petkas, Peter, 1977-1981**

Petkas was Director of Project Management for Government Reorganization, 1977-78 and appointed as Director of U.S. Regulatory Council, 1979-81. Material contains memorandums, correspondence, and reports relating to regulatory reform and government reorganization. 9 linear feet. Unprocessed and not available for research.

**Pope, John and Betty, 1972-1981**

These manuscripts and three-dimensional objects donated to the museum document the long-term friendship and political support of these southwest Georgia neighbors of the Carters. 6 linear feet. Unprocessed and not available for research.

\***Powell, Jody, 1971-1981**

Powell served as White House Press Secretary, 1977-81. This collection also includes material from Powell's service as press secretary to Governor Jimmy Carter, 1971-1975, and material concerning the 1976 Carter-Mondale campaign. 20 linear feet.

• **Rafshoon, Gerald M., 1970-1980**

These files of Gerald Rafshoon Advertising, Incorporated, reflect Rafshoon's role as media advisor to Jimmy Carter from 1966 through the 1980 election campaign. The material supplements the Staff Office Files of the Assistant for Communications (Rafshoon). 7 linear feet.

\* **Short, Milton, 1976-1988**

Short served as a coordinator for the 1976 Carter/Mondale campaign in North Carolina. This collection documents his activities at the local and state levels in North Carolina during the campaign. 1 linear foot.

**\* Solomon, Anthony M., 1977-1980**

The Solomon files reflect his service as Under Secretary of the Treasury for Monetary Affairs from January, 1977, to February, 1980. Topics include international trade, energy, and international monetary matters. 5 linear feet.

**\*vanden Heuvel, William J., 1975-1976**

This collection represents vanden Heuvel's role as co-chair of the 1976 Carter campaign in New York State. Material documents particularly the primary campaign in New York and the 1976 Democratic National Convention. 5 linear inches.

**Wall, James M., 1972-1984**

Wall, the editor of the Christian Century, served as the director of the 1976 and 1980 Carter/Mondale campaigns in Illinois. This collection primarily deals with his duties during these campaigns as well as the 1972 McGovern campaign in Illinois. 8 linear feet. Unprocessed and not available for research.

**\* Wallace, Robert Ash, 1977-1980**

Wallace served as Research Director of the Joint Economic Committee of Congress's Special Study on Economic Change. Congress established the SSEC to conduct long-range studies of the consequences of the economic, social, political, international, and technological changes, which had taken place since the end of World War II. 4 linear feet.

**Watson, Jack H., 1975-1982**

Watson served as White House Cabinet Secretary, Assistant to the President for Intergovernmental Affairs, and Chief of Staff. This collection includes Watson's 1976-77 campaign/transition file. 70 linear feet. Unprocessed and not available for research.

**Wilson, Cynthia, 1977-1981**

Wilson served as an aide to Secretary of the Interior Cecil Andrus. This collection reflects that responsibility. 24 linear feet. Unprocessed and not available for research.

**Wise Phillip, 1975-1976**

This material primarily contains correspondence and memorandums related to the 1976 Florida primary that Phil Wise was in charge of. 8 linear feet. Unprocessed and not available for research.

**Wolf, Milton, 1977-1981**

Wolf served as Ambassador to Austria during the Carter Administration. These files include correspondence, speeches, clippings, and photographs documenting his tenure as ambassador. This collection also includes the diary of his wife's experience's while in Vienna, Austria. 19 linear feet. Unprocessed and not available for research.

## **FEDERAL RECORDS**

### **Record Group 220: Records of Temporary Committees, Commissions, and Boards**

**\* Cuban-Haitian Task Force**

Established formally on July 15, 1980, at the direction of the White House and disbanded on June 1, 1981, the Task Force was created to manage and coordinate the processing and resettlement of the mass Cuban and Haitian migration into the United States. 26 linear feet.

**\* Japan-U.S. Economic Relations Group**

On May 2, 1979, President Carter and Prime Minister Masayoshi Ohira agreed to establish a committee to submit recommendations for maintaining healthy bilateral economic relations between the United States and Japan. The committee submitted its final report in January, 1981, and a supplemental report in October, 1981. 6 linear feet.

**\* National Commission on Neighborhoods**

Created by law on April 24, 1977, the commission was empowered to recommend changes in public policy to include the federal government in conservation and revitalization of neighborhoods. The Commission's final report of March 19, 1979, included recommendations on economic development, housing, neighborhood self-help programs, and tax codes. 21 linear feet.

**\*National Commission on the International Year of the Child**

The United Nations General Assembly designated 1979 as the International Year of the Child. In 1978 President Carter and Congress established the National Commission on the IYC under the direction of Jean Young (Mrs. Andrew Young). As part of its overall mandate, the commission sought to stimulate a better understanding of the needs of children in the United States and abroad. The commission issued its final report to the President on April 21, 1980. 50 linear feet.

