441 Freedom Parkway NE
Atlanta, GA 30307
http://www.jimmycarterlibrary.gov

Records of the First Lady's Office: A Guide to Its Records at the Jimmy Carter Library

Collection Summary

Creator: Office of the First Lady

Title: Records of the First Lady's Office

Dates: 1977-1981

Quantity: 402 linear feet (linear feet open for research), 810 Containers

Identification:

Accession Number: 80-1
National Archives Identifier: 561326

Scope and Content:

This collection contains correspondence, letters, memoranda, agendas, messages, invitations, itineraries, schedules, reports, menus, lists, resumes, briefing papers, background information, telephone logs, speeches, press releases, clippings, and reports.

These materials relate to information regarding all official White House social functions; First Lady's speeches, interviews, and correspondence; and her trip itineraries and schedules. Information on Rosalynn Carter's special projects such as mental health, community projects, volunteerism, the aged, Cambodian relief efforts, and women's issues are included in this collection.

Creator Information: Office of the First Lady

The First Lady's Office assists the First Lady in planning and carrying out all White House official functions. It disseminates information about the White House, its grounds and its history. This office assumes the responsibility for all entertainment of heads of state; schedules interviews, messages, and speeches; gives personal attention to all her correspondence, and carries out the research before responding to several hundred invitations or events each week. This office also conducts research, coordination, and implementation of Mrs. Carter's educational, cultural, and international projects.

Under Rosalynn Carter, the First Lady's Office maintained a total staff of twenty. The staff was divided among six different offices with varying responsibilities. Each office was headed by a senior staff member: Gretchen Poston, Social Secretary; Mary Hoyt, Press Secretary; Jane Fenderson, Appointments Secretary; Kathy Cade, Projects Director; and Helen Dougherty, Correspondence Director. Madeline MacBean served as Personal

Assistant to Rosalynn Carter and Rita Merthan served as Mrs. Carter's Personal Secretary.

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

Restrictions:

Restrictions on Access: These papers contain documents restricted in accordance with applicable executive order(s), which governs National Security policies, applicable statutes/agency restrictions, and material which has been closed in accordance with the donor's deed of gift.

Terms Governing Use and Reproduction: Copyright interest in these papers has been donated to the United States Government. Some of the records may be subject to copyright restrictions (i.e. newspapers, publications, etc). Researchers should contact the publisher for further information.

Related Material:

Related materials in this repository: White House Central Files Subject Files; Mary Finch Hoyt Papers; Carter Family Papers

Separated material: Audio visual materials

Index Terms:

Limited to major topics under each category
Persons: Rosalynn Carter; Kathryn Cade; Gretchen Poston; Mary Hoyt; Madeline McBean; Jane Fenderson; Rita Merthan

Organizations: President's Commission on Mental Health; Friendship Force

Subjects: Communities; volunteerism; neighborhoods; mental health; mental retardation; aged; women; Equal Rights Amendment; social affairs; State dinners; First Family; senior citizens

Types of Material: Correspondence, letters, memoranda, agendas, messages, invitations, itineraries, schedules, menus, guest lists, resumes, briefing papers, speeches, press releases, clippings, and reports

Administrative Information:

Preferred citation: [Type of Document], [Names of Sender and Recipient or Title of Document], [Date], [Collection Title], [Series Title], [Folder Title], [Box Number], Jimmy Carter Presidential Library.

Acquisition information:

These historical materials were received under provisions of the instrument of gift that Jimmy Carter signed January 31, 1981.

Processing information:

The first series of the collection was opened in 2001. Subsequent series in the collection were opened in 2003, 2005, 2006, and 2010. The open dates are indicated in the series scope and content.

System of Arrangement:

Arrangement Note: The First Lady's Office is arranged by sub-offices that were created to handle specific tasks.

The records of the First Lady's Office are divided into six sub-offices:

Office Description
Press Office
Social Office
Scheduling Office
Correspondence Office
Projects Office
Secretary's Office

First Lady's Press Office

Office Summary

Creator: Office of the First Lady. Press Office.

Title: Records of the First Lady's Office

Dates: 1977-1981

Office Description: Under the direction of Mary Hoyt, the Press Office handled all media relations for the First Lady and the Carter family. This included all matters related to press advance support for all of Mrs. Carter's public and official appearances; and preparation of public statements, press releases, and messages. The Press Office also oversaw the drafting of speeches and the handling of press activities for state dinners, White House parties, and all other social functions undertaken by the First Lady and the President. The office also played a part in the preparation of her foreign and domestic trips, including press credentials, background information, and biographical sketches. Other Press Office staff members included Ann Anderson, Faith A. Collins, Paul B. Costello, Vikki Lovett, and Paula Watson.

System of Arrangement:

The records of the Press Office are divided into nine series:

Series Title	National Archives Identifier
Mary Hoyt's Press Releases and Speeches Files	596812
Mary Hoyt's Domestic Trip Files	596813
Mary Hoyt's State Dinner Files	596814
Mary Hoyt's Foreign Trips Files	596815
Mary Hoyt's Chronological Files	596816
Mary Hoyt's Subject Files	596817
Mary Hoyt's White House Photographs	596818
Mary Hoyt's Press Clippings Files	596819
First Lady's Audio Visual Files	12315108

Detailed Description of the Series

Mary Hoyt's Press Releases and Speeches Files

Scope and Content: Containers 1-12. This series was opened in 2003. This series consists of correspondence, memorandums, speeches, drafts, background briefing information, fact sheets, press releases, guest lists, schedules, and announcements. This material relates to the preparation for events at the White House, mainly the drafting of Rosalynn Carter's speeches and remarks. Many of the speeches and remarks include Rosalynn's handwritten drafts and annotations. Arranged chronologically.

Mary Hoyt's Domestic Trip Files

Scope and Content: Containers 13-19. This series was opened in 2003. This series consists of correspondence, memorandums, itineraries, press releases, background briefings, press credentials, announcements, remarks, speeches, and speech drafts. This material relates to the preparation for Rosalynn Carter's domestic trips including her handwritten drafts and annotations for speeches and remarks. Arranged chronologically.

Mary Hoyt's State Dinner Files
Scope and Content: Containers 20-23. This series was opened in 2003. This series consists of biographical sketches, guest lists, menus, and press releases regarding upcoming state dinners at the White House. Arranged chronologically.

Mary Hoyt's Foreign Trip Files
Scope and Content: Containers 24-27. This series was opened in 2003. This series consists of correspondence, memorandums, background information, press releases, foreign newspapers, reports, telegrams, and schedules related to the First Lady's foreign trips. Also included are speeches and speech drafts with her handwritten notes and annotations. Arranged chronologically.

Mary Hoyt's Chronological Files
Scope and Content: Containers 28-29. This series was opened in 2003. This series contains Mary Hoyt's reading file which includes both incoming and outgoing correspondence, and memorandums. Arranged chronologically.

Mary Hoyt's Subject Files
Scope and Content: Containers 30-33. This series was opened in 2003. This series consists of correspondence, memorandums, publications, invitation responses, and briefings. The material relates to a wide variety of topics concerning the responsibilities of the First Lady's Office. Arranged chronologically.

Mary Hoyt's White House Photograph Files
Scope and Content: Containers 34-36. This series was opened in 2003. This series mainly contains copies of color photographs from the White House Staff Photographer's Office. In addition, the series contains taped interviews, speeches and videotapes that have been transferred to the audiovisual holdings of the library. A list of the items transferred is included in the textual records.

Mary Hoyt's Press Clippings Files
Scope and Content: Containers 37-65. This series was opened in 2003. This series contains original and xeroxed copies of newspaper clippings. Clippings related to the First Family or by topic are arranged alphabetically; clippings related to state dinners and trips are arranged chronologically.

First Lady's Audio Visual Files
Scope and Content: Containers 1-10. This series was opened in 2014. This series contains audio cassettes, video tapes, reel to reel audio tapes, and photographs. The audio materials are recordings of Rosalynn Carter's interviews, remarks, speeches, press conferences, and other

events that she attended. The oversized photographs are candid shots taken during the 1980 campaign. Arranged by type of material and there under chronologically.

Return to Series List

Container List

Mary Hoyt's Press Releases and Speeches Files

Container 1
Speech Notes Campaign, 1976
Cities and States visited by Rosalynn Carter, 9/76-11/76
List of Participants from Various Events, 1977-1978
List of Participants from Various Events, 1979-1980
Press Activity, 1/77-8/80
White House Entertainment, 1977-1980
WGMS Radio Editorial, 1/26/77
Human Rights, 2/77-3/77
Wolf Trap Farm Foundation, 2/14/77
National Portrait Gallery with Mrs. Lopez Portillo, 2/14/77
Press Tea with Rosalynn Carter, 2/15/77
President's Commission on Mental Health, 2/17/77
Waldheim Luncheon, 2/25/77
Marian Anderson/Young Audiences Concert, 2/27/77
Governor's Dinner, 3/1/77

Container 2
Women Members of Congress Lunch, 3/4/77
Parent Teacher Association Reception, 3/8/77
National Institute of Health with Mrs. Callaghan, 3/11/77
Girl Scout Reception, 3/11/77
Spring Square Dance Festival, 3/17-19/77
Phil Hart Memorial Statement, 3/29/77
World Federation for Mental Health Speech, 3/29/77
National Zoo – Elephant – Sri Lanka, 4/2/77
Woman's National Democratic Club, 4/5/77
Health Center for Mothers and Children Visit, 4/7/77
Easter Egg Roll on White House Lawn, 4/11/77
Mental Health Association, 4/11/77
One to One Video, 4/11/77
Kennedy Center Honorary Chairman, 4/12/77
National Council on Aging, 4/18/77
National Hispanic Heritage Week Spot, 4/18/77
Daughter of the American Revolution Tea, 4/18/77
Senate Wives Luncheon, 4/26/77
National Council of Jewish Women Speech, 4/27/77
Mary Lasker's Award Ceremony, 5/4/77
President's Committee on Employment of the Handicapped, 5/5/77
Girls Club of America, 5/5/77
District of Columbia Village Geriatrics Center Opening, 5/10/77
Aging Round Table, 5/10/77

Container 3
Bill Milliken's Breakfast, 5/12/77
Unveiling of Peter Rodino Portrait, 5/12/77
Little General Cloggers, 5/13/77
Senate Wives Luncheon, 5/16/77
Former Members of Congress Auxiliary, 5/19/77
First Lady's Annual Breakfast, 5/19/77
Commencement Exercises of Notre Dame University, 5/22/77
Anne Dodson Book, 5/26/77
"Kin and Communities: The Peopling of America", 6/14/77
Princess Anne and Captain Mark Phillips's Luncheon, 6/15/77
Rosalynn Carter's Interview on the Today Show with Judy Woodruff, 6/21/77
Committee on International Relations, 6/30/77
Luncheon in Honor of Majesty the Empress Farah of Iran, 7/11/77
Congressional Picnic on South Lawn, 7/20/77
World Federation for Mental Health, 8/25/77
Friendship Force Reception, 9/8/77
League of Women Voters, 9/8/77
Washington Press Club, 9/15/77
World Bank and International Monetary Fund (IMF) Latin American Governor's Reception, 9/28/77
Dedication of the Mailman Psychobiological Center, 10/3/77
American Association of Nurserymen Awards Program, 10/5/77
Outstanding Handicapped Federal Employee Award Ceremony Department of Commerce, 10/6/77
Nosotros, 10/11/77
National Institute of Mental Health, "Mental Health Matters", 10/12/77
Peanut Brigade Barbecue, 10/13/77
Pernambuco Partners Reception, 10/17/77
United Nations Children Fund (UNICEF) Picture – Rosalynn and Amy, 10/26/77
Mental Health Association Luncheon, 10/27/77
Savannah Neighborhood Action Conference, 11/2-5/77
Cities in School Project Coffee, 11/8/77
Rosalynn Carter's Op-Ed Article in New York Times, 11/10/77
American Film Institute Reception, 11/17/77
National Women's Conference in Houston, Texas, 11/19/77
Thanksgiving, 11/77
Rosalynn Carter's Interview with Gay Pauley, 12/2/77
Issues and Answers with Barbara Walters, 12/18/77
Christmas, 1977

Container 4
National Council on Jewish Women, 1/17/78
Iowa Reception for State of the Union, 1/19/78
"Folk Art and Folk Life" Exhibit and Reception, 1/12/78
Ford's Theatre Reception, 1/29/78

Federal City Council Luncheon, 1/30/78
Sumter County Chamber of Commerce, 2/2/78
Polish-American Reception, 2/6/78
Heart Association Luncheon, 2/7/78
Inter-American Commission of Women, 2/16/78
Friendship Force Reception in Pennsylvania, 2/21/78
New Hampshire's Reception, 2/24/78
Vladimir Horowitz Concert, 2/26/78
Governor's Wives Luncheon, 2/28/78
Governor's Ball, 2/28/78
White House Conference on Handicapped Individuals, 3/2/78
Trade Fair of the Americas, 3/8/78
Public Television 25th Anniversary, 3/14/78
Egg Roll, 3/27/78
Luncheon on Liberia, 4/3/78
American Society of Florist, 4/11/78
Country Music Night, 4/17/78
Senate Ladies Luncheon, 4/18/78
Jubilee Housing Dinner, 4/25/78
Mental Health Commission's Report, 4/27/78
Sun Day Press Briefing, 5/2/78
United Service Organization (USO) Benefit, 5/3/78
Chip and Caron Carter's Australia Trip, 5/3-12/78
Council on Foundations, 5/5/78
Polish Constitution Day Parade in Chicago, 5/6/78
Senate Wives Luncheon, 5/15/78
Armenian Reception, 5/16/78
District of Columbia General Hospital, 5/16/78
Women Honor Guard Ceremony, 5/17/78
Papanicolaou Stamp Dedication, 5/18/78
White House Promenade, 5/20/78

Container 5
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First Lady Breakfast - Congressional Club, 5/24/78
President Ford's Portrait Unveiling, 5/24/78
United Service Organization (USO) Bob Hope Reception, 5/24/78
Hogg Foundation Seminar, 5/26/78
NATO Dinner and Luncheon, 5/30/78
Rosalynn Carter Article in McCalls Magazine, 6/78
Costa Rican Youth Symphony, 6/5/78
Gladys Spellman Fundraiser, 6/6/78
National Council of Senior Citizens, 6/7/78
White House Staff Picnic, 6/8/78
Retirement Living Interview with Rosalynn Carter, 6/8/78

National Spelling Bee, 6/9/78
Committee for the Preservation of the White House Luncheon, 6/12/78
Women's National Democratic Club Fundraiser, 6/12/78
Ladies Home Journal - Woman of the Year, 6/13/78
Rosalynn Carter's Interview with Carl Rowan, 6/13/78
Housing and Urban Development (HUD) $15 Million - Mental Health Briefing, 6/15/78
Newport Jazz Festival, 6/18/78
National Press Club, 6/20/78
Rosalynn Carter's Communities Plan; White House Meetings, 7/19-20/78
Smithsonian - Inaugural Gown Presentation, 7/20/78
Rosalynn Carter's Radio Interview on WKYS, 7/21/78
New York Times Editorial Board Luncheon, 7/24/78
Employment Seminar, 7/27/78
Tchaikovsky Gold Medal Winners, 7/31/78
Radio Script for Rosalynn Carter's - Spanish Information Service, 8/9/78 – 10/17/78
Funeral of Pope Paul in Rome, 8/11-13/78
Rosalynn Carter, "Some Thoughts Jotted Down at Camp David", 8/78
Women Equality Day, 8/25/78

Container 6
Campaign Speeches - Fall, 1978
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NASCAR - Willie Nelson Event, 9/13/78
Council on Foundations Luncheon, 9/14/78
Italian - American Reception, 9/15/78
Hispanic Heritage Brunch, 9/17/78
Maestro Rostropovich, 9/17/78
Equal Rights Amendment Meeting, 9/18/78
Dr. Armand Hammer Painting Presentation, 9/19/78
Rosalynn Carter Rose Presentation, 9/19/78
Hispanic Caucus Press Dinner, 9/20/78
Old Post Office Building Dedication, 9/21/78
Woodrow Wilson Center - Los Angeles Conference, 9/22/78
Reception for Congressman Bob Edgar, 9/23/78
Georgia Barbecue, 9/25/78
National Institute of Mental Health Tour, 9/27/78
8th Annual Congressional Black Caucus Legislative Dinner, 9/30/78
Martin Luther King Center Reception, 10/3/78
Washington Press Club, 10/4/78
Leukemia Society Reception, 10/6/78
Leontyne Price, 10/8/78
National Conference of the Association of Junior Leagues, 10/12/78
Marian Anderson Medal Presentation, 10/17/78
Amy's Birthday Party, 10/19/78
Equal Rights Amendment Extension – Bill Signing Ceremony, 10/20/78

Container 7
Committee Meeting for the Preservation of the White House, 10/20/78
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Halloween Party, 10/30/78
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Friendship House Tour, 11/9/78
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Library Association Reception, 11/9/78
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Consumer Survival Kit Spot on Public Broadcasting Station (PBS), 11/20/78
Living White House Presentation / Purdue, Pete - Presentation, 11/21/78
Thanksgiving Dinner / National Bible Week - Alec McCowen, 11/22/78
United Way of the National Capital Area Victory Luncheon, 11/30/78
Rosalynn Carter's Article on the "The Gift of Giving" in Good Housekeeping Magazine, 12/78
Reception for Kennedy Center Honorees, 12/3/78
Tea for Princess Basmah of Jordan, 12/5/78
Dinner for New Members of Congress, 12/6/78
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Health Education and Welfare Immunization Conference, 12/12/78
Mutual Broadcasting System Interview with Rosalynn Carter, 12/23/78
Christmas at the White House, 1978

Container 8
Federal Council on Aging Committee, 1/12/79
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Equal Rights Amendment Religious Committee, 1/15/79
Judicial Appointment Meeting, 1/18/79
1978 Washingtonians of the Year Awards Program, 1/19/79
Folger Shakespeare Library's Festival, 1/25/79
China Events, 1/29-31/79
Hearings on Mental Health, 2/7/79
Congressional Wives for Soviet Jewry, 2/8/79
Consumer Federation of America, 2/9/79
B'nai B'rith, 2/12/79
The Capital Children's Museum, 2/13/79
Rosalynn Carter's Radio Interview with Sherry Henry, 2/23/79
Mikhail Baryshnikov, 2/25/79
Governor's Dinner, 2/27/79
Taping of Rosalynn Carter for American Journal of Nursing, 3/9/79
Andres Segovia, 3/11/79
Gridiron Dinner, 3/24/79
Christian Life Commission, 3/26/79
National Student Poster Contest, 3/27/79