• **Presidential Commission on World Hunger**

Established on September 5, 1978, by Executive Order 12078, the PCWH investigated the problems of world hunger and malnutrition. Peter Bourne, Special Assistant to the President for Health Issues, coordinated a White House Task Force on World Hunger during the commission's formative period. Sol Linowitz chaired the PCWH. The commission concluded its work on June 30, 1980. 17 linear feet.

• **President's Commission for a National Agenda for the Eighties**

Established October 24, 1979, by Executive Order, the commission was to examine underlying trends in American society, identify the most crucial public policy challenges of the 1980s, and recommend approaches for dealing with those issues. The final report was presented to the President on January 16, 1981. 7 linear feet.

• **Presidential Commission on Mental Health**

Created by Executive Order on February 17, 1977, this commission was headed by Honorary Chairperson Rosalynn Carter. The Commission investigated availability, cost, and shortcomings of mental health services throughout the nation. Recommendations for federal, state, local, and private funding were included in a four-volume report. 11 linear feet.

• **President's Management Improvement Council**

Executive Order 12157 on September 14, 1979, established the PMIC to advise the President and agency heads on ways to improve management practices and program performance in the federal government. The Council was co-chaired by the Directors of the Office of Management and Budget and the Office of Personnel Management. Council membership included eighteen executives from federal, state, and local government and the private sector. The Council submitted its final report on December 30, 1980. 2 linear feet, 6 linear inches.

**\* White House Conference on Balanced National Growth and Economic Development**

Legislation in 1976 authorized this conference for which President Carter announced plans on August 4, 1977. Five hundred delegates attended the Conference in Washington, DC. from January 29 to February 2, 1978. The Conference's final report was submitted to President Carter in July, 1978. On January 19, 1979, the President transmitted his report on the Conference's findings to Congress. 10 linear feet.

**RECORD GROUP 274: Records of Inaugural Committees**

• **1977 Inaugural Committee**

The records of the 1977 Inaugural Committee include correspondence and reports concerning the planning of the many events associated with the 1977 inauguration. 24 linear feet.

**RECORD GROUP 309: Records of the Small Business Administration**

**Records of Jimmy and Lillian Carter's Small Business Loan**

This SBA file concerns a federally guaranteed loan granted to Jimmy and Lillian Carter for the purpose of expanding the Carter family's peanut warehouse business. This file documents all transactions concerning the application, receipt, and payment of the loan for the period between 1962 and 1971. 5 linear inches.

## **ORAL HISTORIES**

Oral histories that are available for research may be used at the Library or borrowed by mail. If an interview transcript is available, it will be loaned by mail. If the interview is available only on audiocassette, it will be loaned by mail. Please contact the Library directly without using interlibrary loan. Because there is only one loan copy of each oral history, researchers may be placed on a short waiting list. Researchers may borrow two oral histories at one time, and the loan copies must be returned in two weeks.

### **Carter/Smith Family Oral History Project**

Between 1977 and 1981, the National Archives' Office of Presidential Libraries maintained a liaison office in the Old Executive Office Building, adjacent to the White House. From 1978 through 1980 staff members interviewed family members of the President and First Lady to compile biographical information on the early lives of the President and First Lady, and to learn about their families and family influences.

(\*) Indicates the interview transcript is available for research. \***Braunstein,**

**Mary Elizabeth.** Sister of President's mother, 26 pages.

\***Carter, Betty Jennings.** Widow of William Alton Carter, brother of President's father--interviewed with Jeannette Carter Lowery, 62 pages.

\***Carter, Donnel.** President's cousin, 41 pages.

\***Carter, Hugh A., Sr.** President's cousin, 34 pages.

\***Carter, Lillian.** President's mother, 36 pages.

\***Clark, Rachel.** Carter family housekeeper, 27 pages.

\***Dolvin, Emily Gordy.** Sister of President's mother--two interviews, 64 pages and 9 pages.

\***Gordy, Fannie.** Widow of Tom Watson Gordy, brother of President's mother, 32 pages.

\***Lowery, Jeannette Carter.** Sister of President's father--interviewed with Betty Jennings Carter, 62 pages. \***Pratt,**

**Helen.** Half-sister of President's paternal grandmother, 18 pages. \***Slappey, Willard O.** President's cousin, 39 pages.

\***Smith, Allie.** First Lady's mother--two interviews, 55 pages and 30 pages.

\***Smith, Elder Fulford.** Brother of First Lady's father, 36 pages.

\***Smith, Jerrold.** First Lady's brother, 61 pages.

\***Smith, Murray Lee.** First Lady's brother, 26 pages.

\***Smith, Oliver C.** Brother of First Lady's father, 24 pages.

\***Wall, Allethea Smith.** First Lady's sister, 22 pages.

## **National Park Service Plains, Georgia, Project**

National Park Service staff members conducted interviews between 1985 and 1990 focusing on information to assist the National Park Service interpretation of the Plains site.

According to the National Park Service, "arrangements must be made with the National Park Service before this material is used for publication purposes. Individual review of works containing this material by the interviewees or their heirs may be required before publication." The Carter Library does not have the tapes from which these transcriptions were made by the National Park Service.

(\*) indicates the interview transcript is available for research

\***Aerial, Dan,** pastor of the Maranatha Baptist Church, 18 pages

\***Barrett, Leila,** journalist at the Americus, Georgia, *Times-Recorder*, 19 pages

\***Blanton, Lauren,** classmate of Rosalynn Carter, 43 pages \***Carter, Hugh A., Sr.,**

President's cousin, 43 and 52 pages

\***Carter, Jimmy and Rosalynn,** President and First Lady of the United States, 354 and 109 pages

\***English, Ida,** campaigned for Jimmy Carter, 41 pages \***Forrest, Eleanor,** President's first grade

teacher, 35 pages \***Godwin, Pete,** former mayor of Plains, 37 pages \* **Hayes, Rudy,** journalist at the

Americus, Georgia, *Times-Recorder*, 25 pages \***Jackson, Ruth,** Sumter County, Georgia, native, 36

pages \***Lundy, John,** former Plains High School employee, 12 pages \***Murray, Gladys,** First Lady's

cousin, 34 pages

\***Pope, John and Betty,** Carter friends and Peanut Brigaders, 65 pages

\***Reese, Maxine,** Carter campaigner, 53 pages \***Sheffield, Lang,** Peanut

Brigader, 48 pages

\***Smith, Allie,** First Lady's mother, 35 pages

\***Spann, Gloria** Carter, President's sister, 94 and 34 pages

\***Walters, Beth**, Plains native and historian, 34 pages

\***Williams, Jan**, Amy Carter's fourth grade teacher, 57 pages \***Wise**,

**David**, Plains native and former city councilman, 50 pages \***Wise, P. J.**,

Plains native and Peanut Brigader, 41 and 36 pages

### **Exit Interview Project**

Between 1977 and 1981, the National Archives' Office of Presidential Libraries maintained a liaison office in the Old Executive Office Building, adjacent to the White House. Between June 1978 and January 1981, liaison office staff conducted about 160 interviews with departing White House staff members.

(\*) indicates the interview transcript is available for research.

(\*\*) indicates available only on audiocassette, no transcript.

\***Aaron, David, Deputy**, National Security Council, 20 pages

\***Abramowitz, Beth**, Domestic Policy Staff, 20 pages \*\***Adams**,

**Roberta**, Presidential Personnel

\*\***Aiello, Stephen**, Special Assistant to the President (Ethnic Affairs)

\***Anderson, Ann**, Deputy Press Secretary, First Lady's Office, 9 pages

\*\***Angarola, Bob**, Assistant Director for International Affairs and Legal Counsel for Drug Abuse Policy

**Aragon, Joe**, Special Assistant to the President

**Babbit, Anita**, Secretary, Hamilton Jordan's Office

\*\***Bario, Patricia**, Associate Press Secretary (Media Liaison)

\*\***Bauer, Pat**, Editor, White House News Summary \*\***Baux, Lori**,

Presidential Personnel \*\***Beck, Jay**, Presidential Reorganization

Project \***Beckel, Bob**, Congressional Liaison **Belford, Tom**,

Presidential Reorganization Project

**\*\*Benefield, Carol, First Lady's Staff \*\*Bergman,**

**Barbara, Deputy, Counsel's Office**

\***Bolten, Seymour**, Drug Abuse Policy, Domestic Policy Staff, 10 pages

\*\***Boswell, Priscilla**, Anne Wexler's Office \*\***Brenner, Doris**, Congressional Liaison \***Brzezinski, Zbigniew**, National Security Adviser, 20 pages \*\***Bugg, Rubye**, Mail Analysis, Correspondence Unit \*\***Burnett, Scott, Sarah** Weddington's Office \*\***Burns, Mary**, Head of White House Telephone Service \*\***Bush, Rhonda**, Administrative Assistant to the First Lady \***Cable, Bill**, Congressional Liaison, 30 pages \*\***Cade, Kathy**, Director of Projects for the First Lady **Camilli, Ralph**, Congressional Liaison (SALT II Project)

\*\***Carp, Bert**, Deputy Assistant to the President (Domestic Policy Staff)