Jewish Theological Seminary, 3/29/79
Jefferson-Jackson Day Dinner, 3/31/79
Los Angeles Times Editorial Board Interview with Rosalynn Carter, 4/4/79
Volunteers from National Headquarters Reception, 4/5/79

Container 9
USS Georgia Keel - Laying Ceremony in Connecticut, 4/7/79
Cities In-Schools Luncheon / Terrell Junior High School, 4/11/79
Easter Egg Roll, 4/16/79
Daughters of the American Revolution Tour, 4/16/79
National Conference on Mental Health and the Elderly, 4/23/79
Senior Citizen Day at the White House, 4/24/79
New York Women in Communications Lunch, 4/26/79
Act '79 Fair - Congressional Hearing, 4/30/79
Linden Supply Association of America, 5/2/79
Japan National Arboretum Reception and Fashion Show, 5/3/79
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American Psychiatric Association, 5/16/79
Congressional Wives Breakfast, 5/17/79
Committee for the Preservation of the White House, 5/18/79
District of Columbia General Hospital Spring Benefit, 5/18/79
Senate Wives Luncheon, 5/21/79
American Nurses' Association Reception, 5/25/79
President's Environmental Youth Award, 6/7/79
Black Music Festival, 6/7/79
American Baptist Churches Speech by Phone, 6/7/79
American Association of Nurserymen Landscape Awards, 6/8/79
Food Editors Reception, 6/11/79
Congressman Marty Russo's Fundraiser, 6/12/79
Susan B. Anthony Coin Reception, 6/20/79
New York State Democratic Party Dinner and Asian-American Dinner, 6/21/79
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Container 10
Special Olympics Stamp Unveiling Ceremony, 7/17/79
Good Housekeeping Family Doctor of the Year, 7/18/79
Rosalynn Carter's Article, "Helping Children to Cope", 8/79
Labor Day Picnic, 9/3/79
Women's Democratic National Committee, 9/5/79
Monthly Activity Press Release, 9/79
Gospel Music Association Concert, 9/9/79
Coalition of National Voluntary Organization (CONVO), 9/13/79
Smithsonian Red Room, 9/14/79
Greek-American Reception, 9/18/79
Black Women Leader's Reception, 9/21/79
Congressional Dinner, 9/23/79

National Symphony Board, 9/25/79
Country Music Luncheon, 10/2/79
Pope John Paul II Visit, 10/5-7/79
White Guide Book Presentation, 10/10/79
Reading is Fundamental Reception, 10/11/79
PM Magazine – Maria Shriver, 10/15/79
National Council of Jewish Women, 10/16/79
Washington Business Group on Health, 10/22/79
Equal Rights Amendment Reception, 10/23/79
Senior Citizen Rally Ad Hoc Coalition on Aging, 10/23/79
Committee for the Preservation of the White House, 11/9/79
Meeting with Volunteer Agencies on Refugees, 11/13/79
National Council of Negro Women, 11/16/79
Kennedy Center Honors Reception, 12/2/79
Presidential Gala, 12/4/79
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Christmas at the White House, 1979

Container 11
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National Cambodia Crisis Committee Meeting, 1/29/80
Rosalynn Carter's Ladies Home Journal Article on her Mother, 2/2/80
Meeting with Eugene Ormandy and Queen Sirikit Kitiyakara, 2/4/80
West Side Story, 2/4/80
Valentine's Dance, 2/13/80
Governor's Dinner, 2/26/80
Rosalynn Carter's Public Service Announcement on the 1980 Census, 3/4/80
Washington Performing Arts Society, 3/11/80
Harlem Globetrotters, 3/11/80
Diplomatic Wives Reception, 3/11/80
B'nai B'rith Luncheon - Hilton, 3/11/80
Received Green Bagel, 3/14/80
St. Patrick Day Party, 3/17/80
New York City – St. Patrick's Day Parade, 3/19/80
National Captioning Institute, 3/19/80
White House Conference on Aging Reception, 3/26/80
American Egg Board, 4/1/80
Easter Egg Roll, 4/7/80
Sadat Dinner, 4/8/80
American Baptist Church, 4/9/80
Prime Minister and Mrs. Begin, 4/15/80
Spring Garden Tour, 4/19-20/80
Luncheon for King and Queen of Belgium, 4/22/80
White House Preservation Fund Reception, 4/22/80
League of Pen Women, 4/22/80

Contributors to Cambodian Relief Dinner, 4/23/80
Save the Refugees Fund Presentation, 4/28/80
Arthritis Foundation Poster Child Reception, 5/1/80
March of Dimes Walk-a-thon, 5/4/80
Senate Wives Luncheon, 5/7/80
Reception and Ceremony for Department of Education Installation, 5/7/80
Atlanta Morehouse College, 5/11/80
Senior Citizen Day, 5/13/80
Yellow Ribbon Tying, 5/14/80
District of Columbia General, 5/15/80
Organization of American States (OAS) Friendship Festival, 5/19/80
Women's National Democratic Club, 5/20/80
American Federation of Labor - Congress of Industrial Organizations (AFL-CIO) - Cambodia Crisis Campaign, 5/29/80
Public Broadcasting Reception, 6/3/80
Rosalynn Carter's Interview with Lynda Robb, 6/5/80 and 7/11/80
Metal of Freedom Ceremony, 6/9/80
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Girl Scout Reception, 6/10/80
Salute to Congress Buffet, 6/11/80

Container 12
Volunteers In-Service to America (VISTA) Reception, 6/13/80
Cambodian Crisis Center, 6/16/80
Equal Rights Amendment Reception, 6/18/80
Veterans Administration Reception, 7/19/80
Mexican American Women's National Association, 7/24/80
Society of American Florists, 7/25/80
United States Team Reception, 7/30/80
Georgia Barbecue, 8/7/80
New York Convention, 8/11-15/80
Dinner, Retiring Members of Congress, 8/25/80
United Food and Commercial Workers First Women's Affairs Conference, 8/27/80
General Campaign Speech Cards, Fall 1980
Labor Day Picnic, 9/1/80
Women's Bureau - 60th Anniversary, 9/2/80
Blacks in Government Reception, 9/3/80
Foster Grandparents Coffee, 9/4/80
Frankie Welch - Book signing Party, 9/8/80
General Federation of Women's Club Reception, 9/9/80
National Multiple Sclerosis Society Reception, 9/12/80
Women's Committee for the National Symphony Orchestra, 9/17/80
National Coalition of Hispanic Mental Health and Human Services Organization (COSSMHO) Luncheon at Shoreham Hotel, 9/17/80
National Symphony Orchestra Reception 50th Anniversary, 9/18/80
Telephone Pioneers of America, 9/22/80

National Portrait Gallery, 9/24/80
National Endowment for Arts and Humanities 15th Anniversary, 9/30/80
International Human Assistance Program, 9/30/80
Captain America Youth Conservation Campaign Kick-Off, 10/1/80
Juvenile Diabetes Foundation, 10/1/80
Consumer Education Commemorative Stamp Unveiling, 10/6/80
Mental Health Systems Act of 1980 - Signing Ceremony, 10/7/80
Carter-Mondale Reception, 10/10/80
Press Advance Seminar, 10/12-14/80
National Broadcast Association for Community Affairs, 10/16/80
Southeast District Conference of National Secretaries Association, 10/17/80
Mental Health Systems Act Reception, 10/17/80
Dinner Honoring Dr. Benjamin Mays, 10/22/80
International Horse Show/Amy, 10/24/80
Rosalyn Carter Interview w/ UPI (United Press International), New York Times, Washington Post, Washington Star, Los Angeles Times, Women's Wear Daily, 11/18/80
Kennedy Center Honors Gala, 12/7/80
District of Columbia Council Resolution, 12/9/80
Christmas, 1980
Commission for White House Record Library Reception, 1/3/1981

Return to Series List

Mary Hoyt's Domestic Trip Files

Container 13
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San Jose, California, 6/21/77
Hawaii, 6/22-25/77
Vancouver, 8/25-26/77
Massachusetts, 10/3/77
New York, 10/4/77
Deptford, Almanesson, Camden, New Jersey, 10/20/77 check to see if folder is in box
Virginia, 10/22/77
Texas, Mexico, 11/3/77
New Orleans, Louisiana, 11/4/77
New York, 12/12/77

Container 14
Atlanta, Georgia; Hartford, Connecticut, 1/20-24/78
Orlando, Tampa, Florida, 2/18/78
Texas, 9/3-4/78
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Asheville, North Carolina; Miami, Florida; Cedar Rapids, Ames, Iowa; Terre Haute, Indiana; 9/28-30/78

Columbus, Ohio; St. Paul, Minnesota; Milwaukee, Wisconsin; Chicago, Illinois, 10/6-7/78
Rochester, New York, New Haven, Connecticut; New Hampshire; Maine, 10/18-19/78
Sioux Falls, South Dakota, Topeka, Kansas, Atlanta, Georgia, Orlando, Florida, 11/1-3/78
New York, New York, 12/12/78

Container 15
St. Louis, Missouri; Davis, California; Springfield, Massachusetts; Lorain, Ohio, 3/19-21/79
Thomasville, Georgia, 4/27/79
Atlanta, Georgia; New Hampshire, 6/2-5/79
Illinois; Arkansas; Texas; California, 7/22-25/79
Atlanta, Plains, Georgia; Tampa, Florida, 8/30/79-9/1/79
San Antonio, Garland, and Dallas, Texas, 9/4/79
Cedar Rapids, Iowa, 9/8/79
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Trip - Cedar Rapids, Iowa, 9/8/79

Container 62
Trip - New Hampshire; New York, 9/12/79
Trip - South Carolina; Florida, 9/20-21/79
Trip - Erie; Pittsburgh, Pennsylvania, 9/27/79
Trip - Boston, Massachusetts, 10/1/79
Trip - St. Petersburg; Ft. Myers; Naples, Florida, 10/4/79
Trip - Chicago, Illinois; Birmingham, Alabama, 10/8/79
Trip - Johnson City, Tennessee; Asheville, North Carolina, 10/12/79
Trip - Iowa; Oregon; Washington, 10/17-19/79
Trip - New Hampshire; Boston, Massachusetts; Maine, 10/24-25/79
Trip - Houston, Texas, 10/25/79
Trip - Los Angeles, California; Denver, Colorado; Canada, 11/14-16/79
Trip - St. Petersburg, Florida, 11/17/79
Trip - New Hampshire, 11/29/79
Trip - New York; Mississippi; Georgia; Arkansas, 12/5-8/79
Trip - New York, 12/12-13/79
Trip - Iowa, 12/20/79

Container 63
Trip - Iowa, 1/7-8/80
Trip - Iowa, 1/11-12/80
Trip - Atlanta, Georgia, 1/15/80
Trip - New Hampshire; Maine, 1/18/80
Trip - Maine, 1/25/80
Trip - New York; Maine; New Hampshire, 1/31/80 - 2/1/80
Trip - Maine, 2/6/80
Trip - Minnesota, California, and Oklahoma; 2/7-9/80
Trip - Massachusetts, New Hampshire; Connecticut, 2/14-15/80
Trip - Vermont; New Hampshire; New York; Massachusetts, 2/23/80
Trip - Plant City, Florida; Macon, Georgia; Birmingham, Alabama, 3/3/80
Trip - Chicago, Illinois, 3/6/80
Trip - Richmond, Virginia, 3/8/80
Trip - New York; Kansas; Illinois; 3/13-14/80
Trip - New York, 3/17/80
Trip - Connecticut; New York, 3/20-21/80
Trip - Wisconsin, 3/27/80
Trip - Pennsylvania; Louisiana; Ohio, 4/3-4/80
Trip - Missouri; Arizona; 4/10-11/80
Trip - Philadelphia, Pennsylvania, 4/14/80
Trip - Pennsylvania, 4/17-18/80
Trip - Texas; Tennessee; Mississippi, 4/24-25/80
Trip - Indiana; Kentucky; Texas, 4/29-30/80
Trip - Atlanta, Georgia, 5/11/80

Trip - Baltimore, Oxon, Towson, Maryland 5/12/80
Trip - Columbus; Cincinnati, Ohio, 5/16/80
Trip - New Mexico; California, 5/21-22/80
Trip - Tennessee; Mississippi; Alabama; North Carolina; Louisiana, 5/27-28/80
Trip - New Jersey; Rhode Island, 6/2/80
Trip - Oaklawn, Alsip, Illinois, 6/12/80
Trip - New Orleans, Louisiana, 7/2/80
Trip - Plains, Georgia, 7/4-6/80
Trip - Alabama, 9/1/80

Container 64
Mexico Trip, 12/1-3/76
World Trip, 12/29/77- 1/9/78
Post World Trip, 1/78
Venezuela, 3/28-29/78
Brazil, 3/29-30/78
Nigeria, 3/30/78 - 4/2/78
Liberia, 4/3/78
Costa Rica, 5/7-10/1978
Germany, 7/16/78
Rome, 8/10-13/78
Guadeloupe, 1/5-6/79
Mexico, 2/14-16/79

Container 65
Mid East Trip, 3/7-13/79
Rome and Geneva, 5/5-11/79
Vienna, 6/14-18/79
Japan and Korea, 6/23-29/79
Ecuador, 8/8-11/79
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Italy; Spain; Portugal; Yugoslavia, 6/19-26/80
Peru; Puerto Rico, 7/26-29/80

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First Lady's Audio Visual Files

Container 1
Audio Cassettes:
Rosalynn Carter in Pittsburgh, 9/30/76, Side 1
Ohio, Boston, Hartford, Connecticut, 10/5/76, Side 2
Rosalynn Carter in Albany, New York, 10/17/76, Side 1
Rosalynn Carter in Florida, September 18, 1976, Side 2
Rosalynn Carter in Washington, D.C., 8/24/76

Rosalynn Carter in Washington, D.C., Virginia and Maryland, 10/6/76, Side 1
Rosalynn Carter in St. Louis, 10/6/76, Side 1
Rosalynn Carter at the Washington DC Press Club, Side **2**
Rosalynn Carter on Meet the Press in DC, 8/26/76
Rosalynn Carter in Louisiana, 11/24/76, Side 1
Rosalynn Carter in New Jersey and Maryland, 12/27/76, Side 2
Rosalynn Carter in California, 10/14-15/76
Rosalynn Carter in Akron, Louisville; Terre Haute, 12/12/76, Side 1
Rosalynn Carter in Houston and Springfield, 10/30/76 11/1/76, Side 2
Rosalynn Carter in Denver, 1976
Rosalynn Carter in Norfolk, Virginia, 10/8/76, Side 1
Rosalynn Carter in Topeka, Kansas, 1976, Side 2
Rosalynn Carter in Jackson, Mississippi; Shreveport, Louisiana, 9/28/76, Side 1
Rosalynn Carter in Chicago, 9/28/76, Side 2
Rosalynn Carter in Dallas, Texas, 10/16/76
Rosalynn Carter in Nashville, 9/6/76, Side 1
Rosalynn Carter in Lansing, Michigan, Side 2
Rosalynn Carter in Columbia, South Carolina, Side 1
Rosalynn Carter in Evansville, Indiana, Side 2
Rosalynn Carter in San Antonio, Texas, 9/22/76,
Tom Brokaw Interview, Side 2
Rosalynn Carter in California, 9/13/76, Side 1
Rosalynn Carter in Denver and Cleveland, Side 2
Rosalynn Carter's Interview with Jean Colbert in Hartford, Connecticut, 10/5/76

Container 2
Rosalynn Carter in Hawaii, 6/22-25/77
Rosalynn Carter's Remarks at "Kin and Communities" Opening, 6/14/77
DC Youth Orchestra Performance on 8/2/77, Side 1
Rosalynn Carter's Speech in Vancouver, 8/25-26/77, Side 2
Rosalynn Carter's Remarks to the Washington Press Club, 9/15/77
Rosalynn Carter's Remarks at the UPI Conference of Editors & Publishers, 10/11/77
Rosalynn Carter with Mrs. Lopez Portillo in Mexico, 11/3/77 Side1
Rosalynn Carter in New Orleans, Cruise Terminal Dedication, 11/4/77, Side 2
Rosalynn Carter's Interview with Polish Press, 12/30/77
Rosalynn Carter's Interview with Iranian Television, 12/31/77, Side 1
Rosalynn Carter's Interview with French Journalist, 1/5/78, Side 2
Rosalynn Carter's Remarks at the Orlando Ceremony, 2/18/78
Rosalynn Carter's Interview with Vera Glaser, 2/21/78
President Carter's Remarks at a Reception to Receive Final Report of the President's Commission on Mental Health, 4/27/78
Rosalynn Carter's Remarks at reception for NASCAR, South Lawn, 9/13/78
Rosalynn Carter's Remarks introducing Cellist Rostropovich, 9/17/78
Rosalynn Carter's Remarks to Hispanic Americans, 9/17/78
Rosalynn Carter's Interview on KMOX/CBS Radio, St. Louis, Missouri, 9/19/78
Rosalynn Carter's Remarks at Reception for Leukemia Society, East Room at WH, 10/6/78

Rosalynn Carter's visit to Ohio, Minnesota, Wisconsin, and Illinois, 10/6-7/78
Rosalynn Carter's Remarks at the Junior Leagues Reception, 10/12/78
Presentation /Reception Honoring Marian Anderson on State Floor, 10/17/78
Rosalynn Carter in Atlanta, Georgia, 11/3/78
Rosalynn Carter's Interview with Sarah Booth Conroy, The Solarium, 11/21/78
Rosalynn Carter's Interview with Dorothy Marks, 11/28/78, Side 1
Rosalynn Carter's Interview with Clarence Davidson, 11/28/78, Side 2
Rosalynn Carter's Interview with Jan Jarboe, 11/29/78
Rosalynn Carter's Remarks in an interview w/Mutual Radio Networks, 12/14/78
Rosalynn Carter's Interview with Time Magazine, Larry Barrett, 12/14/78
Interview with Amy Carter, 1978, Side 1
Rosalynn Carter's Interview on 12/15/78, Side 2