\*\***Condon, Karen**, Correspondence Unit

\*\***Conner, Caryl**, Presidential Speechwriter \*\***Crites, Ann**, White House Comment Office **Cruikshank, Nelson**, President Counselor on Aging

\***Cutler, Lloyd**, Counsel to the President, 26 pages

\*\***Daft, Lynn**, Associate Director for Agriculture and Rural Development (Domestic Policy Staff)

\*\***Devine, Maury**, Assistant Director (Drug Abuse Policy, Domestic Policy Staff) \*\***Dobelle, Kit**, First Lady's Staff

\*\***Dobmeyer, Ann**, Counsel's Office

\*\***Dogoloff, Lee**, Associate Director for Drug Abuse Policy

\*\***Donilon, Thomas**, Congressional Liaison

\***Donovan, Hedley**, Senior Adviser to the President, 18 pages.

\*\***Doolittle, Jerry**, Presidential Speechwriter

\*\***Dow, Elizabeth**, Intern, Hugh Carter's Office

\***Edwards, Anne**, Special Assistant, Press Advance, 32 pages

**Ehrhardt, Sylvia**, Media Liaison

\*\***Eidenberg, Eugene**, Secretary to the Cabinet and Assistant to the President for Intergovernmental Affairs

\***Eizenstat, Stuart**, Assistant to the President for Domestic Affairs and Policy, 21 pages.

\*\***Erwin, Nancy**, Esther Peterson's Office

\***Fallows, Jim**, Chief Speechwriter, 30 pages

\*\***Fenderson, Jane**, Director of Scheduling for the First Lady

\*\***Fitzgibbons, Dennis**, Intern, Presidential Speechwriters

\*\***Flick, Jeanne**, Special Projects, Correspondence Unit

\*\***Forbes, Mari**, Congressional Liaison

\***Forehand, Mary Anne**, Special Reply Unit, Presidential Correspondence, 1 page

\*\***Francis, Les**, Deputy Assistant , Congressional Liaison \***Frank, Jane**, Deputy

Assistant to the Cabinet, 11 pages \***Free, Jim**, Congressional Liaison, 23 pages

\*\***Fulton, Hazel**, Presidential Reorganization Project \*\***Gammill, Jim**, Presidential

Personnel **Giannini, Valerio**, Deputy Special Assistant for Administration

\*\***Gilson, Larry**, Jack Watson's Office

\***Gold, Nancy**, Mail Analysis, Correspondence Unit, 1 page

\*\***Goldsboro, Thalia**, Secretary, Anne Wexler's Office

**\*\*Gotschall, Elizabeth, Visitor's Office \*\*Granum, Rex,**

Deputy Press Secretary

**\*\*Haas, Ann**, First Lady's Correspondence

**\*Hall, Montte**, Correspondence Unit, 1 page

**Harden, Richard**, Special Assistant for Information Management

**\*Hartzell, Mary Lynn**, Reply Processing, Presidential Correspondence Office, 1 page

**\*\*Harwell, Rebecca**, Central Reference

**\*\*Hemphill, Gwen**, Secretary to Tim Kraft

**\*\*Hendrix, Becky**, Rafshoon's Office

**\*\*Hertzberg, Rick**, Chief Speechwriter

**Hios, Joanne**, White House Central Files

**\*\*Holcombe, Hugh (Skip), Jr.**, Administration and Facilities Manager

**Hoyt, Mary**, Press Secretary to the First Lady **Hurley**,

**Joanne**, Domestic Affairs and Policy Staff

**\*\*Jacoby, Amy**, Esther Peterson's Office

**\*\*Jagoda, Barry**, Special Assistant to the President for Media and Public Affairs

**\*\*Jarrell, Karen**, Landon Butler's Office **\*\*Jenkins, Ray**, Press Office

**\*\*Johnston, Carol**, Correspondence Unit, Special Reply

**\*\*Kahn, Alfred**, Chairman of the Council on Wage and Price Stability and Presidential Adviser on Inflation

**\*\*Kaptur, Marcy**, Domestic Policy Staff

**\*\*King, Gregory**, News Summary Office

**Kite, Landon**, Director, Presidential Correspondence Unit

**\*\*Kraft, Nancy**, Special Reply, Mail Analysis Unit

**Kraft, Tim**, Political Liaison

**\*\*Kramer, Orin**, Assistant Director, Domestic Policy Staff, Housing and Finance

**\*Kujovich, Gilbert**, Counsel, Intelligence Oversight Board, 27 pages

\***Lambrix, Tom**, Assistant Director, Domestic Policy Staff, Energy and Natural Resources, 25 pages

\*\***Landolt, Joe**, Mail Security

\*\***Lazarus, Si**, Associate Director for Government Reform (Domestic Policy Staff)

\*\***Lewis, Randy**, Aide, Press Office

\*\***Lichtman, Vivian**, Assistant to Joe Aragon

\***Lipshutz, Robert**, Counsel to the President, 50 pages.