Container 3
Rosalynn Carter's Remarks at ERA Reception, 1/15/79
Rosalynn Carter at luncheon for Joy Billington, 1/24/79
Rosalynn Carter's Remarks in an Interview on Mental Health, 2/7/79
Rosalynn Carter's Remarks in a WOR Radio Interview, 2/22/79
Rosalynn Carter's Rosalynn Carter's Remarks at an Editor's Meeting, 2/23/79
Remarks of the First Lady during an Interview with the Press, 2/27/79
Rosalynn Carter's Interview with Liz Carpenter, 2/28/79
Rosalynn Carter's Interview w/Andy Glass for NYT Arts & Leisure, 3/1/79
Rosalynn Carter's Speech in Springfield, Massachussetts on School Volunteers, 3/19/79, Side 1
Rosalynn Carter's Telephone Interview to the Christian Life Commission, 3/26/79, Side 2
Rosalynn Carter's Interview with Don Oberdorfer, 3/23/79
Rosalynn Carter's Remarks at the Gridiron Dinner, 3/24/79
Rosalynn Carter's Speech at the Jefferson-Jackson Day Dinner in Detroit, 3/31/79
Rosalynn Carter's Remarks at USS Georgia Keel-Laying Ceremony in Connecticut, 4/7/79
Rosalynn Carter's Remarks in Raleigh, North Carolina, 4/18/79
Rosalynn Carter at the Conference on Mental Health 4/23/79
Rosalynn Carter's Interview with Lacey Creary, Philadelphia Inquirer, 4/23/79
Rosalynn Carter's Interview with Hugh Downs, 4/24/79
Rosalynn Carter's Speech in New York at the Women in Communications Lunch, 4/26/ 79
Rosalynn Carter at Act 1979 Fair - Congressional Hearing, 4/30/79
Rosalynn Carter's Interview with Kandy Stroud, 5/2/79
Rosalynn Carter's Remarks at National Arboretum Reception & Fashion Show, 5/3/79
Rosalynn Carter's Speech at the Medical Society of WHO in Geneva, 5/7/79
Rosalynn Carter's Remarks in Rome, 5/9-10/79
Rosalynn Carter's Speech before the American Psychiatric Association, 5/19/79
Rosalynn Carter on the Phil Donahue Show, 5/16/79

Container 4
Rosalynn Carter's Interview with Paul Shields, 5/30/79
Rosalynn Carter's Dinner Speech for Carter/Mondale Fundraiser, Atlanta, Georgia, 6/2/79
Rosalynn Carter's Speech at Tift College, Forsyth, Georgia, 6/3/79
Rosalynn Carter in New Hampshire, 6/4/79

Rosalynn Carter's Speech by Phone to the American Baptist Churches Convention, 6/7/79
Rosalynn Carter's Remarks in New York at the Asian-American Dinner, 6/21/79
Rosalynn Carter's Remarks at the Harriman Dinner, 6/21/79
Rosalynn Carter's Speech in Seoul Korea, 6/30/79, Tape 1
Rosalynn Carter's Speech in Seoul Korea, 6/30/79, Tape 2
Rosalynn Carter's Remarks at Special Olympics Stamp Unveiling Ceremony, 7/17/79
Rosalynn Carter's Remarks in a Telephone Interview with KLNG Radio in Iowa, 7/17/79
Rosalynn Carter's Interview with Margaret Shannon, Atlanta Journal/Constitution Magazine, 7/20/79
Rosalynn Carter's Interview with Iowa Daily Press Association, 9/8/79, Side 1
Rosalynn Carter's Speech at Democratic Committee in Iowa, 9/8/79, Side 2
Rosalynn Carter's Remarks in Columbia South Carolina, 9/20/79
Rosalynn Carter's Remarks in Jacksonville & West Palm Beach, Florida, 9/21/79
Rosalynn Carter's Interview with KOMX, 9/26/79
Rosalynn Carter in Naples, Fort Meyers and St. Petersburg, Florida, 10/4/79
Rosalynn Carter's Remarks in Birmingham, Alabama, 10/8/79
Rosalynn Carter's interview with Clifford Evans, 10/8/79
Rosalynn Carter's Remarks before Washington Business Group on Health, 10/22/79
Rosalynn Carter in Los Angeles, California, Denver, Colorado, Winnipeg, Canada, 11/15/79
Rosalynn Carter's Speech in New Hampshire, 11/29/79
Rosalynn Carter's Interview with Gail Sheehy, 11/30/79
Rosalynn Carter's Remarks in Jackson, Mississippi at Fundraiser Dinner, 12/6/79
Rosalynn Carter's Remarks in Jackson, Mississippi before Law Institute, 12/7/79

Container 5
Rosalynn Carter in Des Moines, Iowa, 1/7/80
Rosalynn Carter in Minneapolis; Oklahoma City, OK; San Francisco, Fresno, Los Angeles, California, 2/8-9/80
Rosalynn Carter in Bridgeport, Connecticut, 2/15/80
Rosalynn Carter's Interview on CBS Morning News with Bob Schieffer, 2/20/80
Rosalynn Carter in Richmond, Virginia, 3/8/80, Side 1
Rosalynn Carter's Remarks at the B'nai B'rith Luncheon, 3/12/80, Side 2
Rosalynn Carter's Remarks at Kansas White House Conference on Families, 3/14/80
Rosalynn Carter's Interview with Tom Brokaw, 3/19/80
Rosalynn Carter's Interview with Marilyn Berger, 3/20/80
Rosalynn Carter's Interview on WCBS, 3/22/80
Rosalynn Carter's Interview with Donnie Radcliffe, Washington Post, 3/25/80
Rosalynn Carter's Speech in Atlanta, Georgia, Morehouse College, 5/11/80
Rosalynn Carter in Winston-Salem, North Carolina, 5/28/80
The Larry King Show, Friday August 29, 1980, 12:00-12:30 Side A Tape 1
The Larry King Show, Friday August 29, 1980, 12:30-1:00 Side B Tape 1
The Larry King Show, Friday August 29, 1980, 1:00-1:30 Side A Tape 2
The Larry King Show, Friday August 29, 1980, 1:30-2:00 Side B Tape 2
The Larry King Show, Friday August 29, 1980, 2:00-2:30 Side A Tape 3
The Larry King Show, Friday August 29, 1980, 2:30-3:00 Side B Tape 3
Rosalynn Carter in Philadelphia and Ohio, 8/28/80, Side 1

Rosalynn Carter in Kentucky; Tennessee, 10/29/80, Side 2
Rosalynn Carter in Huntington, West Virginia - Syracuse, New York, 9/13/80
Rosalynn Carter in Norfolk and Virginia Beach, Virginia, 9/25/80 Side 1
Rosalynn Carter in Pennsylvania; New Jersey, 9/26/80, Side 2
Rosalynn Carter in Fort Worth, Texas; Shreveport, Louisiana; Jackson, Mississippi, 9/29/80
Rosalynn Carter's Interview with Pat Sloyan, Newsday, 10/2/80
Rosalynn Carter's Remarks in Missouri, California, Oregon, and Washington, 10/12-14/80
Rosalynn Carter's Interview on Focus on Youth, 10/20/80
Rosalynn Carter in Michigan, 10/23/80
Rosalynn Carter's visit to Maine, Vermont, New Jersey, Kentucky, Tennessee, Ohio, and Pennsylvania, 10/26-29/80
Rosalynn Carter Interview with UPI, New York Times, Washington Post, Washington Star, and Los Angeles Times, 11/18/80
Rosalynn Carter Interview with Mitch Simal, Focus on Children, 1980
Atlantic Dateline #137 Interview with Rosalynn Carter
Atlantic Dateline #69 Women's Rights with Jacqueline Nonon, Side 1
Atlantic Dateline #63 Mental Health Side 2
Meeting of the Mental Health Association featuring Rosalynn Carter
The Helen Hall Show - Celebrity Interviews with Lillian Carter, Lord Mountbatten, Eric Savareid, and Carol Channing

Container 6
Video Tapes:
Labeled - Mrs. Carter's Visit to the Cities in School Project, in New York City, 12/12/77
Labeled - NBC News Center 4 - Frank Field and Dr. Damadian - Fonar Project, 9/8/76
Labeled - VTR Interview of Mrs. Carter in Geneva by TV Suisse Romande, 5/16/79
Labeled - Rosalynn Carter - Betty Davis - Dinah Shore Production Part 3 of 3, 10/20/78
Labeled - Rosalynn Carter 1977 Annual Meeting

Container 7
Video Tapes:
Labeled - Mrs. Carter Copy - 1st Segment - GMA I and GMA II, CBS AM, Today II, 4/26/78
Labeled - Mrs. Carter Copy - 2nd Segment - GMA, April 26, 78
Labeled - American Journal of Nursing - "Aging - The Losses", April 13, 1979
Video Tapes of the American Journal of Nursing Company, 1979: Labeled:
Aging - Who is Listening L -131 (30:00), Aging - Slowing Down - L - 134 (30:00), Aging - An Individual Matter - L - 132 (30:00)
Labeled - Mrs. Carter on Syracuse Television, September 13, 1980

Container 8
Labeled - Consumer Survival Kit #501, Cruises/Private Schools/Medigap, Maryland Center for Public Broadcasting
Labeled - Newscene 22, Rosalynn Carter Segment/Wilkes Barre/WDAV/ CBS, 10/9/80
Labeled - "Iron Magnolias", WLOX TV, Biloxi, Mississippi, April 10, 1980 and May 22, 1980
Labeled - Ketchum MaCleod - Rosalynn Carter for Cambodia, December 11, 1979
Labeled - Jules Power - Over Easy

Labeled - News - Time Code PLS
Labeled - PAR ELLE MEME
Labeled - City Edition: Rosalynn Carter INVU, March 20, 1980

Container 9
Reel to Reel Audio Tapes:
2 reel-to-reel (3.75 ips) Sound recordings labeled - Remarks of the First Lady in a Roundtable discussion on Aging, May 10, 1977 - State Dining Room, White House - Part 1 and Part 2

1 reel-to-reel (3.75 ips) sound recording labeled - Remarks of the First Lady on Trip to South America, July 6, 1977- Family Theatre, White House

1 reel-to-reel (7½ ips) sound recording labeled - Mrs. Carter's Press Conference in Tokyo, November 10, 1979

1 reel-to-reel (7½ ips) sound recording labeled - Jeff Carter Interview -WRGW, February 10, 1977

2 16mm reel-to-reel films labeled - Mental Health Association - Rosalynn Carter - Numbered: 30 second spot A and 30 second spot B

1 reel-to-reel (7½ ips) sound recording labeled - "Bluegrass at the White House, NPR, Recorded on August 7, 1980

1 reel-to-reel labeled - Rosalynn Carter at the CONVO Reception, September 13, 1979

Container 10
Matted Oversized Campaign Photographs:
Rosalynn Carter Stepping off a Plane
Rosalynn Carter Talking to People at an Airport
Rosalynn Carter in a Limousine
Rosalynn Carter at a Gas Station
Rosalynn Carter Shaking Hands with a Construction Worker
Rosalynn Carter Talking to People in Front of a Store
Rosalynn Carter in North Carolina
Rosalynn Carter Showing Campaign Brochure
Rosalynn Carter Getting Microphone for an Interview
Rosalynn Carter at an Interview
Rosalynn Carter at a Question and Answer Session
Rosalynn Carter Speaking at a Campaign Rally
Rosalynn Carter Holding a Microphone
Rosalynn Carter Shaking a Women's Hand
Rosalynn Carter Shaking Hands with a Gentleman
Rosalynn Carter Talking to a Gentleman
Rosalynn Carter in a Close-up Picture Talking to a Man
Rosalynn Carter on the Telephone in a Hotel Room

Rosalynn Carter Shaking Hands with a Lady in a Wheel Chair
Rosalynn Carter at Breakfast
Rosalynn Carter Talking to People
Rosalynn Carter Talking on the Telephone
Rosalynn Carter Eating Breakfast with a Man
Rosalynn Carter Talking to a Lady
Rosalynn Carter Talking to a Lady Pouring Orange Juice
Jimmy Carter at a Podium
Close-up Photo of Rosalynn Carter

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Return to Office Description

Return to Collection Summary

First Lady's Social Office

Office Summary

Creator: Office of the First Lady. Social Office.

Title: Records of the First Lady's Office

Dates: 1977-1981

Office Description: Under the direction of Gretchen Poston, the Social Office worked closely with the First Lady and the West Wing Staff in the overall planning, arrangement, coordination, and direction of all official and private social events hosted by the President and his family. It also coordinated the State dinners. The Social Secretary planned the menu in consultation with the White House chef and Mrs. Carter; briefed military aides and the music support staff for social events; made arrangements for entertainment; coordinated staff and volunteers for set-up and decoration of the Executive Residence; and made arrangements with lending institutions and individuals for objects used as dinner table centerpieces. Following an event, the Social Secretary coordinated letters of thanks to those involved. Other Social Office staff members included Amy Ryan, Marilyn B. Funderbunk, Parry Presock, William T. Gemmell, John Scarfone, and Janice Ingersoll.

This office was also responsible for working with the White House Office of Records Management (WHORM) in maintaining a White House Central Filing system for the First Lady's material. Although these files are similar to the same system used for the President, the White House Social Central Files of the First Lady are separate from the White House Central Files of the President. The WHORM system allows White House personnel to file individual documents according to subject. It contains documents that in the judgment of the staff related to the operation of the First Lady's Office and contains correspondence from various offices in the East Wing. The file is organized according to an alpha-numeric system divided into 58 subject

categories, with numerous cross-references. Each primary category is assigned a two letter code i.e. IV for Invitations, FI for Finance, etc.

System of Arrangement:

The records of the Social Office are divided into five series:

Series Title	National Archives Identifier
Gretchen Poston's Social Files	592961
Gretchen Poston's Administrative Files	720265
White House Social Office Subject Files	562473
White House Social Office Oversized Attachment Files	607451
White House Social Office First Family's Oversized Attachment Files	20759618
First Family's Correspondence Files	592943
First Lady's Chron Files	75581521
Nancy Moore's Kennedy Center Presidential Box Files	75581515
Chris Hathaway's Advance Office Foreign Trip Files	

Detailed Description of the Series

Gretchen Poston's Social Office Files

Scope and Content: Containers 1-33. This series was opened in 2005. This series consists of invitations to receptions, teas, dinners and luncheons including guest lists, menus, seating arrangements, table diagrams, and acceptance and regret letters. Arranged chronologically.

Gretchen Poston's Administrative Office Files

Scope and Content: Containers 34-62. This series was opened in 2006. This series consists of correspondence related to social events; event planning information; family dinner menus; and event calendars. Also included are executive residence management memorandums and budget information; family theatre arrangements; family correspondence; and planning files for possible performers at White House events. Press clips, speeches, trip itineraries, and material related to the White House Historical Association are also contained. Arranged alphabetically by folder title.

White House Social Office Subject Files

Scope and Content: Containers 1-157. This series was opened in 2001. This series consists of invitations; requests for messages to organizations and committees; honorary membership requests; correspondence relating to gifts received and given; material relating to public relations; and material relating to social affairs such as menus, invitations, and seating arrangements for dinners, receptions, and luncheons. The material relates to the public's views on issues; expressions of support or criticism; holiday greetings, invitations, scheduling requests and plans; assistance requests and offers, and other matters. Also included are the First Lady's trip files and country files that include itineraries, travel arrangements, briefing papers, reports,

and correspondence. Arranged alphabetically by the White House Central Files two letter file code and there under chronologically.

White House Social Office Oversized Attachment Files
Scope and Content: Containers 1-312. This series was opened in 2006. This series consists of related attachments to various correspondence and invitations from the White House Social Office Subject files. This includes material such as large reports, printed materials, and telephone logs; reading files; art work from school children and talented citizens; books considered of interest by the sender; brochures for advertising holiday accommodations; poems, songs, and valentines; taped musical recordings; and inspirational books and pamphlets. Arranged numerically by oversized attachment number.

First Family Oversized Attachment Files
Scope and Content: Containers 1-17. This series was opened in May, 2015. This series contains token gifts and other materials sent to Carter family members by the general public. The material is cross referenced in the First Lady's White House Social Office files by the oversized attachment number. Most of the material includes invitations to attend events or visit schools. The largest percentage of material was sent to Amy Carter from school children and various talented citizens. Other material includes books considered of interest by the sender; poems, songs and holiday cards; taped musical recordings; and inspirational books, magazines and pamphlets. A small amount of material in the series contains printed information relating to invitations that were sent to Chip and Jack Carter. Arranged numerically by oversized attachment number.

First Family Correspondence Files
Scope and Content: Containers 18-37. This series was opened in September, 2017. The series contains correspondence, invitations, thank-you letters, memo notes, and news clippings. The majority of the mail is addressed to Amy Carter concerning invitations to events, gifts given, school visits to the White House, hobbies, social affairs, Amy's schedule, and trip planning. Also included is mail to Chip and Caron Carter, Jack and Judy Carter, and Jeff and Annette Carter pertaining to the same information as above. Arranged alphabetically by topic.

First Lady Chron Files
Scope and Content: Containers 38-54. This series was opened in September, 2017. The series consists of outgoing correspondence from the First Lady's Office similar to a reading file. The correspondence is mainly general responses to invitations, thank you letters for gifts or to hostesses, and other topics, such as mental health, the ERA, and community affairs. This series also includes some outgoing correspondence from the President, and from both the President and First Lady. These are mainly thank you letters for minor gifts and to individuals or places that hosted them on trips or events. Arranged chronologically.

Nancy Moore's Kennedy Center Presidential Box Files
Scope and Content: Containers 55-58. This series was opened in September, 2017. The series contains requests for tickets to performances at the Kennedy Center and overall schedules with dates of events and guests attending. Arranged chronologically.

Chris Hathaway's Advance Office Foreign Trip Files

Scope and Content: Containers 1-9. This series was opened in February, 2020. The series consists of travel schedules, cables, background papers and briefings, government reports, notes, speeches, travel scenarios, publications, and press releases. The material relates to the First Lady's foreign trips during the Carter administration. Arranged chronologically and thereunder alphabetically.

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Container List

Gretchen Poston's Social Office Files

Container 1
Governor's Reception, 1/21/77
Reception for Democratic National Committee, 1/21/77
Reception for Georgians, 1/21/77
Reception for Congress, 1/22/77
Reception for the Diplomatic Corp, 1/22/77
Reception for the Military, 1/22/77
Coffee for the White House Volunteers, 1/28/77
Dinner for the Supreme Court, 2/8/77
Dinner for President Jose and Mrs. Lopez Portillo of Mexico, 2/14/77
Entertainment for the Mexican Dinner, 2/14/77
Tea for the Press, 2/15/77
Dinner for Prime Minister and Mrs. Pierre Elliot Trudeau of Canada, 2/21/77
Entertainment for the Canadian Dinner, 2/21/77
Dinner for Governors, 3/1/77
Luncheon for Kurt Waldheim, Secretary of General of the United Nations, 2/25/77
Luncheon for Mrs. Kurt Waldheim, 2/25/77
Dinner for Prime Minister Yitzhak Rabin of Israel, 3/7/77
Tea for Mrs. Yitzhak Rabin, 3/7/77
Dinner for Prime Minister Callaghan of Great Britain, 3/10/77

Container 2
Entertainment for the Great Britain Dinner, 3/10/77
Dinner for Dr. and Mrs. Henry Kissinger, 3/18/77
Dinner for Prime Minister Takeo Fukuda of Japan, 3/21/77
Tea for Madame Jihan Sadat of Egypt, 4/4/77
Dinner for President Anwar al-Sadat of Egypt, 4/4/77
Easter Egg Roll on the South Lawn, 4/11/77
Tea for the Daughters of the American Revolution, 4/18/77
Dinner for King Hussein I of Jordan, 4/25/77
Luncheon on the South Lawn, 5/2/77
Roundtable on Aging, 5/10/77
Little Generals Cloggers, 5/12/77
Senate Ladies Luncheon, 5/16/77
Reception for the Corporate Fund for the Performing Arts at the Kennedy Center, 5/23/77
Dinner for Crown Prince Fahd Bin Abd Al-Aziz Al-Saud of Saudi Arabia, 5/24/77
Reception for the Executive Committee of the Democratic National Committee, 6/9/77
Reception for the Inaugural Impressions Artists, 6/14/77
Luncheon for Princess Anne and Captain Mark Phillips, 6/17/77
Luncheon for Prime Minister John Malcolm Fraser of Australia, 6/22/77
Dinner for the President and Mrs. Carlos Andres Perez of Venezuela, 6/28/77

Container 3
Entertainment for the Venezuela Dinner, 6/28/77
Luncheon for the Empress of Iran, 7/11/77
Dinner for Chancellor and Mrs. Helmut Schmidt of the Federal Republic of Germany, 7/13/77
Entertainment for the Federal Republic of Germany Dinner, 7/13/77
Dinner for Prime Minister Menachem Begin of Israel, 7/19/77
Tea for Mrs. Menachem Begin of Israel, 7/19/77
Congressional Picnic, 7/20/77
Dinner for Giulio Andreotti of Italy, 7/26/77
Entertainment for the Italian Dinner, 7/26/77
Congressional Picnic, 7/27-28/77
The District of Columbia Youth Orchestra Concert, 8/2/77
Dinner for President Julius K. Nyerere of Tanzania, 8/4/77
Breakfast Briefing on the New Panama Canal Treaties, 9/7/77
State Dinner for the Signing of the Panama Canal Treaty, 9/7/77
Entertainment for the Panama Canal Treaty Signing Reception, 9/7/77

Container 4
Luncheon for Panama Canal Signing, 9/8/77
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Reception for the Friendship Force, 9/8/77
League of Women Voter's Reception, 9/8/77
Luncheon Cruise to Mt. Vernon, 9/8/77
Dinner for Prime Minister Raymond Barre of the French Republic, 9/15/77
Reception for the 1977 Inaugural Committee, 9/23/77
Coffee for Datin Suhaila, Wife of the Prime Minister of Malaysia, 9/27/77
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FI 10-2 Finance / Taxation - Excise - Estate - Gift - Excess Profit, 1/21/77-1/20/81
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FL 2 First Lady / Articles, Books and Booklets Written about the First Lady and her Family, 1/21/77-1/20/81
FL 3 First Lady / Contributions, 1/21/77-1/20/81
FL 5 First Lady / Family, 1/21/77-1/20/81
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FL 5-2 First Lady / Family - John (Jack) and Judy Carter, 1/21/77-1/20/81

Container 14
FL 5-3 First Lady / Family - James Earl III (Chip) and Karen Carter, 1/21/77-1/20/81
FL 5-4 First Lady / Family - Donnel Jeffrey (Jeff) and Annette Carter, 1/21/77-1/20/81
FL 5-5 First Lady / Family - Amy Lynn Carter, 1/21/77-1/20/81
FL 5-6 First Lady / Family - Lillian Carter, 1/21/77-1/20/81

Container 15
FL 5-7 First Lady / Family - Allie S. Smith, 1/21/77-6/30/78
FL 5-7 First Lady / Family - Allie S. Smith, 7/1/78-1/20/81
FL 5-8 First Lady / Family - Billy Carter, 1/21/77-1/20/81
FL 5-9 First Lady / Family - Ruth Carter Stapleton, 1/21/77-1/20/81
FL 5-10 First Lady / Family - Jerry Smith, 1/21/77-1/20/81
FL 5-11 First Lady / Family - Mrs. Lee Wall, 1/21/77-1/20/81
FL 5-12 First Lady / Family - Mrs. Anna Mackay, 1/21/77-1/20/81
FL 5-13 First Lady / Family - Mrs. Elder F. Smith (Lottie Bell), 1/21/77-1/20/81
FL 5-14 First Lady / Family - William Carter Spann, 1/21/77-1/20/81
FL 5-15 First Lady / Family - Mrs. Eula Bell, 1/21/77-1/20/81
FL 5-16 First Lady / Family - Mr. and Mrs. Murray (Helen) Smith, 1/21/77-1/20/81
FL 6 First Lady / Income Tax, 1/21/77-1/20/81
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Container 16
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Container 17
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FL 11 First Lady / Names in Honor of the First Lady, 1/21/77-1/20/81
FL 13 First Lady / Personal Data, 1/21/77-1/20/81
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FL 13-2 First Lady / Personal Data - Awards, 1/21/77-1/20/81
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FL 13-5 First Lady / Personal Data - Education, 1/21/77-1/20/81
FL 13-6 First Lady / Personal Data - Genealogical Data, 1/21/77-1/20/81
FL 13-8 First Lady / Personal Data - Health, 1/21/77-1/20/81
FL 13-9 First Lady / Personal Data - Homes, 1/21/77-1/20/81
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FL 13-10 First Lady / Personal Data - Marriage, 1/21/77-1/20/81
FL 13-11 First Lady / Personal Data - Personal Grooming, 1/21/77-1/20/81

Container 19
FL 13-11-1 First Lady / Personal Data - Personal Grooming - Wearing Apparel, 1/21/77-1/20/81
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FL 14 First Lady / Post Administration Suggestions and Plans, 1/21/77-1/20/81
FL 15 First Lady / Preferences - Hobbies, 1/21/77-1/20/81
FL 15-2 First Lady / Preferences - Hobbies - Arts, Artists, Paintings, 1/21/77-1/20/81
FL 15-3 First Lady / Preferences - Hobbies - Bible Passages, Prayers, 1/21/77-1/20/81
FL 15-4 First Lady / Preferences - Hobbies - Books, Authors, Poetry, Prose, Fiction, 1/21/77-1/20/81
FL 15-7 First Lady / Preferences - Hobbies - Flowers, Plants, Trees, 1/21/77-1/20/81
FL 15-8 First Lady / Preferences - Hobbies - Food, Recipes, Cooking, 1/21/77-1/20/81
FL 15-9 First Lady / Preferences - Hobbies - Motion Pictures, Theatre, 1/21/77-1/20/81
FL 15-9 First Lady / Preferences - Hobbies, 1/21/77-1/20/81
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FL 15-12 First Lady / Preferences - Hobbies - Pets, 1/21/77-1/20/81
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Container 20
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Container 21
GI 2 Gifts / To the First Lady, 4/1/77-1/31/78

Container 22
GI 2 Gifts / To the First Lady, 2/1/78-8/31/78

Container 23
GI 2 Gifts / To the First Lady, 9/1/78-4/30/79

Container 24
GI 2 Gifts / To the First Lady, 5/1/79-4/30/80

Container 25
GI 2 Gifts / To the First Lady, 5/1/80-1/20/81
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HE 1-2 Health / Diseases - Arthritis, 1/21/77-1/20/81
HE 1-3 Health / Diseases - Blindness, 1/21/77-1/20/81
HE 1-4 Health / Diseases - Cancer, 1/21/77-1/20/81
HE 1-5 Health / Diseases - Cerebral Palsy, 1/21/77-1/20/81
HE 1-6 Health / Diseases - Cystic Fibrosis, 1/21/77-1/20/81
HE 1-7 Health / Diseases - 1/21/77-1/20/81
HE 1-8 Health / Diseases - Epilepsy, 1/21/77-1/20/81
HE 1-9 Health / Diseases - Heart, 1/21/77-1/20/81
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HE 1-10 Health / Diseases - Hemophilia, 1/21/77-1/20/81
HE 1-12 Health / Diseases - Leukemia, 1/21/77-1/20/81
HE 1-13 Health / Diseases - Mentally Retarded, 9/1/76-11/30/76
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Container 27
HE 1-13 Health / Diseases - Mentally Retarded, 1/1/77-5/11/77

Container 28
HE 1-13 Health / Diseases - Mentally Retarded, 5/12/77-9/30/77

Container 29
HE 1-13 Health / Diseases - Mentally Retarded, 10/1/77-4/14/78

Container 30
HE 1-13 Health / Diseases - Mentally Retarded, 4/15/78-6/26/78

Container 31
HE 1-13 Health / Diseases - Mentally Retarded, 6/27/78-9/18/78

Container 32
HE 1-13 Health / Diseases - Mentally Retarded, 9/19/78-6/30/79

Container 33
HE 1-13 Health / Diseases - Mentally Retarded, 7/1/79-12/31/79
HE 1-13 Health / Diseases - Mentally Retarded, n.d. [1-2]
HE 1-14 Health / Diseases - Multiple Sclerosis, 1/21/77-1/20/81
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Container 34
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HO 6 Holidays / Bill of Rights Day, 1/21/77-1/20/81
HO 16 Holidays / Christmas - New Year, 1/21/77-1/20/81
HO 16-1 Holidays / Christmas - New Year - Greetings Received and Sent - Heads of State or their Representatives, 1/21/77-1/20/81
HO 17 Holidays / Citizenship Day - Constitution Week, 1/21/77-1/20/81
HO 19 Holidays / Columbus Day, 1/21/77-1/20/81
HO 24 Holidays / Day of Prayer, 1/21/77-1/20/81
HO 30 Holidays / Earth Week, 1/21/77-1/20/81
HO 31 Holidays / Easter, 1/21/77-1/20/81
HO 34 Holidays / Education Week, 1/21/77-1/20/81
HO 37 Holidays / Emergency Medical Services Week, 1/21/77-1/20/81
HO 39 Holidays / Family Week, 1/21/77-1/20/81
HO 45 Holidays / Foreign Languages Week, 1/21/77-1/20/81
HO 64 Holidays / Independence Day, 1/21/77-1/20/81
HO 67 Holidays / Labor Day, 1/21/77-1/20/81
HO 68 Holidays / Law Day - I.S.A.-World, 1/21/77-1/20/81
HO 70 Holidays / Lincoln's Birthday, 1/21/77-1/20/81
HO 77 Holidays / Mother's Day, 1/21/77-1/20/81
HO 82 Holidays / Nursing Home Week, 1/21/77-1/20/81

HO 99 Holidays / Saint Patrick Day, 1/21/77-1/20/81
HO 101 Holidays / Save Your Vision Week, 1/21/77-1/20/81
HO 104 Holidays / Secretaries Week/Day, 1/21/77-1/20/81

Container 35
HO 110 Holidays / Thanksgiving Day, 1/21/77-1/20/81
HO 112 Holidays / United Nations Day/Week, 1/21/77-1/20/81
HO 116 Holidays / National Volunteer Week, 1/21/77-1/20/81
HO 120 Holidays / Women's Equality Day, 1/21/77-1/20/81
HO 121 Holidays / Federal Women's Week/Day, 1/21/77-1/20/81
HO 122 Holidays / National Business Women's Week, 1/21/77-1/20/81
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HU Human Rights, 1/21/77-1/20/81
HU 2 Human Rights / Equality, 1/21/77-1/20/81
HU 2-1 Human Rights / Education - Schooling, 1/21/77-1/20/81
HU 2-5 Human Rights / Women, 1/21/77-1/20/81
HU 2-5 Human Rights / Women - Alabama thru District of Columbia, 1/21/77-1/20/81

Container 36
HU 2-5 Human Rights / Women - Florida thru West Virginia, 1/21/77-1/20/81
HU 3-1 Human Rights / Civil Disturbances - Riots, 1/21/77-1/20/81
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IT 23 International Organizations / World Bank, 1/21/77-1/20/81
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IT 70 International Organizations / Organization of American States, 1/21/77-1/20/81

Container 37
IT 86 International Organizations / United Nations, 1/21/77-1/20/81
IT 86-1 International Organizations / United Nations - UNICEF, 1/21/77-1/20/81
IT 86-21 International Organizations / United Nations - Relief and Works Agency for Palestine Refugees, 1/21/77-1/20/81
IV Invitations, 1/21/77-1/20/81
IV Invitations / 1976 FG 114 Federal Government - D.C
IV Invitations / 1976 ST States 1 through States
IV Invitations / 1976 CO Countries, 1/21/77-1/20/81
IV Invitations / 1976 FG 114 - Federal Government, 11/12/76-12/31/76
IV Invitations / 1977 - Federal Government - D.C., 1/1/77-2/28/77

Container 38
IV Invitations / 1977 - Federal Government - D.C., 3/1/77-12/31/77
IV Invitations / 1977 - ST State 1- Alabama, A-Z
IV Invitations / 1977 - ST State 3 - Arizona, A-Z
IV Invitations / 1977 - ST State 4 - Arkansas, A-Z

Container 39
IV Invitations / 1977 - ST State 5 - California, A-Z
IV Invitations / 1977 - ST State 6 - Colorado, A-Z
IV Invitations / 1977 - ST State 7- Connecticut, A-Z
IV Invitations / 1977 - ST State 8 - Delaware, A-Z
IV Invitations / 1977 - ST State 9 - Florida, A-Z

Container 40
IV Invitations / 1977 - ST State10 - Georgia, A-Z [1-4]
IV Invitations / 1977 - ST State11 - Hawaii, A-Z
IV Invitations / 1977 - ST State12 - Idaho, A-Z
IV Invitations / 1977 - ST State13 - Illinois, A-Z [1-3]

Container 41
IV Invitations / 1977 - ST State14 - Indiana, A-Z
IV Invitations / 1977 - ST State15 - Iowa, A-Z
IV Invitations / 1977 - ST State16 - Kansas, A-Z
IV Invitations / 1977 - ST State17 - Kentucky, A-Z
IV Invitations / 1977 - ST State18 - Louisiana, A-Z
IV Invitations / 1977 - ST State19 - Maine, A-Z
IV Invitations / 1977 - ST State 20 - Maryland, A-Z [1-4]

Container 42
IV Invitations / 1977 - ST State 21 - Massachusetts, A-E
IV Invitations / 1977 - ST State 21 - Massachusetts, F-Z
IV Invitations / 1977 - ST State 22 - Michigan, A-D
IV Invitations / 1977 - ST State 22 - Michigan, E-Z
IV Invitations / 1977 - ST State 23 - Minnesota, A-Z
IV Invitations / 1977 - ST State 24 - Mississippi, A-Z
IV Invitations / 1977 - ST State 25 - Missouri, A-Z
IV Invitations / 1977 - ST State 26 - Montana, A-Z
IV Invitations / 1977 - ST State 27 - Nebraska, A-Z
IV Invitations / 1977 - ST State 28 - Nevada, A-Z
IV Invitations / 1977 - ST State 29 - New Hampshire, A-Z
IV Invitations / 1977 - ST State 30 - New Jersey, A-J

Container 43
IV Invitations / 1977 - ST State 30 - New Jersey, K-Z
IV Invitations / 1977 - ST State 31 - New Mexico, A-Z
IV Invitations / 1977 - ST State 32 - New York, A-Z [1-4]
IV Invitations / 1977 - ST State 32 - New York, New York City [1-3]

Container 44
IV Invitations / 1977 - ST State 32 - New York, New York City [4-5]
IV Invitations / 1977 - ST State 33 - North Carolina, A-F
IV Invitations / 1977 - ST State 33 - North Carolina, G-Z

IV Invitations / 1977 - ST State 34 - North Dakota, A-Z
IV Invitations / 1977 - ST State 35 - Ohio, A-Z [1-3]
IV Invitations / 1977 - ST State 36 - Oklahoma, A-Z
IV Invitations / 1977 - ST State 37 - Oregon, A-Z

Container 45
IV Invitations / 1977 - ST State 38 - Pennsylvania, A-Z [1-4]
IV Invitations / 1977 - ST State 39 - Rhode Island, A-Z
IV Invitations / 1977 - ST State 40 - South Carolina, A-Z
IV Invitations / 1977 - ST State 41 - South Dakota, A-Z
IV Invitations / 1977 - ST State 42 - Tennessee, A-Z
IV Invitations / 1977 - ST State 43 - Texas, A-G
IV Invitations / 1977 - ST State 43 - Texas, H-Z

Container 46
IV Invitations / 1977 - ST State 44 - Utah, A-Z
IV Invitations / 1977 - ST State 45 - Vermont, A-Z
IV Invitations / 1977 - ST State 46 - Virginia, A-Z [1-3]
IV Invitations / 1977 - ST State 47 - Washington, A-Z
IV Invitations / 1977 - ST State 48 - West Virginia, A-Z
IV Invitations / 1977 - ST State 49 - Wisconsin, A-Z
IV Invitations / 1977 - ST State 50 - Wyoming, A-Z
IV Invitations / 1977 - ST State 51 - Territories and Islands, A-Z
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IV/1978 Invitations
IV Invitations / 1978 - CO Countries 6 through CO Countries 54-2
IV Invitations / 1978 - CO Countries 71 through CO Countries 177

Container 47
IV Invitations / 1978 - Federal Government - D.C., 1/21/77-3/8/78

Container 48
IV Invitations / 1978 - Federal Government - D.C., 3/9/78-7/31/78

Container 49
IV Invitations / 1978 - Federal Government - D.C., 8/1/78-12/31/78
IV Invitations / 1978 - State 1 Alabama, A-L
IV Invitations / 1978 - State 1 Alabama, M-Z
IV Invitations / 1978 - State 2 Alaska, A-Z

Container 50
IV Invitations / 1978 - State 3 Arizona, A-P
IV Invitations / 1978 - State 3 Arizona, Q-Z
IV Invitations / 1978 - State 4 Arkansas, A-K
IV Invitations / 1978 - State 4 Arkansas, L [1-3]

IV Invitations / 1978 - State 4 Arkansas, M-Z
IV Invitations / 1978 - State 5 California, A- L [1]

Container 51
IV Invitations / 1978 - State 5 California, L [2]-Z
IV Invitations / 1978 - State 6 Colorado, A-C

Container 52
IV Invitations / 1978 - State 6 Colorado, D-Z
IV Invitations / 1978 - State 7 Connecticut, A-Z
IV Invitations / 1978 - State 8 Delaware, A-Z
IV Invitations / 1978 - State 9 Florida, A-O [1-4]

Container 53
IV Invitations / 1978 - State 9 Florida, P-Z [1-2]
IV Invitations / 1978 - State 10 Georgia, A-At
IV Invitations / 1978 - State 10 Georgia, Atl [1-4]

Container 54
IV Invitations / 1978 - State 10 Georgia, Atl-Z [1-5]
IV Invitations / 1978 - State 11 Hawaii, A-Z
IV Invitations / 1978 - State 12 Idaho, A-Z
IV Invitations / 1978 - State 13 Illinois, A-L [1-3]