**Lucey, Laurie**, Confidential Assistant to Hamilton Jordan

\*\***Maddox, Ed**, White House Advance

\*\***Maddox, Robert**, Special Assistant to the President (Religious Affairs)

\***Martin, Louis**, Special Assistant to the President (Black Affairs), 11 pages

\*\***Matthews, Chris**, Presidential Reorganization Project \*\***McHugh, Vicki**,

Assistant Social Secretary

\*\***Miller, Arnie**, Head of Presidential Personnel

\***Moffett, George**, Jordan-Watson's Office, 29 pages

\*\***Molina, Gloria**, Presidential Personnel

\*\***Moore, Frank**, Assistant to the President for Congressional Liaison

\***Neustadt, Rick**, Assistant Director for Government Reform, Domestic Policy Staff

\*\***Nuechterlein, Jeff**, Intern, Congressional Liaison (Beckel) \*\***O'Neil, Kathy**, Staff

Assistant, Presidential Personnel

**Onek, Joe**, Domestic Policy Staff

**Paterson, Ann**, Administrative Assistant for House Liaison (Cable)

**Peek, Linda**, Special Assistant, Office of Media Liaison

\***Peterson, Esther**, Special Assistant for Consumer Affairs, 27 pages

\*\***Pettigrew, Richard**, Assistant to the President for Reorganization

\***Pleasant, Janet**, Writer, Special Reply, 1 page

\*\***Poston, Gretchen**, Social Secretary

\***Powell, Jody**, Press Secretary, 15 pages.

\***Press, Frank**, Science Adviser to the President, 21 pages.

\*\***Purks, Jim**, Assistant Press Secretary (Media Liaison)

\***Queen, Avis**, Special Reply, Presidential Correspondence Office, 2 pages

\***Rafshoon, Gerald**, Assistant to the President for Communications, 21 pages.

\*\***Rambo, Carroll Ann**, Director, First Lady's Advance \*\***Raymond, Alan**, Director  
of Special Projects, Office of Media Liaison \*\***Robinson, Mary Ellen**, Secretary,  
White House Press Office **Rock, Diana**, Presidential Personnel  
\*\***Rosen, Marc**, Public Liaison

\*\***Rubenstein, David**, Deputy Director, Domestic Policy Staff

\*\***Russell, Bob**, Congressional Liaison

\*\***Sandage, Lyn**, Speechwriters Staff

\***Schmitt, Rogert**, Intern, Scheduling Office, 1 page

\*\***Schneiders, Gregory**, Deputy Assistant to the President for Communications

\***Schoon, Kelly**, Correspondence Referral Unit, 1 page **Schuman, Mary**, Domestic  
Policy Staff

\*\***Schwartz, Gail**, Secretary, White House Press Office

\*\***Scott, James**, White House Fellow, Anne Wexler's Office

\*\***Sharpe, Michael**, Central Files Mail Analysis \*\***Simmons,**  
**Steve**, Domestic Policy Staff

\*\***Slade, Steve**, Assistant to Dan Chew (Computerized Correspondence)

\***Smith, Edward**, Associate Director for Public Liaison (Constanza), 3 pages

\*\***Spring, Bill, Domestic Policy Staff Starr, Joyce**, Joe Aragon's Office

\*\***Stern, Al**, Assistant Director for Arts and Humanities, Domestic Policy Staff

\*\***Stevenson, Martha**, Special Reply Unit

\*\***Stewart, Gordon**, Speechwriter

\*\***Straus, Jeanne**, Editorial Assistant, White House News Summary Office

**Sullivan, John (Jake)**, First Lady's Advance Office

\*\***Summer, Gael**, First Lady's Office

\***Sweaney, Deborah**, Data Processing, White House Central Files, 2 pages

\*\***Thomas, Allison**, Intern, Anne Wexler's office \*\***Thomson, Bob**,

Congressional Liaison

\*\***Torres, Esteban**, Special Assistant for Hispanic Affairs

\*\***Voorde, Fran**, Deputy Appointments Secretary **Wales**,

**Jane**, Anne Wexler's Office

\*\***Watson, Jack**, Secretary to the Cabinet, Assistant for Intergovernmental Affairs, and Chief of Staff

\*\***Watson-Irwin, Paula**, First Lady's Office

\***Weddington, Sarah**, Assistant to the President, 22 pages.

\*\***Wexler, Anne**, Assistant to the President

\***Wides, Burton**, Counsel, Intelligence Oversight Board, 14 pages

\*\***Williams, Richard**, Assistant Director for Management and Enforcement (Drug Abuse Policy)

\***Wimberly, Dorothy**, Sarah Weddington's Staff, 1 page

\***Wishman, Seymour**, Deputy Assistant for Public Liaison (Costanza), 13 pages

\*\***Woodward, Ellis**, Director of White House Advance Office

\***Wooten, Carrie**, Mail Analysis Unit, 1 page

\*\***Wurfel, Walt**, Deputy Press Secretary

\*\***Yarham, Pat**, Confidential Assistant to Jack Watson

## **WHITE BURKETT MILLER CENTER JIMMY CARTER PROJECT**

During the 1980's, the White Burkett Miller Center of the University of Virginia conducted twenty-six oral history interviews with individuals or groups who worked together in the Carter administration. Questions were posed by a panel of scholars.

(\*) indicates the interview transcript is available for research.

\***Beckel, Robert**, Office of Congressional Liaison, 78 pages

\***Bell, Griffin**, Attorney General, 63 pages

\***Bergland, Robert**, Secretary of Agriculture, 127 pages

\***Brzezinski, Zbigniew (including Madeleine Albright, Leslie Denend, and William Odom)**, National Security Adviser, 91 pages

**Caddell, Patrick**, pollster

\***Carp, Bertram (including David Rubenstein)**, Domestic Policy Staff, 86 pages

\***Carter, Jimmy**, President of the United States, 76 pages \***Cutler, Lloyd**, Counsel to

the President, 38 pages

\***Eizenstat, Stuart**, Assistant to the President for Domestic Affairs and Policy, 139 pages

\***Hertzberg, Hendrik (including Christopher Matthews, Achsah Nesmith, Gordon Stewart)**, Office of the Speechwriters, 165 pages

\***Jordan, Hamilton (including Landon Butler)**, Assistant to the President and Chief of Staff, 98 pages

\***Kahn, Alfred (including Ron Lewis, Dennis Rapp)**, Chairman of the Civil Aeronautics Board, Adviser to the President on Inflation, and Chairman of the Council on Wage and Price Stability, 147 pages

\***Kirbo, Charles**, lawyer and Atlanta-based adviser to the President, 46 pages

\***Klutznick, Philip**, Secretary of Commerce, 36 pages \***Lance, Bert**, Director of  
the Office of Management and Budget, 80 pages \***Marshall, Ray**, Secretary of  
Labor, 50 pages

- \***McDonald, Al (including Michael Rowny)**, Assistant to the President and Director of the White House Staff, 131 pages
- \***McIntyre, James (including Hubert Harris, Van Ooms)**, Director of the Office of Management and Budget, 127 pages
- \***Moe, Richard (including Michael Berman)**, Office of the Vice President, 132 pages
- \***Moore, Frank (including William Cable, Dan Tate, Robert Thomson)**, Office of Congressional Liaison, 135 pages
- \***Powell, Jody (including Patricia Bario, Al Friendly, Rex Granum, Ray Jenkins, Dale Leibach, and Claudia Townsend)**, Office of the Press Secretary, 124 pages
- \***Rafshoon, Gerald**, Assistant to the President for Communications, 75 pages
- \***Schlesinger, James**, Assistant to the President for Energy and Secretary of Energy, 117 pages
- \***Schultze, Charles**, Chairman of the Council of Economic Advisers, 109 pages
- \***Watson, Jack (including Berry Crawford, Jane Hansen, Bruce Kirschenbaum)**, Cabinet Secretary and Chief of Staff, 105 pages
- \***Wexler, Anne (including Michael Chanin, Richard Neustadt, and John Ryor)**, Assistant to the President, 131 pages

### **MISCELLANEOUS INTERVIEWS**

From time to time the Carter Library discovers in its holdings or receives interviews that should be brought to the special attention of researchers. Such interviews will be added to the list below as they are opened for research.

(\*) indicates the interview transcript is available for research (\*\*)

indicates available only on audio cassette, no transcript

- \***Carter, Jimmy**, President of the United States, 128 pages (interviewed November, 1984, by Vision Associates for use in the exhibits of the Museum of the Jimmy Carter Library)
- \*\***Carter, Jimmy**, President of the United States (interviewed May 4, 1993, about his governorship of Georgia for West Georgia College's Georgia Political Heritage Project)
- \***Carter, Rosalynn**, First Lady of the United States, 21 pages (interviewed December, 1974, while Jimmy Carter was Governor of Georgia, by Joyce Gallagher of the Georgia Department of Archives and History)

## VARIOUS INTERVIEWS

From time to time the Carter Library discovers in its holdings or receives interviews that should be brought to the special attention of researchers. Such interviews will be added to the list below as they are opened for research.