Container 55
IV Invitations / 1978 - State 13 Illinois, M-Z
IV Invitations / 1978 - State 14 Indiana, A-H
IV Invitations / 1978 - State 14 Indiana, I-Z
IV Invitations / 1978 - State 15 Iowa, A-D
IV Invitations / 1978 - State 15 Iowa, E-Z
IV Invitations / 1978 - State 16 Kansas, A-Z
IV Invitations / 1978 - State 17 Kentucky, A-Z

Container 56
IV Invitations / 1978 - State 18 Louisiana, A-Z [1-2]
IV Invitations / 1978 - State 19 Maine, A-Z
IV Invitations / 1978 - State 20 Maryland, A-Z [1-4]

Container 57
IV Invitations / 1978 - State 21 Massachusetts, A-B
IV Invitations / 1978 - State 21 Massachusetts, C-Z
IV Invitations / 1978 - State 22 Michigan, A-Z [1-4]
IV Invitations / 1978 - State 23 Minnesota, A-M
IV Invitations / 1978 - State 23 Minnesota, N-Z
IV Invitations / 1978 - State 24 Mississippi, A-I
IV Invitations / 1978 - State 24 Mississippi, J-Z

Container 58
IV Invitations / 1978 - State 25 Missouri, A-Z [1-3]
IV Invitations / 1978 - State 26 Montana, A-Z
IV Invitations / 1978 - State 27 Nebraska, A-Z
IV Invitations / 1978 - State 28 Nevada, A-Z
IV Invitations / 1978 - State 29 New Hampshire, A-Z
IV Invitations / 1978 - State 30 New Jersey, A-Z [1-4]

Container 59
IV Invitations / 1978 - State 31 New Mexico, A-Z
IV Invitations / 1978 - State 32 New York, A-Newb [1-4]
IV Invitations / 1978 - State 32 New York, New York City [1-3]

Container 60
IV Invitations / 1978 - State 32 New York, New York City [4-5]
IV Invitations / 1978 - State 32 New York, Ni-Z [1-2]
IV Invitations / 1978 - State 33 North Carolina, A-G
IV Invitations / 1978 - State 33 North Carolina, H-P

Container 61
IV Invitations / 1978 - State 33 North Carolina, Q-Z
IV Invitations / 1978 - State 34 North Dakota, A-Z
IV Invitations / 1978 - State 35 Ohio, A-Z [1-5]
IV Invitations / 1978 - State 36 Oklahoma, A-Z

Container 62
IV Invitations / 1978 - State 37 Oregon, A-Z
IV Invitations / 1978 - State 38 Pennsylvania, A-Z [1-5]
IV Invitations / 1978 - State 39 Rhode Island, A-Z
IV Invitations / 1978 - State 40 South Carolina, A-Z
IV Invitations / 1978 - State 41 South Dakota, A-Z

Container 63
IV Invitations / 1978 - State 42 Tennessee, A-Z [1-3]
IV Invitations / 1978 - State 43 Texas, A-Z [1-3]

Container 64
IV Invitations / 1978 - State 44 Utah, A-Z
IV Invitations / 1978 - State 45 Vermont, A-Z
IV Invitations / 1978 - State 46 Virginia, A-Z [1-5]
IV Invitations / 1978 - State 47 Washington, A-Z
IV Invitations / 1978 - State 48 West Virginia, A-Z

Container 65
IV Invitations / 1978 - State 49 Wisconsin, A-Z [1-2]
IV Invitations / 1978 - State 50 Wyoming, A-Z

IV Invitations / 1978 - State 51-1 Territories and Islands, A-Z
IV Invitations / 1978 - State 51-2 Guam, A-Z
IV Invitations / 1978 - State 51-4 Virgin Islands, A-Z
IV/Invitations / 1979 - CO Countries 1 through CO Countries 167 [1-3]
IV Invitations / 1979 - Federal Government-D.C., 1/21/77-1/9/79

Container 66
IV Invitations / 1979 - Federal Government - D.C., 1/10/79-8/31/79 [1-7]

Container 67
IV Invitations / 1979 - Federal Government - D.C., 9/1/79-12/31/79 [1-3]
IV Invitations / 1979 - State 1 Alabama, A-Z
IV Invitations / 1979 - State 2 Alaska, A-Z
IV Invitations / 1979 - State 3 Arizona, A-Z
IV Invitations / 1979 - State 4 Arkansas, A-Z
IV Invitations / 1979 - State 5 California, A-K

Container 68
IV Invitations / 1979 - State 5 California, L-Z [1-4]
IV Invitations / 1979 - State 6 Colorado, A-Z
IV Invitations / 1979 - State 7 Connecticut, A-Z
IV Invitations / 1979 - State 8 Delaware, A-Z

Container 69
IV Invitations / 1979 - State 9 Florida, A-Z [1-5]
IV Invitations / 1979 - State 10 Georgia, A-Atl

Container 70
IV Invitations / 1979 - State 10 Georgia, Atl-Z [1-4]
IV Invitations / 1979 - State 11 Hawaii, A-Z
IV Invitations / 1979 - State 12 Idaho, A-Z
IV Invitations / 1979 - State 13 Illinois, A-Z [1-4]

Container 71
IV Invitations / 1979 - State 14 Indiana, A-Z
IV Invitations / 1979 - State 15 Iowa, A-Z
IV Invitations / 1979 - State 16 Kansas, A-Z
IV Invitations / 1979 - State 17 Kentucky, A-Z
IV Invitations / 1979 - State 18 Louisiana, A-Z
IV Invitations / 1979 - State 19 Maine, A-Z
IV Invitations / 1979 - State 20 Maryland, A-O [1-3]

Container 72
IV Invitations / 1979 - State 20 Maryland, P-Z
IV Invitations / 1979 - State 21 Massachusetts, A-G
IV Invitations / 1979 - State 21 Massachusetts, H-Z

IV Invitations / 1979 - State 22 Michigan, A-D
IV Invitations / 1979 - State 22 Michigan, E-Z
IV Invitations / 1979 - State 23 Minnesota, A-Z
IV Invitations / 1979 - State 24 Mississippi, A-Z
IV Invitations / 1979 - State 25 Missouri, A-N

Container 73
IV Invitations / 1979 - State 25 Missouri, O-Z
IV Invitations / 1979 - State 26 Montana, A-Z
IV Invitations / 1979 - State 27 Nebraska, A-Z
IV Invitations / 1979 - State 28 Nevada, A-Z
IV Invitations / 1979 - State 29 New Hampshire, A-Z
IV Invitations / 1979 - State 30 New Jersey, A-M
IV Invitations / 1979 - State 30 New Jersey, N-Z
IV Invitations / 1979 - State 31 New Mexico, A-Z
IV Invitations / 1979 - State 32 New York, A-B
IV Invitations / 1979 - State 32 New York, C-Newb

Container 74
IV Invitations / 1979 - State 32 New York, New York City [1-4]
IV Invitations / 1979 - State 32 New York, Newr-Z [1-2]

Container 75
IV Invitations / 1979 - State 33 North Carolina, A-G
IV Invitations / 1979 - State 33 North Carolina, H-Z
IV Invitations / 1979 - State 34 Maryland, A-Z
IV Invitations / 1979 - State 35 Ohio, A-Z [1-3]
IV Invitations / 1979 - State 36 Oklahoma, A-Z
IV Invitations / 1979 - State 37 Oregon, A-Z

Container 76
IV Invitations / 1979 - State 38 Pennsylvania, A-Z [1-3]
IV Invitations / 1979 - State 39 Rhode Island, A-Z
IV Invitations / 1979 - State 40 South Carolina, A-Z
IV Invitations / 1979 - State 41 South Dakota, A-Z
IV Invitations / 1979 - State 42 Tennessee, A-J

Container 77
IV Invitations / 1979 - State 42 Tennessee, K-Z
IV Invitations / 1979 - State 43 Texas, A-Z [1-3]
IV Invitations / 1979 - State 44 Utah, A-Z
IV Invitations / 1979 - State 45 Vermont, A-Z
IV Invitations / 1979 - State 46 Virginia, A-B
IV Invitations / 1979 - State 46 Virginia, C-L
IV Invitations / 1979 - State 46 Virginia, M-Z

Container 78
IV Invitations / 1979 - State 47 Washington, A-Z
IV Invitations / 1979 - State 48 West Virginia, A-Z
IV Invitations / 1979 - State 49 Wisconsin, A-Z [1-2]
IV Invitations / 1979 - State 50 Wyoming, A-Z
IV Invitations / 1979 - State 51-2 Guam, A-Z
IV Invitations / 1980 - CO Countries 28 through CO Countries 104
IV Invitations / 1980 - FG 114 Federal Government - D.C., 12/14/77-3/31/80 [1-3]

Container 79
IV Invitations / 1980 - FG 114 Federal Government - D.C., 4/1/80-1/20/81 [1-3]
IV Invitations / 1980 - State 1 Alabama, A-Z
IV Invitations / 1980 - State 2 Alaska, A-Z
IV Invitations / 1980 - State 3 Arizona, A-Z
IV Invitations / 1980 - State 4 Arkansas, A-Z
IV Invitations / 1980 - State 5 California, A-Sang [1-3]

Container 80
IV Invitations / 1980 - State 5 California, Sand-Z
IV Invitations / 1980 - State 6 Colorado, A-Z
IV Invitations / 1980 - State 7 Connecticut, A-Z
IV Invitations / 1980 - State 8 Delaware, A-Z
IV Invitations / 1980 - State 9 Florida, A-Z [1-3]
IV Invitations / 1980 - State 10 Georgia, A-M [1-2]

Container 81
IV Invitations / 1980 - State 10 Georgia, N-Z
IV Invitations / 1980 - State 11 Hawaii, A-Z
IV Invitations / 1980 - State 12 Idaho, A-Z
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Container 84
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Container 85
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Container 89
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Container 90
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Container 93
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Container 96
PC 1 Friendship Force, 1/1/78-10/31/78

Container 97
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Container 98
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PR 7-1 Public Relations / Appointments - First Lady Schedules, 1/20/77-9/17/78

Container 100
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Container 101
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Container 104
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Container 110
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SO 2 Social Affairs - Breakfasts - Brunches, 2/16/77 - Coffee and Pastry for the Wives of Members of the 94th and 95th Congresses
SO 2 Social Affairs - Breakfasts - Brunches, 9/29/77 - Coffee and Tour for the Ladies of the World Bank International Monetary Fund - Hosted by Mrs. Brzezinski
SO 2 Social Affairs - Breakfasts - Brunches, 10/7/77 - Coffee for Faculty Women of George Washington University
SO 2 Social Affairs - Breakfasts - Brunches, 10/8/77 - Coffee for the Ladies of the National Association of Industrial and Office Parks
SO 2 Social Affairs - Breakfasts - Brunches, 11/16/77 - Coffee and Tour for Wives of the U.S. Attorneys and Candidates
SO 2 Social Affairs - Breakfasts - Brunches, 11/17/77 - Coffee for the American Association of Psychiatric Services for Children
SO 2 Social Affairs - Breakfasts - Brunches, 6/15/78 - Coffee and Tour for the National Rural Electric Cooperative Association

Container 112
SO 2 Social Affairs - Breakfasts - Brunches, 9/17/78 - Brunch, Hispanic Americans
SO 2 Social Affairs - Breakfasts - Brunches, 12/11/78 - Coffee for the Flower Shop Volunteers
SO 2 Social Affairs - Breakfasts - Brunches, 2/28/79 - Breakfast for New Democratic Governors
SO 2 Social Affairs - Breakfasts - Brunches, 3/31/79 - Tour and Coffee for Georgia Lions Past District Governors
SO 2 Social Affairs - Breakfasts - Brunches, 6/7/79 - Coffee VIP Tour for Executive Board Members of Retail Clerks
SO 2 Social Affairs - Breakfasts - Brunches, 6/27/79 - Coffee and Special Tour for the Wives of the Members of the American Seed Trade Association
SO 2 Social Affairs - Breakfasts - Brunches, 9/12/79 - Coffee for Iowa Farm Bureau Women
SO 2 Social Affairs - Breakfasts - Brunches, 11/15/79 - Coffee for Independent Agency Women
SO 2 Social Affairs - Breakfasts - Brunches, 11/17/79 - Breakfast with Supporters
SO 2 Social Affairs - Breakfasts - Brunches, 12/4/79 - Coffee and Tour for National Commission on the International Year of the Child
SO 2 Social Affairs - Breakfasts - Brunches, 1/29/80 - Breakfast with Members of Congress who have Visited Thailand, Cambodia
SO 2 Social Affairs - Breakfasts - Brunches, 2/2/80 - Coffee for Women Attending Carter - Mondale Issues Briefing
SO 2 Social Affairs - Breakfasts - Brunches, 2/7/80 - Coffee with Religious Leaders
SO 2 Social Affairs - Breakfasts - Brunches, 2/8/80 - Coffee and Tour for the St. Louis Symphony Orchestra
SO 2 Social Affairs - Breakfasts - Brunches, 3/17/80 - Coffee with Madame Lin Ziamci
SO 2 Social Affairs - Breakfasts - Brunches, 4/8/80 - Tour and Coffee for the Georgia State Society
SO 2 Social Affairs - Breakfasts - Brunches, 4/15/80 - Tour and Coffee for the Aspen Institute
SO 2 Social Affairs - Breakfasts - Brunches, 4/22/80 - Tour and Coffee for the Country Music Associates
SO 2 Social Affairs - Breakfasts - Brunches, 4/26/80 - Coffee and Tour for Members of the Business Higher Education Forum
SO 2 Social Affairs - Breakfasts - Brunches, 4/30/80 - Coffee and Tour for National Hairdressers and Cosmetologists Associations
SO 3 Social Affairs - Dinners, 1/21/77 - 1/20/81
SO 3 Social Affairs - Dinners, 2/14/77 - Dinner for President and Mrs. Lopez Portillo of Mexico
SO 3 Social Affairs - Dinners, 2/21/77 - Dinner for Prime Minister and Mrs. Trudeau of Canada
SO 3 Social Affairs - Dinners, 3/1/77 - Dinner for Governors
SO 3 Social Affairs - Dinners, 3/10/77 - Dinner for Prime Minister of Great Britain and Mrs. Callaghan
SO 3 Social Affairs - Dinners, 3/21/77 - Dinner for Prime Minister Fukuda of Japan
SO 3 Social Affairs - Dinners, 6/28/77 - Dinner for the President of Venezuela
SO 3 Social Affairs - Dinners, 7/13/77 - Dinner for Chancellor and Mrs. Schmidt of West Germany
SO 3 Social Affairs - Dinners, 7/19/77 - Dinner for Prime Minister and Mrs. Begin of Israel
SO 3 Social Affairs - Dinners, 7/26/77 - Dinner for H.E. Giulio Andreotti, President of Italy
SO 3 Social Affairs - Dinners, 9/7/77 - Dinner for Signers of Panama Canal Treaty
SO 3 Social Affairs - Dinners, 11/15/77 - Dinner for the Shah and Empress of Iran

SO 3 Social Affairs - Dinners, 12/7/77 - Private Dinner for Senior Staff and Members of the Cabinet
SO 3 Social Affairs - Dinners, 2/28/78 - Dinner for Governors
SO 3 Social Affairs - Dinners, 3/7/78 - Dinner for President Tito of Yugoslavia
SO 3 Social Affairs - Dinners, 4/12/78 - Dinner in Honor of President Ceausescu of Romania
SO 3 Social Affairs - Dinners, 5/30/78 - Dinner for the NATO Summit - per V. McHugh
SO 3 Social Affairs - Dinners, 9/12/78 - Dinner for National Association of Stock Car Drivers, Entertainment by Willie Nelson
SO 3 Social Affairs - Dinners, 9/18/78 - Dinner (private) for Media Representatives
SO 3 Social Affairs - Dinners, 10/5/78 - Dinner for Medial Representatives
SO 3 Social Affairs - Dinners, 11/14/78 - Dinner for King Hassan of Morocco
SO 3 Social Affairs - Dinners, 12/6/78 - Dinner for Freshmen Members of Congress

Container 113
SO 3 Social Affairs - Dinners, 1/29/79 - State Dinner in Honor of V.P. Deng Xiaoping and Madame Zhuo Lin of China
SO 3 Social Affairs - Dinners, 2/6/79 - State Dinner for P.M. and Mrs.Virat of Thailand
SO 3 Social Affairs - Dinners, 2/27/79 - Dinner Honoring the State Governors
SO 3 Social Affairs - Dinners, 3/11/79 - Concert by Andres Segovia
SO 3 Social Affairs - Dinners, 3/26/79 - Dinner following the Egypt - Israel Peace Treaty Signing
SO 3 Social Affairs - Dinners, 5/2/79 - Dinner for Prime Minister and Mrs. Ohira of Japan
SO 3 Social Affairs - Dinners, 6/7/79 - Buffet/Dinner in Honor of the Black Music Association
SO 3 Social Affairs - Dinners, 9/23/79 - Dinner for Members of Congress
SO 3 Social Affairs - Dinners, 9/28/79 - Dinner for Mexican President and Mrs. Lopez Portillo
SO 3 Social Affairs - Dinners, 11/8/79 - Dinner for Prime Minister and Mrs. Lynch of Ireland
SO 3 Social Affairs - Dinners, 12/17/79 - State Dinner in Honor of Prime Minister Thatcher
SO 3 Social Affairs - Dinners, 1/24/80 - State Dinner in Honor of Prime Minister Cossiga of Italy
SO 3 Social Affairs - Dinners, 2/20/80 - Dinner for President Daniel T. Arap Moi of Kenya
SO 3 Social Affairs - Dinners, 2/26/80 - Dinner for National Governors' Conference Participants
SO 3 Social Affairs - Dinners, 3/5/80 - Dinner for Chancellor and Mrs. Schmidt of Germany
SO 3 Social Affairs - Dinners, 4/8/80 - State Dinner for President and Mrs. Sadat of Egypt
SO 3 Social Affairs - Dinners, 4/15/80 - State Dinner for Prime Minister and Mrs. Begin of Israel
SO 3 Social Affairs - Dinners, 6/17/80 - Dinner for King Hussein of Jordan
SO 3 Social Affairs - Dinners, 10/7/80 - Dinner for President Shagari of Nigeria
SO 4 Social Affairs - Entertainers, 1/21/77-6/30/77
SO 4 Social Affairs - Entertainers, 7/1/77-1/20/81
SO 5 Social Affairs - Luncheons, 1/21/77-1/20/81
SO 5 Social Affairs - Luncheons, 3/4/77 - Lunch for Women Members of Congress
SO 5 Social Affairs - Luncheons, 5/16/77 - Luncheon for Senate Wives
SO 5 Social Affairs - Luncheons, 7/11/77 - Luncheon for Empress Farrah of Iran
SO 5 Social Affairs - Luncheons, 10/14/77 - Luncheon for Mental Health Commission

Container 114
SO 5 Social Affairs - Luncheons, 5/15/78 - Luncheon Honoring the Senate Wives

SO 5 Social Affairs - Luncheons, 6/12/78 - Luncheon for the Committee for the Preservation of the White House
SO 5 Social Affairs - Luncheons, 9/14/78 - Luncheon for the Community Foundation
SO 5 Social Affairs - Luncheons, 10/25/78 - Luncheon for Southern Black Leaders
SO 5 Social Affairs - Luncheons, 11/29/78 - Luncheon for Mrs. Nouira of Tunisia
SO 5 Social Affairs - Luncheons, 2/23/79 - Luncheon Honoring Elderly Blacks
SO 5 Social Affairs - Luncheons, 5/21/79 - Luncheon for Senate Wives
SO 5 Social Affairs - Luncheons, 6/6/79 - Luncheon for Mrs. Schmidt and Mrs. von Staden
SO 5 Social Affairs - Luncheons, 7/30/79 - Luncheon for Camp David Participants
SO 5 Social Affairs - Luncheons, 8/15/79 - Political Luncheon
SO 5 Social Affairs - Luncheons, 10/2/79 - Lunch with Mrs. Thomas O'Neill's Country Music Folks
SO 5 Social Affairs - Luncheons, 1/24/80 - Luncheon with the President's Committee on Mental Retardation
SO 5 Social Affairs - Luncheons, 4/16/80 - Luncheon for Business Executives - Cambodia
SO 5 Social Affairs - Luncheons, 4/22/80 - Luncheon in Honor of King Baudouin and Queen Fabiola of Belgium
SO 5 Social Affairs - Luncheons, 5/5/80 - Luncheon for the Senate Wives
SO 5 Social Affairs - Luncheons, 6/9/80 - Medal of Freedom Presentation and Luncheon
SO 6 Social Affairs - Receptions, 1/21/77 - 1/20/81
SO 6 Social Affairs - Receptions, 3/3/77 - Reception for Retired Persons
SO 6 Social Affairs - Receptions, 3/8/77 - Reception for National Congress of Parents and Teachers
SO 6 Social Affairs - Receptions, 3/31/77 - Reception for Arkansas Bankers Association
SO 6 Social Affairs - Receptions, 10/5/77 - Reception for the American Association of Nurserymen and Presentation of Landscape Awards
SO 6 Social Affairs - Receptions, 10/47/77 - Reception for the Finance Council of the Democratic National Committee
SO 6 Social Affairs - Receptions, 10/17/77 - Reception for Brazilian Delegation of Pernambuco Partners
SO 6 Social Affairs - Receptions, 11/17/77 - Reception for American Film Institute
SO 6 Social Affairs - Receptions, 12/13/77 - Christmas Reception for Members of Congress
SO 6 Social Affairs - Receptions, 12/14/77 - Christmas Party for Diplomatic Children
SO 6 Social Affairs - Receptions, 12/16/77 - Christmas Reception for the Executive Protective Service
SO 6 Social Affairs - Receptions, 12/17/77 - Christmas Reception for Volunteers
SO 6 Social Affairs - Receptions, 12/19/77 - Christmas Reception for Secret Service Agents
SO 6 Social Affairs - Receptions, 12/19/77 - Christmas Reception for White House Staff
SO 6 Social Affairs - Receptions, 12/20/77 - Christmas Reception for the Residence Staff
SO 6 Social Affairs - Receptions, 12/20/77 - Christmas reception for the Press Corps
SO 6 Social Affairs - Receptions, 1/19/78 - Reception - State of the Union
SO 6 Social Affairs - Receptions, 1/19/78 - Reception - Iowa
SO 6 Social Affairs - Receptions, 1/29/78 - Reception for the American Film Institute
SO 6 Social Affairs - Receptions, 1/29/78 - Reception for Ford's Theatre
SO 6 Social Affairs - Receptions, 1/30/78 - Reception for International Ladies Garment Workers Union

SO 6 Social Affairs - Receptions, 1/31/78 - Reception for Conferees of the White House Conference for Balanced National Growth and Economic Development
SO 6 Social Affairs - Receptions, 2/6/78 - Reception for Polish Americans

Container 115
SO 6 Social Affairs - Receptions, 2/7/78 - Reception for Atlanta Jewish Women's Welfare Federation
SO 6 Social Affairs - Receptions, 2/14/78 - Reception for Finance Council (DNC)
SO 6 Social Affairs - Receptions, 2/24/78 - Reception for Friends from New Hampshire
SO 6 Social Affairs - Receptions, 2/25/78 - Coffee/Reception for Rural American Women, Hosted by Judy Carter
SO 6 Social Affairs - Receptions, 3/3/78 - Reception for the Attendees to the National Legislation Conference
SO 6 Social Affairs - Receptions, 3/10/78 - Reception for Members of the National Newspaper Association
SO 6 Social Affairs - Receptions, 3/22/78 - Reception for National Commission on the Observance of International Women's Year
SO 6 Social Affairs - Receptions, 4/11/78 - Reception for Society of American Florists
SO 6 Social Affairs - Receptions, 4/28/78 - Reception for National Federation of Democratic Women
SO 6 Social Affairs - Receptions, 5/1/78 - Reception for Prime Minister and Mrs. Begin of Israel
SO 6 Social Affairs - Receptions, 5/2/78 - Reception for Southern Baptist Mission Service Corps
SO 6 Social Affairs - Receptions, 5/4/78 - Reception for White House Fellows
SO 6 Social Affairs - Receptions, 5/16/78 - Reception for Armenian Americans
SO 6 Social Affairs - Receptions, 5/18/78 - Reception for Senior Citizen Organization Representatives
SO 6 Social Affairs - Receptions, 5/18/78 - Reception for Issuance of Stamp Honoring Dr. George N. Papanicalaou
SO 6 Social Affairs - Receptions, 5/19/78 - Reception for the National Trustees of the National Symphony Orchestra
SO 6 Social Affairs - Receptions, 5/31/78 - Reception for the NATO Wives at National Gallery of Art East Building
SO 6 Social Affairs - Receptions, 6/5/78 - Reception for 18th Mexican - American Inter - parliamentary Conference Delegates
SO 6 Social Affairs - Receptions, 6/7/78 - Reception for Democratic National Committee
SO 6 Social Affairs - Receptions, 6/9/78 - Reception for Washington Bullets
SO 6 Social Affairs - Receptions, 6/9/78 - Reception for Spelling Bee Winners and Guests
SO 6 Social Affairs - Receptions, 6/9/78 - Reception for 100 Top Black Businessmen and Meeting
SO 6 Social Affairs - Receptions, 8/1/78 - Reception for Asian Americans
SO 6 Social Affairs - Receptions, 9/12/78 - Reception for the American Newspaper Women's Club
SO 6 Social Affairs - Receptions, 9/15/78 - Reception for Prominent Jewish Leaders and their Wives
SO 6 Social Affairs - Receptions, 9/15/78 - Reception for National Italian - American Foundation

SO 6 Social Affairs - Receptions, 9/19/78 - Reception and Presentation of Painting by William Harnett Donated by Armand Hammer
SO 6 Social Affairs - Receptions, 9/21/78 - Reception for Georgia Partners of the Americas and the Pernambuco Partners
SO 6 Social Affairs - Receptions, 9/27/78 - Reception for Democratic National Committee
SO 6 Social Affairs - Receptions, 10/2/78 - Reception - Freedom Hall - for Friends of the Martin Luther King Center for Social Change
SO 6 Social Affairs - Receptions, 10/6/78 - Reception for the Leukemia Society of America
SO 6 Social Affairs - Receptions, 10/17/78 - Reception for and Presentation of Medal to Miss Marian Anderson
SO 6 Social Affairs - Receptions, 10/20/78 - Reception for Coalition of Labor Union Women
SO 6 Social Affairs - Receptions, 10/26/78 - Reception for National Minority Purchasing Council, Inc
SO 6 Social Affairs - Receptions, 10/27/78 - Reception for Signing the Humphrey - Hawkins Bill
SO 6 Social Affairs - Receptions, 10/30/78 - Halloween Party for White House Staff
SO 6 Social Affairs - Receptions, 11/9/78 - Reception for Friendship Force
SO 6 Social Affairs - Receptions, 11/9/78 - Reception for Signing of Energy Bill
SO 6 Social Affairs - Receptions, 11/9/78 - Reception for the D.C. Library Association
SO 6 Social Affairs - Receptions, 11/14/78 - Reception (Cabinet Corner) Atomic Industrial Forum
SO 6 Social Affairs - Receptions, 11/20/78 - Reception for Lithuanian - American Community
SO 6 Social Affairs - Receptions, 11/22/78 - Reception for National Bible Week
SO 6 Social Affairs - Receptions, 12/3/78 - Reception for Kennedy Center Honorees
SO 6 Social Affairs - Receptions, 12/12/78 - Congressional Christmas Ball
SO 6 Social Affairs - Receptions, 12/13/78 - Reception for Volunteers
SO 6 Social Affairs - Receptions, 12/15/78 - Anniversary Party for Annette Carter's Parents
SO 6 Social Affairs - Receptions, 12/18/78 - Christmas Party for the White House Staff
SO 6 Social Affairs - Receptions, 12/18/78 - Reception for Members of the USSS
SO 6 Social Affairs - Receptions, 12/20/78 - Reception for White House Press Correspondents
SO 6 Social Affairs - Receptions, 12/20/78 - Christmas Party for Residence Staff and Families
SO 6 Social Affairs - Receptions, 12/21/78 - Christmas Party Diplomatic Children
SO 6 Social Affairs - Receptions, 1/15/79 - Private Informal Dinner for Representatives of the Press
SO 6 Social Affairs - Receptions, 1/18/79 - Meeting and Reception for the Number One International Neighbors Club
SO 6 Social Affairs - Receptions, 1/24/79 - Reception for DNC Finance Council
SO 6 Social Affairs - Receptions, 2/7/79 - Reception for Khunying Virat, Wife of the Prime Minster of Thailand
SO 6 Social Affairs - Receptions, 2/8/79 - Reception for Congressional Wives for Soviet Jewry
SO 6 Social Affairs - Receptions, 2/9/79 - Reception Honoring the 100th Anniversary of the C.F.A. Consumer Federation of America
SO 6 Social Affairs - Receptions, 2/12/79 - Reception for B'Nai B'rith
SO 6 Social Affairs - Receptions, 2/28/79 - Reception for Swearing - in of Small Business Conference Commission
SO 6 Social Affairs - Receptions, 3/1/79 - Reception for Freshman and Sophomore Congressional Wives

SO 6 Social Affairs - Receptions, 3/13/79 - Reception for National PTA Legislative Conference
SO 6 Social Affairs - Receptions, 3/15/79 - Reception for Community Leaders from Key States Following the Briefing on Hospital Costs Containment
SO 6 Social Affairs - Receptions, 3/29/79 - Reception for National Association of Manufacturers
SO 6 Social Affairs - Receptions, 4/3/79 - Reception for the House Subcommittee on Health and the Environment

Container 116
SO 6 Social Affairs - Receptions, 4/5/79 - Reception for Members of Georgia Volunteers that Worked in Primary
SO 6 Social Affairs - Receptions, 5/2/79 - Reception in Honor of Asian - Americans
SO 6 Social Affairs - Receptions, 5/3/79 - Reception for White House Fellows Alumni Association
SO 6 Social Affairs - Receptions, 5/17/79 - Reception for Performance by Mt. Carmel Christian School, "Patriots on Parade"
SO 6 Social Affairs - Receptions, 5/18/79 - Reception for Leadership Georgia
SO 6 Social Affairs - Receptions, 5/30/79 - Reception for Vietnam Veterans
SO 6 Social Affairs - Receptions, 6/8/79 - Reception for American Association of Nurserymen and Presentation of Landscape Awards
SO 6 Social Affairs - Receptions, 6/11/79 - Reception for Food Editors
SO 6 Social Affairs - Receptions, 7/12/79 - Reception for Women's National Democratic Club
SO 6 Social Affairs - Receptions, 7/17/79 - Reception for Special Olympics Stamp
SO 6 Social Affairs - Receptions, 7/20/79 - Reception for White House Conference on Families
SO 6 Social Affairs - Receptions, 9/5/79 - Reception for Briefing for Women's National Democratic Club
SO 6 Social Affairs - Receptions, 9/6/79 - Reception for World Conference on Religion and Peace
SO 6 Social Affairs - Receptions, 9/13/79 - Reception for the Coalition of National Voluntary Organizations
SO 6 Social Affairs - Receptions, 9/18/79 - Reception for His Eminence Archbishop Iakovos
SO 6 Social Affairs - Receptions, 9/21/79 - Reception for Women Attending Black Caucus
SO 6 Social Affairs - Receptions, 9/25/79 - Reception for National Symphony Board
SO 6 Social Affairs - Receptions, 10/11/79 - Reception for National Reading is Fun Day
SO 6 Social Affairs - Receptions, 10/16/79 - Reception for National Council of Jewish Women
SO 6 Social Affairs - Receptions, 10/23/79 - Reception in Behalf of the Equal Rights Amendment
SO 6 Social Affairs - Receptions, 11/7/79 - Reception for Steering Committee for New York State Dinner
SO 6 Social Affairs - Receptions, 12/2/79 - Reception for Kennedy Center Honorees
SO 6 Social Affairs - Receptions, 12/4/79 - Coffee and Tour for National Commission on the International Year of the Child
SO 6 Social Affairs - Receptions, 12/11/79 - Congressional Christmas Ball
SO 6 Social Affairs - Receptions, 12/11/79 - Reception for Christmas Carroll Volunteers
SO 6 Social Affairs - Receptions, 12/13/79 - Press Party
SO 6 Social Affairs - Receptions, 12/14/79 - Reception for White House Staff and Guests

SO 6 Social Affairs - Receptions, 12/18/79 - Reception for Members of the U.S. Secret Service
SO 6 Social Affairs - Receptions, 12/19/79 - Diplomatic Children's Christmas Party, Babar the Elephant
SO 6 Social Affairs - Receptions, 1/3/80 - Reception to Honor Poets
SO 6 Social Affairs - Receptions, 1/23/80 - Reception Following the State of the Union Address
SO 6 Social Affairs - Receptions, 2/5/80 - Reception for U.S. Representatives Spouses after Foreign Policy Briefing
SO 6 Social Affairs - Receptions, 2/12/80 - Reception for U.S. Senate Spouses after Foreign Policy Briefing
SO 6 Social Affairs - Receptions, 3/12/80 - Reception to Mark the 15th Anniversary of the Head Start Program
SO 6 Social Affairs - Receptions, 3/14/80 - Reception for Members of Congress Following Briefing
SO 6 Social Affairs - Receptions, 3/19/80 - Reception for the National Captioning Institute
SO 6 Social Affairs - Receptions, 3/25/80 - Reception for Participants in Seminar on the Status of Adoption and Foster Care in the U.S.
SO 6 Social Affairs - Receptions, 3/26/80 - Reception for White House Conference on Aging
SO 6 Social Affairs - Receptions, 4/8/80 - Reception for National Association of Commissions on the Status of Women
SO 6 Social Affairs - Receptions, 4/21/80 - Reception for Dr. Julian Neva
SO 6 Social Affairs - Receptions, 4/22/80 - Reception for the League of Pen Women
SO 6 Social Affairs - Receptions, 4/22/80 - Tour and Coffee for the Country Music Association
SO 6 Social Affairs - Receptions, 4/28/80 - Reception for Guests of Cambodian Relief Dinner
SO 6 Social Affairs - Receptions, 5/8/80 - Reception for the American Retail Federation
SO 6 Social Affairs - Receptions, 6/3/80 - Reception for the Public Broadcasting Service
SO 6 Social Affairs - Receptions, 6/10/80 - Reception for Girl Scouts
SO 6 Social Affairs - Receptions, 6/11/80 - Congressional Family Picnic
SO 6 Social Affairs - Receptions, 6/18/80 - Reception for ERA and Dinner at the Mazza Gallery
SO 6 Social Affairs - Receptions, 7/19/80 - Reception to Celebrate the 50th Anniversary of the Establishment of the Veterans Administration

Container 117
SO 6 Social Affairs - Receptions, 9/9/80 - Reception for General Federation of Women's Clubs
SO 6 Social Affairs - Receptions, 9/15/80 - Reception for the American Baker's Association
SO 6 Social Affairs - Receptions, 9/30/80 - Reception for those Attending the DNC Gala
SO 6 Social Affairs - Receptions, 9/30/80 - Reception Honoring the National Endowment for the Arts and the National Endowment for the Humanities
SO 6 Social Affairs - Receptions, 10/1/80 - Reception Highlighting the DOE's Captain America/Youth Energy Conservation Campaign
SO 6 Social Affairs - Receptions, 12/7/80 - White House Reception for Kennedy Center Honorees
SO 6 Social Affairs - Receptions, 12/15/80 - White House Christmas Party for Cabinet and Senior Staff
SO 6 Social Affairs - Receptions, 12/17/80 - White House Christmas Party for Press Corps
SO 6 Social Affairs - Receptions, 12/22/80 - White House Christmas Party for Staff
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 1/21/77 - 1/20/81

SO 7 Social Affairs - Teas, Garden Parties, Concerts, 2/15/77 - Tea for the Press
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 2/25/77 - Tea for the Secretary - General of the United Nations
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 3/4/77 - Tea for Mrs. Rabin
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 4/4/77 - Tea Honoring Mrs. Sadat
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 5/2/77 - "Summer on the White House Lawn" - Staff Picnic
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 6/15/77 - "Summer on the White House Lawn" - Staff Picnic
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 7/20/77 - Congressional Picnic
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 7/27/77 - Congressional Picnic
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 7/29/77 - "Summer on the White House Lawn' - Staff Picnic
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 9/12/77 - "Summer on the White House Lawn" - Staff Picnic
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 10/13/77 - Peanut Brigade Barbecue [1-3]
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 4/17/78 - Concert - Country Music
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 5/20/78 - Promenade for Congressional Members
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 6/878 - "Summer on the White House Lawn" - Staff Picnic

Container 118
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 6/18/78 - White House Jazz Festival
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 8/9/78 - Summer on the White House Lawn - Staff Picnic
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 9/17/78 - Concert by Mstislav Rostropovich
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 9/20/78 - Staff Picnic on White House Lawn
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 10/8/78 - Concert by Leontyne Price
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 11/17/78 - 50th Birthday Anniversary Party for Mickey Mouse
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 12/5/78 - Tea for Princess Basmah of Jordan
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 2/25/79 - Concert by Mikhail Barnshinkov
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 3/11/79 - Concert by Andres Segovia
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 4/16/79 - Coffee for Board of Directors of the D.A.R.
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 5/1/79 - Community Foundation Tea
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 9/3/79 - Old Fashioned Labor Day Picnic on the South Lawn
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 9/9/79 - Old Fashioned Gospel Singing Picnic on the White House Lawn
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 9/11/79 - Tea for Claude Pepper Cancer Researchers