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\***Carter, Jimmy**, President of the United States, 128 pages (interviewed November, 1984, by Vision Associates for use in the exhibits of the Museum of the Jimmy Carter Library)

\*\***Carter, Jimmy**, President of the United States (interviewed May 4, 1993, about his governorship of Georgia for West Georgia College's Georgia Political Heritage Project)

\***Carter, Rosalynn**, First Lady of the United States, 21 pages (interviewed December, 1974, while Jimmy Carter was Governor of Georgia, by Joyce Gallagher of the Georgia Department of Archives and History)

## CARTER CENTER ORAL HISTORIES

\***Carter, Jack**, Carter is the oldest son of President Jimmy Carter, now living in Nevada (interviewed by Martin I. Elzy on June 25, 2003). 90 pages.

\***Carter, Jimmy**, 39th President of the United States, (interview November 1984 by Vision Associates for use in the exhibits of the Museum of the Jimmy Carter library) 128 pages.

\*\***Carter, Jimmy**, 39th President of the United States (interviewed May 4, 1998 by West Georgia College's Georgia Political Heritage Project, about his governorship of Georgia.

\***Carter, Rosalynn**, First Lady of the United States (interviewed December, 1974, while jimmy Carter was Governor of Georgia, by Joyce Gallagher of the Georgia Department of Archives and History. 21 pages.

\***Elzy, Martin I.**, Elzy was the first Deputy Director of the Jimmy Carter Library (interviewed on April 20, 2004, by Albert Nason). 18 pages.

\***Jones, Frank**, Jones was the Chairman of the Great Park Authority and thus instrumental in obtaining the land on which the Jimmy Carter Library and Jimmy Carter Center is built (interviewed March 10, 2003 by Kay Hamner). 27 pages.

\***Jova, Henri**, Jova was architect of the Jimmy Carter Library (interviewed February 26, 2003, by Kay Hamner of the Jimmy Carter Center). 21 pages.

\***Lipshutz, Robert**, Lipshutz is the former Chief of Counsels Office for President Jimmy Carter (interviewed March 6, 2003 by Kay Hamner). 22 pages.

\***Moore, Frank**, Moore was former Assistant to the President for Congressional Liaison for the administration of President Jimmy Carter (interviewed July 30 and 31, 2002 by Dr Martin I Elzy, Deputy Director of the Jimmy Carter Library at that time). 130 pages.

\***Spencer, Dayle Powell**, Powell is a former member of the Conflict Resolution Board of the Jimmy Carter Center, and instrumental in its formation (interviewed June 25, 2003 by Kay Hamner). 22 pages.

\***Stewart, Eugene L.**, Stewart was a member of a tariff commission in the Carter years (interviewed 9/19/1986 by Alfred E. Eckes for the International Trade Commission Historical Society).

## **AUDIOVISUAL MATERIAL**

The audiovisual holdings of the Jimmy Carter Library consist of photographs (negatives, prints, and contact sheets), motion picture film, videotape, and audiotape. The inclusive dates are 1926 to the present, with the bulk of the material centered on the Presidential years. The audiovisual holdings are arranged into collections determined by creator or donor of the material. Restrictions on use are noted below.

### **Jimmy Carter Presidential**

#### **\* White House Staff Photographers, 1977-81**

This collection consists of 600,000 color and black-and-white negatives of Jimmy Carter while he was President. Arranged chronologically, the collection documents the day-to-day activities of President and Mrs. Carter. The collection also includes shots of the President's family, White House aides, cabinet members and meetings, President Carter's trips, and visits by foreign leaders. Contact sheets of the negatives are available in the Research Room. Researchers may use the Presidential Daily Diary Name Index to determine dates of meetings with the President. The photographs are in the public domain.

#### **\*White House Communications Agency Videotapes, 1977-81**

This collection consists of 1,550 three-quarter inch videotapes of President Carter's televised speeches and press conferences, network programs featuring President or Mrs. Carter or senior staff aides, and daily news reports from the major television networks. The collection also includes a few Presidential speech rehearsals, White House briefings, and Senate hearings. The collection is arranged chronologically and is listed accordingly. Viewing facilities are available at the Library, and copies of the videotapes may be purchased. However, approximately one-half of the videotape collection is restricted by copyright. Permission for use of copyrighted material is the responsibility of the researcher.

#### **\*White House Communications Agency Audiotapes, 1977-81**

Approximately 3,700 one-quarter inch reel-to-reel audiotapes include impromptu remarks, speeches, press conferences, press briefings, and other public statements by the President, Mrs. Carter, Vice-President Mondale, senior staff aides, and Carter family members. The tapes are arranged by speaker and then chronologically. Finding aids are available for the President, First Lady, and staff series. Facilities are available at the Library to listen to the tapes, and copies may be purchased. A high percentage of the tapes are in the public domain.