SO 7 Social Affairs - Teas, Garden Parties, Concerts, 1/22/80 - Tea with Women Associated with the National Religious Broadcasters
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 2/4/80 - Tea for Queen Sirikit of Thailand
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 2/13/80 - Valentine Dance
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 3/11/80 - Tea for Wives of Foreign Ambassadors
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 3/17/80 - St. Patrick's Day Party
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 5/13/80 - Tea for White House Preservation Fund
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 7/25/80 - Tea for Board of Directors of the Friendship Force
SO 7 Social Affairs - Teas, Garden Parties, Concerts, 9/1/80 - White House Labor Day Picnic
SO 9 Social Affairs - Requests to Attend any Social Function, 1/20/77-6/30/77

Container 119
SO 9 Social Affairs - Requests to Attend any Social Function, 7/1/77-6/30/78

Container 120
SO 9 Social Affairs - Requests to Attend any Social Function, 7/1/78-1/20/81

Container 121
SO 9-1 Social Affairs - Requests to Attend or Perform Square Dance at White House, 12/27/76-4/30/77
SO 9-1 Social Affairs - Requests to Attend or Perform Square Dance at White House, 5/1/77-1/20/81
SP Speeches, 1/21/77-1/20/81
ST States - Territories, 1/21/77-1/20/81
ST 51-1 States - Territories - Guam, 1/21/77-1/20/81
ST 51-2 States - Territories - Puerto Rico, 1/20/77-1/20/81
ST 51-3 States - Territories - Ryukyu, 1/20/77-1/20/81
ST 51-4 States - Territories - Virgin Islands, 1/20/77-1/20/81
TN Transportation, 1/20/77-1/20/81
TR Trips, 1/21/77-1/5/78

Container 122
TR Trips, 1/6/78-1/20/81
TR 1 Trips - All Trips in the Washington Metro Area, 1/21/77-11/15/78

Container 123
TR 1 Trips - All Trips in the Washington Metro Area, 11/16/78-1/20/81
TR 2 Trips - Michigan, Detroit, for Philip A. Hart Scholarship Fund, 3/29/77
TR 3 Trips - New York, New York, Concert Honoring Marion Anderson and Young Audiences, 2/27/77

Container 124

TR 4 Trips - Illinois, Chicago, for Meeting of the President's Commission on Mental Health and Visit to Northwestern Memorial Hospital, 4/19/77
TR 5 Trips - Central and South America, 5/30/77-6/12/77, (4/27/77-7/6/77)

Container 125
TR 5 Trips - Central and South America, 5/30/77-6/12/77, (7/7/77-3/24/78)

Container 126
TR 5 Trips - Central and South America, 5/30/77-6/12/77, (3/25/78-10/8/80)
TR 6 Trips - Canada, Vancouver, for World Federation of Mental Health, 5/30/77-6/12/77; 8/1/77-8/29/79
TR 7 Trips - Massachusetts, Boston, for Susan L. Curtis Foundation and McLean Hospital Mailman Research Center, 10/3/77 and New York, New York, 10/4/77
TR 8 Trips - Puerto Rico, 10/10-11/77
TR 9 Trips - Pennsylvania, Philadelphia and New Jersey, 10/20/77
TR 10 Trips - Texas, El Paso, Louisiana, New Orleans, and Mexico, 11/3-4/77 [1]

Container 127
TR 10 Trips - Texas, El Paso, Louisiana, New Orleans, and Mexico, 11/3-4/77 [2]
TR 11 Trips - Virginia, Springfield Mall to Campaign for Henry Howell, 10/22/77
TR 12 Trips - Georgia, Toccoa to View Flood Damage, 11/6/77
TR 13 Trips - Georgia, Atlanta to High Museum and Texas, Houston to Address Women of America at the Opening Ceremonies of the International Women's Year Meeting, 11/18-19/77 [1-2]
TR 14 Trips - Maryland, Annapolis for Navy Georgia Tech Football Game, 11/12/77
TR 15 Trips - Arkansas, Little Rock to Attend Funeral of Senator John McClellan, 11/30/77
TR 16 Trips - Georgia, Plains for Dedication of Plains Welcome Center, and Annual Banquet of Americus and Sumter County Business and Professional Women's Club, 12/5-7/77
TR 17 Trips - North Carolina, Fayetteville, for Stapleton Wedding, 12/16-17/77
TR 18 Trips - Poland, Iran, India, Saudi Arabia, Egypt, France, and Belgium, 12/29/77-1/6/78 [1-2]
TR 19 Trips - Georgia, Atlanta and St. Simons, 10/20-23/78
TR 20 Trips - Connecticut, Hartford, 1/24/78
TR 21 Trips - Georgia, Americus to Address Americus - Sumter County Chamber of Commerce, 2/2/78

Container 128
TR 22 Trips - Florida, Orlando and Tampa for ERA Fundraiser and Return, 2/18/78
TR 23 Trips - Pennsylvania, Harrisburg - Friendship Force Takeoff, 2/21/78
TR 24 Trips - Florida, Miami to Inaugurate the Trade Fair of the Americas, 3/8/78 [1-2]
TR 25 Trips - North Carolina, Winston-Salem and Georgia, Savannah - USS Eisenhower and St. Simon's Island, 3/17-20/78
TR 26 Trips - Venezuela, Caracas and Brazil, Brasilia and Rio Nigeria, Lagos and Marina, and Liberia, Monrovia, 3/28-31/78

TR 27 Trips - Georgia, Plains and Georgia, Milledgeville - for Reception Honoring her Mother as "Mother of the Year" Georgia, Winder for the Winder-Barrow County Country and Western Jamboree to Benefit the Training Center (Retardation) 4/21-22/78
TR 28 Trips - Illinois, Chicago for Polish Parade, 5/6/78

Container 129
TR 29 Trips - Costa Rica and Guatemala, and Return to White House, 5/7-12/78 [1-2]
TR 30 Trips - Texas, Austin - LBJ Library Speech before the Hogg Foundation, Robert L. Sutherland Seminar in Mental Health, 5/25/78
TR 31 Trips - Maryland, Annapolis for U.S. Naval Academy Commencement Exercises, 6/7/78
TR 32 Trips - Georgia, Atlanta and Panama for Canal Treaties Signing, 6/16-17/78
TR 33 Trips - Germany, 7/13-17/78 [1-2]
TR 34 Trips - Italy, Rome for the Funeral of Pope Paul, 8/10-13/78
TR 35 Trips - New York, New York for Bill Signing Ceremony for Aid to New York City, 8/8-9/78
TR 36 Trips - Georgia, Plains and Idaho, Salmon River, and Wyoming, Jackson Hole for Vacation, 8/18-30/78
TR 37 Trips - Texas, Tennessee, Pennsylvania, Maryland, North Carolina, Iowa, Indiana, Florida, Ohio, New York, Connecticut, New Hampshire, Maine, South Dakota, and Kansas for Campaigning, 9/3/78-11/3/78 [1]

Container 130
TR 37 Trips - Texas, Tennessee, Pennsylvania, Maryland, North Carolina, Iowa, Indiana, Florida, Ohio, New York, Connecticut, New Hampshire, Maine, South Dakota, and Kansas for Campaigning, 9/3/78-11/3/78 [2-5]
TR 38 Trips - Georgia, Savannah for Briefing and Tour of the Savannah Neighborhood Action Project and Tennessee, Memphis for Mini Convention, 12/8/78
TR 39 Trips - Maryland, Royal Oak, Visit to Cedar Point Farms, Home of Former Senator and Mrs. Harold Hughes, 11/12/78
TR 40 Trips - New York City - Fundraiser for Abe Beame and Metropolitan Opera, 12/5/78
TR 41 Trips - Cross Country Neighborhoods Trip (Postponed) 1/23-25/79
TR 42 Trips - Guadeloupe Summit along with England, France, and Germany, 1/4/9/79
TR 43 Trips - Georgia, Atlanta for Martin Luther King Birthday Anniversary, 1/15/79
TR 44 Trips - New York City for Nelson Rockefeller Memorial Service, 2/2/79

Container 131
TR 45 Trips - Mexico, 2/14-16/79
TR 46 Trips - Georgia, Atlanta for Pres. Speech before Georgia Legislature and Georgia Tech University Convocation, 2/20/79
TR 47 Trips - California, Los Angeles for DNC Fundraiser, 3/2/79
TR 48 Trips - Egypt and Israel, 3/7-14/79
TR 49 Trips - Massachusetts; Springfield, Ohio, Lorain; Missouri, Saint Louis; California, Davis, 3/19-21/79 [1-4]
TR 50 Trips - Michigan, Detroit - Jefferson-Jackson Dinner, 3/31/79
TR 51 Trips - New York City for Jewish Theological Seminary to Accept Award and make Speech, 3/29/79

TR 52 Trips - Connecticut, Groton for the Christening of the U.S.S. Ohio and U.S.S. Georgia, 4/7/79

Container 132
TR 53 Trips - Georgia, Sapelo Island, Plains and Calhoun; North Carolina, Raleigh to Open Governors' Conference on Mental Health and Friendship Force, 4/12-22/79
TR 54 Trips - New York City, for Speech to Women in Communications and Georgia, Thomasville for Rose Festival Parade, 4/26-27/79
TR 55 Trips - Switzerland, Geneva and Italy, Rome, 5/5-11/79
TR 55 Trips - Switzerland, Geneva and Italy, Rome, 5/5-11/79 [Newspaper Clippings]
TR 56 Trips - Illinois, Chicago for American Psychiatric Association and Phil Donahue Show, 5/15-16/79
TR 57 Trips - Georgia, Atlanta; Georgia, Forsyth; Georgia, Cartersville; New Hampshire, Manchester; New Hampshire, Laconia, New Hampshire, Concord, 6/2-5/79
TR 58 Trips - Georgia, Atlanta to Attend the Memorial Service for Secretary of State Ben Fortson, 5/22/79
TR 59 Trips - New York City for a Carter/Mondale Fundraising Reception with Asian-Americans and for the Democratic State Fundraiser Honoring Averell Harriman, 6/21/79
TR 60 Trips - Austria, Vienna, 6/14-18/79
TR 61 Trips - Japan and Korea, 6/23-7/1/79 [1]

Container 133
TR 61 Trips - Japan and Korea, 6/23-7/1/79 [2]
TR 62 Trips - Kentucky, Louisville, with Vice President for National Governors Conference, 7/7/79
TR 63 Trips - Illinois, Chicago; Arkansas, Pine Bluff; Texas, Harlingen; Texas, Fort Worth; Texas, Dallas; Texas, Holavita; Texas, Argyle; California, Fresno; California, San Francisco; California, Portola Valley; California, Los Angeles, 7/22-25/79 [1-3]
TR 64 Trips - Ecuador, Quito; Canal Zone; Puerto Rico, 8/8-11/79
TR 65 Trips - Maryland, Baltimore for Tour of Solar Home of Mrs. Genitha Rhyne and Tour of Housing Rehabilitation Project, 8/7/79
TR 66 Trips - Minnesota, Wisconsin, Iowa, Illinois, Missouri - Cruise down the Mississippi River Aboard the Delta Queen, 8/17-24/79
TR 67 Trips - Georgia, Atlanta; Florida, Tampa; Georgia, Plains, 8/30-9/3/79
TR 68 Trips - Iowa, Cedar Rapids to Attend the 36th Annual Convention of the Iowa Daily Press Association and the Linn County Democrat Central Committee's "September Spectacular," 9/8/79
TR 69 Trips - New Hampshire, Manchester; New Hampshire, Nashua; New York, New York, New York, 9/12/79

Container 134
TR 70 Trips - Columbia, South Carolina; Tampa, Orlando, Jacksonville, and Palm Beach, Florida, 9/20-21/79 [1-2]
TR 71 Trips - Pennsylvania, Erie and Pittsburgh to be Honored as "Women of the Year," by the Democratic Women of Erie, 9/27/79
TR 72 Trips - Massachusetts, Boston to Greet the Pope, 10/1/79

TR 73 Trips - St. Petersburg, Ft. Myers, and Naples, Florida, 10/4/79
TR 74 Trips - Chicago, Illinois; Birmingham, Alabama, 10/8/79
TR 75 Trips - Johnson City, Tennessee, and Asheville, North Carolina, 10/12/79
TR 76 Trips - Kansas City, Missouri, Chicago, Illinois, with President, 10/15/79
TR 77 Trips - Des Moines, Iowa; Portland, Oregon; Spokane and Seattle, Washington, 10/17-19/79
TR 78 Trips - Boston, Massachusetts and Return to Camp David with President, 10/20/79
TR 79 Trips - Lebanon, Claremont, Newport, Walpole, Keene, and Somersworth, New Hampshire; Boston, Massachusetts; Portland, Maine, 10/24-25/79 [1]

Container 135
TR 79 Trips - Lebanon, Claremont, Newport, Walpole, Keene, and Somersworth, New Hampshire; Boston, Massachusetts; Portland, Maine, 10/24-25/79 [2]
TR 80 Trips - Houston, Texas, 10/29-30/79
TR 81 Trips - Bangkok, Thailand, 11/7-10/79
TR 82 Trips - Los Angeles, California; Denver, Colorado; Winnipeg, Canada, 11/14-16/79
TR 83 Trips - St. Petersburg, Florida, 11/17/79
TR 84 Trips - Manchester, Exeter, Haverhill, Salem, and Pelham, New Hampshire, 11/29/79
TR 85 Trips - New York, New York, 12/5/79
TR 86 Trips - Jackson Mississippi; Atlanta, Georgia; Little Rock, Arkansas, 12/6-8/79
TR 87 Trips - New York City, 12/13/79
TR 88 Trips - Marion, Olin, Clinton, Davenport, and Maquoketa, Iowa, 12/20/79
TR 89 Trips - Mason City, Des Moines, Sioux City, and Council Bluffs, Iowa, 1/7-8/79
TR 90 Trips - Waterloo, Iowa Falls, Marshalltown, Des Moines, Adel, and Fort Dodge, Iowa, 1/11-12/80
TR 91 Trips - Atlanta, Georgia, 1/15/80
TR 92 Trips - Portsmouth, Dover, Rochester, New Hampshire, and Maine, Sanford, 1/18/80

Container 136
TR 93 Trips - Lewiston, Augusta, Waterville, and Auburn, Maine, 1/25/80
TR 94 Trips - Buffalo, and Rochester, New York; Brunswick, Maine; and New Hampshire, Gorham and Berlin, 1/31/80-2/1/80
TR 95 Trips - Van Buren, Bath, and Portland, Maine, 2/6/80
TR 96 Trips - Minneapolis, Minnesota; San Francisco, Los Angeles and California; Oklahoma City, Oklahoma, 2/7-9/80
TR 97 Trips - Massachusetts, Boston, Hudson, Concord; New Hampshire, Concord, Franklin, Laconia; Connecticut, Bridgeport, 2/14/80
TR 98 Trips - Vermont, Montpelier; New York City; Manchester, Rome, Rochester, Dover, Gonic, Nashua and New Hampshire; Sheraton, Rolling Green Andover; Andover, Boston, Roxbury, and Massachusetts, 2/21-23/80
TR 99 Trips - Plant City, Florida; Birmingham, Alabama; Georgia, Macon, 3/3/80
TR 100 Trips - Chicago, Lincolnwood and Countryside, Illinois, 3/6/80
TR 102 Trips - New York; Wichita, Kansas; Carbondale and Springfield, Illinois, 3/13-14/80
TR 104 Trips - Calhoun, Georgia for Funeral of Mrs. Kate Langford, 3/18/80
TR 105 Trips - Connecticut, Hartford; Albany, New York City and Long Island, New York, 3/20-21/80

TR 107 Trips - Milwaukee, Rothschild, Wausau, and Green Bay, Wisconsin, 3/27/80
TR 108 Trips - Scranton, Johnstown, and Greensburg, Pennsylvania; Cleveland, Ohio; New Orleans, Louisiana, 4/3/80
TR 109 Trips - St. Louis, and Kansas City, Missouri; Arizona, Tucson and Phoenix, 4/10-12/80
TR 110 Trips - Philadelphia, Pennsylvania, 4/14/80
TR 111 Trips - Pittsburgh, Philadelphia, Bethlehem, and Beaver, Pennsylvania, 4/17-4/18/80
TR 112 Trips - Grand Rapids, Traverse City, Saginaw/Bay City, and Midland, Michigan; Austin, Corpus Christi, Texas; Knoxville, Tennessee, 4/24-25/80
TR 113 Trips - Raleigh, North Carolina, 4/26/80
TR 114 Trips - Indianapolis and Gary Indiana; Louisville, Kentucky, Houston and San Antonio, Texas, 4/29-30/80
TR 115 Trips - Baltimore, Maryland, 5/12/80
TR 116 Trips - Cincinnati and Columbus, Ohio, 5/16/80
TR 117 Trips - Albuquerque, New Mexico; Coronado, Los Angeles, and Oakland, California, 5/21-22/80
TR 118 Trips - Atlanta, Georgia, visit to Morehouse College, 5/11/80
TR 119 Trips - Smyrna, Tennessee; New Orleans, Louisiana; Mobile, Alabama; Biloxi, Mississippi; Winston-Salem, North Carolina, 5/27-28/80
TR 120 Trips - Jersey City and Newark, New Jersey; Providence, Rhode Island, 6/2/80
TR 121 Trips - Oak Lawn and Alsip, Illinois, 6/12/80
TR 122 Trips - New York City, to Attend Rabbinical College Dinner, 6/16/80
TR 123 Trips - Italy, Rome, Venice, Vatican; Yugoslavia, Spain, Portugal, 6/19-26/80 [1-2]

Container 137
TR 123 Trips - Italy, Rome, Venice, Vatican; Yugoslavia, Spain, Portugal, 6/19-26/80 [3]
TR 125 Trips - California, Florida, and Georgia, 7/3/80
TR 126 Trips - Lima, Peru; San Juan, Puerto Rico, 7/26-29/80
TR 127 Trips - New York City for Democratic Convention, 8/13-15/80
TR 128 Trips - All 1980 Presidential Campaign Trips, 9/1-11/4/80 [1-2]
UT Utilities, 1/21/77-8/2/79

Container 138
UT Utilities, 8/3-14/79
UT Utilities, 8/15/79 [1-2]
UT Utilities, 8/16/79-1/20/81
VA Veterans Affairs, 1/21/77-1/20/81
WE Welfare - 1/21/77-1/20/81
WE 1 Welfare - Children, 11/4/76-9/31/78
WE 1 Welfare - Children, 10/1/78-1/20/81
WE 2 Welfare - Family Planning, 1/21/77-1/20/81
WE 3 Welfare - Fund Drives, 1/21/77-1/20/81
WE 3-2 Welfare - Arthritis, 1/21/77-1/20/81
WE 3-3 Welfare - Blindness, 1/21/77-1/20/81
WE 3-4 Welfare - Cancer, 1/21/77-1/20/81