#### **\*Naval Photographic Center Film, 1977-81**

Navy film crews produced 1,100,000 feet of 16mm color motion picture film documenting approximately one thousand Presidential events and appearances. The collection is arranged chronologically. A film inventory and descriptive shot cards for each reel of film are available at the Library. Facilities for viewing the film are also available. The entire film collection is in the public domain.

### **Donated Audiovisual Material From Those Other Than Jimmy Carter**

#### **\*Roddey Mims Collection, 1976-82**

Roddey E. Mims was a Washington photographer from 1962 until his death in 1982. The Mims collection at the Carter Library covers the period January 5, 1976 to September 28, 1982. Mims covered the Washington political scene for the most part, but also traveled with the Presidents and other politicians. He covered John Connally's 1976 Presidential campaign, Capitol Hill, and the White House during the Carter and Reagan administrations.

**The Carter Library has other audiovisual collections that are unprocessed and therefore not available for research:**

Carter Center of Emory University Audiovisual Records (available only with Carter Center of Emory University permission)

Carter Family Photos and Film Collection

Max Cleland Collection

Philip E. Davis Collection  
Ketter (US-China Peoples Friendship Association) Collection Gerald

Rafshoon Collection

Robert Stiles Collection

A.R. Trottier Film Collection

WPBA (Conversations at the Carter Center, 1992) Collection

## **PRINTED MATERIAL**

The Carter Library holdings of printed material are primarily for the use of the Carter Library staff but are made available to researchers for their convenience. It is assumed that most researchers will have access to far more comprehensive collections of printed materials in their own localities.

The Library will attempt to acquire all books focused on Jimmy Carter and his administration. The Library will acquire only such other publications related to Carter (i.e., books on human rights, general studies of the period) as seem necessary for day-to-day reference work, or which as "fugitive" material might not be collected by other libraries in the Atlanta area. Following these guidelines, book purchases are made in the following order of preference:

- (1) works relating to President and Mrs. Carter and their families;
- (2) Books relating to the Carter administration and prominent figures in it (selective purchasing);
- (3) Reference works (limited to those normally found in a research room and those necessary for day-to-day operations); and
- (4) (Extremely limited purchase) secondary works covering issues and events of the Carter administration as part of a larger study.

The Carter Library also owns microfilm of the Atlanta Journal from 1962 through 1982, the Washington Post from 1976 through 1981, the Atlanta Constitution since January 1, 1962, and the New York Times since January 1, 1975.

The Vertical File is a potpourri of documents, newspaper clippings, magazine articles, and other publications filed by the National Archives Liaison Office staff, 1977-1981, the Carter Presidential Materials Project staff, 1981-1986, and the Jimmy Carter Library staff, 1986-present. Access is provided by an alphabetical card file of subjects. The Vertical File is not an archival file is not to be treated as such. It is arranged for the convenience of the users, primarily Carter Library staff. Items are added or disposed of, folders are created and deleted, and items are shifted among folders as appropriate.

## **MUSEUM HOLDINGS**

The museum collects objects relating to Jimmy Carter's life and career. The collection currently consists of an estimated 40,000 objects. The collection is not available for public inspection or research except by special arrangement with the museum staff.

### **White House Gifts**

These objects were given to President and Mrs. Carter and their children during his Presidential administration and came to the Carter Library through the White House Gift Unit. All information about these objects comes from Gift Unit records.

#### **Gifts of State (approximately 8,000 objects):**

The majority of these objects given by foreign dignitaries are catalogued. Gifts from Heads of State; from Foreign national, state, and local government representatives; and from organizations formed by nations (such as the United Nations) valued above \$50 during 1977 and \$100 thereafter were the property of the United States government. Gifts from those sources of lower value and gifts from foreign private citizens were the personal property of the recipient and were donated to the Library by President Carter.

#### **Public Gifts (approximately 10,000 objects):**

These gifts from private citizens were the personal property of the recipient and were donated to the Library by President Carter. The gifts include a wide variety of objects, many handcrafted, from people all over the world. This collection is partially cataloged.

### **Personal Material**

#### **(approximately 2,500 objects):**

This portion of the collection consists primarily of clothing and gubernatorial memorabilia. Most of the objects are not cataloged.

### **Post-Presidential Gifts**

#### **(approximately 5,000 objects):**

Items continue to be donated to the Library by President and Mrs. Carter as they are received from foreign officials and the public. The majority of the two-dimensional artwork is cataloged.

### **Political Memorabilia**

#### **(approximately 9,000 objects):**

This category includes three large collections of memorabilia from twentieth-century presidential campaigns. These collections are partially cataloged. Most of the political cartoons are cataloged.

### **Other Collections**

#### **(approximately 5,500 objects):**

These items from various sources are not yet cataloged.