Container 139

WE 3-6 Welfare - Cerebral Palsy, 1/21/77-1/20/81
WE 3-7 Welfare - Crippled Children and Adults, 1/21/77-1/20/81
WE 3-8 Welfare - Cystic Fibrosis, 1/21/77-1/20/81
WE 3-10 Welfare - Epilepsy, 1/21/77-1/20/81
WE 3-11 Welfare - Heart, 1/21/77-1/20/81
WE 3-12 Welfare - Hemophilia, 1/21/77-1/20/81
WE 3-13 Welfare - Kidney, 1/21/77-1/20/81
WE 3-14 Welfare - Leukemia, 1/21/77-1/20/81
WE 3-15 Welfare - March of Dimes, 1/21/77-1/20/81
WE 3-16 Welfare - Mentally Retarded 1/21/77-1/20/81
WE 3-17 Welfare - Multiple Sclerosis, 1/21/77-1/20/81
WE 3-18 Welfare - Muscular Dystrophy, 1/21/77-1/20/81
WE 3-19 Welfare - Red Cross, 1/21/77-1/20/81
WE 3-21 Welfare - TB (Christmas Seals), 1/21/77-1/20/81
WE 3-22 Welfare - United Way, 1/21/77-1/20/81
WE 3-22-1 Welfare - Combined Federal Campaign, 1/21/77-1/20/81
WE 4 Welfare - Geriatrics (Aged) 11/76-2/28/77

Container 140
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Requests for Tickets, 7/79 [O/A 1727]

Container 58
Requests for Tickets, 8/79 [O/A 1727]
Requests for Tickets, 9/79 [O/A 1727]
Requests for Tickets, 10/79 [O/A 1727]
Requests for Tickets, 11/79 [O/A 1727]
Requests for Tickets, 12/79 [O/A 1727]

Chris Hathaway's Advance Office Foreign Trip Files

Container 1
Latin American Trip – Administrative, 5/77-6/77 [CF O/A 579]
Latin American Trip – Background Notes, 3/77-5/77 [CF O/A 578]
Latin American Trip – Background Papers, 5/77-6/77 [CF O/A 578]
Latin American Trip – Bogota Columbia, 5/77-6/77 [CF O/A 579]
Latin American Trip – Brasilia, Brazil, 5/77-6/77 [CF O/A 578]
Latin American Trip – Briefings, 5/30/77-6/13/77 [CF O/A 579]
Latin American Trip – Caracas, Venezuela, 5/77-6/77 [CF O/A 579]
Latin American Trip – Country Book, 5/30/77-6/13/77 [CF O/A 579] [1]
Latin American Trip – Country Book, 5/30/77-6/13/77 [CF O/A 581] [2]
Latin American Trip – Country Book, 5/30/77-6/13/77 [CF O/A 581] [3]

Container 2
Latin American Trip – Country Book, 5/30/77-6/13/77 [CF O/A 581] [4]
Latin American Trip – Fact Sheets, 5/30/77-6/13/77 [CF O/A 579]
Latin American Trip – General Background, 5/30/77-6/13/77 [CF O/A 579] [1]
Latin American Trip – General Background, 5/30/77-6/13/77 [CF O/A 579] [2]
Latin American Trip – General Background, 5/30/77-6/13/77 [CF O/A 579] [3]
Latin American Trip – Kingston, Jamaica, 5/77-6/77 [CF O/A 578]

Container 3
Latin American Trip – Lima, Peru, 5/77-6/77 [CF O/A 579]
Latin America Trip - National Basic Intelligence Fact Book, 1/77 [CF O/A 579]
Latin American Trip – Out of Date Cables, 5/30/77-6/13/77 [CF O/A 579]
Latin American Trip – Personality Sketches, 5/77-6/77 [CF O/A 580]
Latin American Trip – Press Advance, 5/30/77-6/13/77 [CF O/A 579]
Latin American Trip – Press Conferences, 5/30/77-6/13/77 [CF O/A 579]
Latin American Trip – Press Reaction, 6/77 [CF O/A 578] [1]
Latin American Trip – Press Reaction, 6/77 [CF O/A 578] [2]
Latin American Trip – Publications, 5/77-6/77 [CF O/A 578] [1]

Container 4
Latin American Trip – Publications, 5/776/77 [CF O/A 578] [2]
Latin American Trip – Quito Ecuador, 5/77-6/77 [CF O/A 578]

Latin American Trip – Recife, Brazil, 5/77-6/77 [CF O/A 579]
Latin American Trip – San Jose, Costa Rica, 5/77-6/77 [CF O/A 579]
Visit of Venezuelan President Carlos Andres Perez, 6/28-29/77 [CF O/A 580]
Visit of Iranian Empress with First Lady, 7/11/77 [CF O/A 578]
Vancouver, British Columbia Trip, 8/77 [CF O/A 578]
Visit of Malaysian Prime Minister Hussein Bin Onn and Datin Shuaila to White House, 9/77 [CF O/A 578]
Panama Canal - Delegation of Scenarios to the Signing Ceremony for the Panama Canal Treaties, 9/77 [CF O/A 579] [1]
Panama Canal - Delegation of Scenarios to the Signing Ceremony for the Panama Canal Treaties, 9/77 [CF O/A 579] [2]
Panama Canal - Delegation of Scenarios to the Signing Ceremony for the Panama Canal Treaties, 9/77 [CF O/A 579] [3]
Visit of French Prime Minister and Mrs. Raymond Barre, 9/15-18/77 [CF O/A 578]
Presidential Trip – Pre Advance Revised Schedule, 10/77 [CF O/A 579]
Presidential Trip – Rosalynn Carter's Speech Notes, 10/77 [CF O/A 579]

Container 5
Presidential Trip – Brazil, Nigeria, Poland, Iran, India, Saudi Arabia, France, and Belgium [Postponed] 10/77-11/77 [CF O/A 578]
Presidential Trip – Brasilia, Brazil, 10/77-11/77 [CF O/A 578]
Presidential Trip - Caracas, Venezuela, 10/77-11/77 [CF O/A 578]
Presidential Trip - Lagos, Nigeria, 10/77-11/77 [CF O/A 578]
President and First Lady's Trip to Poland, Iran, India, Saudi Arabia, France, and Belgium – Mrs. Carter's Program, 12/29/77-1/6/78 [CF O/A 580] [1]
President and First Lady's Trip to Poland, Iran, India, Saudi Arabia, France, and Belgium – Mrs. Carter's Program, 12/29/77-1/6/78 [CF O/A 581] [2]
President and First Lady's Trip to Poland, Iran, India, Saudi Arabia, France, and Belgium – Mrs. Carter's Program, 12/29/77-1/6/78 [CF O/A 580] [3]
President and First Lady's Trip to Poland, Iran, India, Saudi Arabia, France, and Belgium, - Brussels, 12/29/77-1/6/78 [CF O/A 580]

Container 6
President and First Lady's Trip to Poland, Iran, India, Saudi Arabia, France, and Belgium – New Delhi, 12/29/77-1/6/78 [CF O/A 578]
President and First Lady's Trip to Poland, Iran, India, Saudi Arabia, France, and Belgium – Paris, 12/29/77-1/6/78 [CF O/A 578]
President and First Lady's Trip to Poland, Iran, India, Saudi Arabia, France, and Belgium – Tehran, 12/29/77-1/6/78 [CF O/A 578]
President and First Lady's Trip to Poland, Iran, India, Saudi Arabia, France, and Belgium – Warsaw, 12/29/77-1/6/78 [CF O/A 578]
Visit of Danish Prime Minister and Mrs. Ankar Jorgensen, 2/78 [CF O/A 578]
Brasilia, Brazil - Meeting Pernambuco Partners, 3/78 [CF O/A 578]
President and Mrs. Carter's Trip to Latin America and Africa – Amy Carter's Schedule, 3/28/78-4/3/78 CF O/A 580 [1]

President and Mrs. Carter's Trip to Latin America and Africa – Amy Carter's Schedule, 3/28/78-4/3/78 CF O/A 580 [2]
President and Mrs. Carter's Trip to Latin America and Africa – Amy and Rosalynn Carter's Schedule, 3/28/78-4/3/78 [CF O/A 580]

Container 7
President and Mrs. Carter's Trip to Latin America and Africa – Background Briefing, 3/28/78-4/3/78 [CF O/A 581] [1]
President and Mrs. Carter's Trip to Latin America and Africa – Background Information, 3/28/78-4/3/78 [CF O/A 581]
President and Mrs. Carter's Trip to Latin America and Africa - Brasilia, Brazil, 3/29-31/78 [CF O/A 581] [1]
President and Mrs. Carter's Trip to Latin America and Africa - Brasilia, Brazil, 3/29-31/78 [CF O/A 581] [2]
President and Mrs. Carter's Trip to Latin America and Africa – Mrs. Carter's Program, 3/28/78-4/3/78 [CF O/A 581]

Container 8
President and Mrs. Carter's Trip to Latin America and Africa – Nigeria - Cables, 3/28/78-4/3/78 [CF O/A 580]
President and Mrs. Carter's Trip to Latin America and Africa – Schedules, 3/28/78-4/3/78 [CF O/A 580]
Visit of Romanian President and Mrs. Nicolae Ceausescu, 4/11-17/78 [CF O/A 578]
Visit of Israeli Prime Minister and Mrs. Begin, 5/78 [CF O/A 578]
Meeting with Peruvian Foreign Minister Jose de la Puente, 5/78 [CF O/A 580]
Mrs. Carter's Trip to Costa Rica, 5/7-9/78 [CF O/A 579]
Mrs. Carter's Trip to Costa Rica – Briefing, 5/7-9/78 [CF O/A 579]
Meeting with Lilly Lorentzen Gibbons – Wife of Premier of Bermuda, 5/16/78 [CF O/A 581]
President and Mrs. Carter's Visit to Germany [Economic Summit] – Background Information, 7/13-17/78 [CF O/A 580]

Container 9
President and Mrs. Carter's Visit to Germany [Economic Summit] – Rosalynn Carter's Program, 7/13-17/78 [CF O/A 579]
President and Mrs. Carter's Visit to Germany [Economic Summit] – Schedules, 7/13-17/78 [CF O/A 580]
Visit for Pope Paul's Funeral – Italy, 8/10-13/78 [CF O/A 580]
Mrs. Carter's Proposed Trip to Mexico, 2/79 [CF O/A 580]

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First Lady's Scheduling Office

Office Summary

Creator: Office of the First Lady. Scheduling Office

Title: Records of the First Lady's Office

Dates: 1977-1981

Office Description: The Scheduling Office, under the direction of Jane Fenderson, was responsible for both the First Lady's public and personal schedules. In addition this office was in charge of liaison and coordination with the President's scheduling staff; responsible for all personal and public invitations; Air Force One plane manifests; travel accommodations; responses to telephone inquiries and correspondence; assisting the press advance staff; and assembling background briefing material needed for events and trips. Other Scheduling Office staff members included Elizabeth R. Ubbens, Nancy K. Jordan, Ellen A. Kelley, Carol Ann Rambo, Jake E. Sullivan, and Adrena Brown.

System of Arrangement:

The records of the Scheduling are divided into eight series:

Series Title	National Archives Identifier
Jane Fenderson's Advance Office's 1980 Campaign Files	596820
Jane Fenderson's Daily Schedule Files	596822
Jane Fenderson's Domestic Trip Files	596824
Jane Fenderson's Foreign Trip Files	596825
Jane Fenderson's Future State Trip Files	596826
Jane Fenderson's Invitation Files	596827
Jane Fenderson's Telephone Logs	596828
Jane Fenderson's Subject Files	596889

Detailed Description of the Series

Jane Fenderson's Advance Office's 1980 Campaign Files

Scope and Content: Containers 1-2. This series was opened in June 2003. This series contains travel vouchers, cancelled checks, per diem expense reports, checklists, résumés, and correspondence. This material relates to the Advance Office's personnel that traveled with Rosalynn Carter during the 1980 campaign. Arranged alphabetically by folder title.

Jane Fenderson's Daily Schedule Files

Scope and Content: Containers 3-8. This series was opened in June 2003. This series consists of the First Lady's daily or weekly itineraries, calendars, correspondence, memorandums, fact sheets, schedules, background briefings, and guest lists. In addition, this series contains scheduling proposals and related memorandums. Many of these memos are annotated with the First Lady's handwritten notes. Arranged chronologically.

Jane Fenderson's Domestic Trip Files
Scope and Content: Containers 9-20. This series was opened in June 2003. This series contains the First Lady's trip schedules and itineraries mainly during 1980 campaign period. Also included are background briefings on local politicians, cities, and states; correspondence, guest lists, invitations, thank-you notes, fact sheets, memorandums, and speeches or remarks. Arranged chronologically.

Jane Fenderson's Foreign Trip Files
Scope and Content: Containers 21-24. This series was opened in June 2003. This series contains the First Lady's foreign trip schedules and itineraries. Also included are background briefings and fact sheets on foreign officials and the countries visited; telegrams relating possible scenarios and subjects for discussion; guest lists, remarks or speeches; diagrams of places designated to visit; seating arrangements; protocol information; memorandums, and correspondence. Arranged chronologically.

Jane Fenderson's Future State Trip Files
Scope and Content: Containers 25-29. This series was opened in June 2003. This series contains correspondence, and invitations to the First Lady regarding possible visits to various state receptions; fundraising functions; clubs and civic organizations; and community facilities such as hospitals, retirement homes, and mental health centers. Arranged alphabetically by state.

Jane Fenderson's Invitation Files
Scope and Content: Containers 27-29. This series was opened in June 2003. This series contains responses to state invitations relating to the 1980 campaign. Arranged alphabetically by state.

Jane Fenderson's Telephone Logs
Scope and Content: Containers 30-33. This series was opened in June 2003. This series contains telephone memorandums which include the name of caller; dates of incoming or outgoing calls; and the action taken. Arranged chronologically.

Jane Fenderson's Subject Files
Scope and Content: Containers 34-37. This series was opened in June 2003. This series contains appointment books, daily schedules, thank-you notes, correspondence, and memorandums. Arranged alphabetically by folder title.

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Container List

Jane Fenderson's Advance Office's 1980 Campaign Files

Container 1
Checklists-Press Advance, Staff Advance
Personnel Addresses/Phone Lists/Résumé's/Expenses [1-2]
Travel Authorization and Reimbursement Files, A-K

Container 2
Travel Authorization and Reimbursement Files, L-W
Volunteers Training Seminar Reimbursement Files [1-2]

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Jane Fenderson's Daily Schedule Files

Container 3
1/77-1/78

Container 4
2/78-12/78 [1]

Container 5
12/78 [2]-7/79

Container 6
8/79-5/80

Container 7
6/80-1/81
Schedule Proposals - First Lady Memos, 1977
Schedule Proposals - First Lady Memos, 1/78-11/22/78

Container 8
Schedule Proposals - First Lady Memos, 11/23/78-1/81 [7 folders]
Schedule Proposals - Jane Fenderson Memos, 8/78-4/80 [2 folders]

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Jane Fenderson's Domestic Trip Files

Container 9
Domestic Events Log, 1/79-12/79
Domestic Events Log - Alabama - Maine, 1976-1980
Domestic Events Log - Michigan - Wyoming, 1976-1980

Domestic Trips, 8/76-11/76
North Carolina, Florida, Iowa, Indiana, 9/28/78-9/30/78
Ohio, Minnesota, Wisconsin, Illinois, 10/6/78-10/7/78
New York, Connecticut, Maine, New Hampshire, 10/18/78-10/19/78
South Dakota, Kansas, Georgia, Florida, 11/3/78
Georgia, Tennessee, 12/7/78-12/9/78
Springfield, Massachusetts, 3/19/79-3/20/79 [1-2]

Container 10
St. Louis, Missouri, 3/19/79-3/20/79
Davis, California, 3/20/79-3/21/79
New York, New York, 3/29/79
Detroit, Michigan, 3/31/79
Groton, Connecticut, 4/7/79
Raleigh, North Carolina, 4/18/79
New York, New York, 4/26/79
Thomasville, Georgia, 4/26/79-4/27/79
Chicago, Illinois, 5/15/79-5/16/79
Georgia, 6/2/79-6/4/79
New Hampshire, 6/4/79-6/5/79
New York, New York, 6/21/79

Container 11
Arkansas, 7/22/79
Chicago, Illinois, 7/22/79
Harlingen, Texas, 7/22/79-7/23/79
Texas, 7/22/79-7/23/79 [1-2]
California, 7/24/79-7/25/79 [1-2]
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Container 12
South Carolina, Florida, 9/21/79-9/21/79 [1-2]
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Boston, Massachusetts, 10/1/79
Florida, 10/4/79
Illinois, Alabama, 10/8/79
Tennessee, North Carolina, 10/12/79 [1-2]

Container 13
Missouri, Illinois, 10/15/79
Iowa, Oregon, Washington, 10/17/79-10/19/79
New Hampshire, Maine, Massachusetts, 10/24/79-10/25/79 [1-2]
Texas, 10/29/79-10/30/79 [1-2]

California, Colorado, Winnipeg, California, 11/14/79-11/16/79 [1-3]
St. Petersburg, Florida, 11/17/79
New Hampshire, 11/20/79 [1]

Container 14
New Hampshire, 11/20/79 [2]
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New York, New York, 12/5/79
Oklahoma City, Oklahoma, 2/5/79 [Cancelled]
Georgia, Mississippi, Arkansas, 12/6/79-12/8/79 [1-2]
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Container 15
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Maine, 2/6/80
Minnesota, California, Oklahoma, 2/7/80-2/9/80 [1-2]
Massachusetts, New Hampshire, Connecticut, 2/14/80-2/15/80
Vermont, New Hampshire, New York, Massachusetts, 2/21/80-2/22/80 [1-2]
Florida, Alabama, Georgia, 3/3/80 [1-2]
Chicago, Illinois, 3/6/80
Richmond, Virginia, 3/8/80

Container 16
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Calhoun, Georgia, 3/18/80
New York, Connecticut, 3/20/80-3/22/80
Wisconsin, 3/27/80
Pennsylvania, Ohio, Louisiana, 4/3/80-4/4/80 [1-2]
Missouri, Arizona, 4/10/80-4/11/80
4/14/80, Philadelphia, Pennsylvania
Pennsylvania, 4/17/80
Michigan, Texas, and Tennessee, 4/24/80-4//25/80 [1-2]

Container 17
Raleigh, North Carolina, 4/26/80 [Canceled]
Indiana, Kentucky, and Texas, 4/29/80-4/30/80
Atlanta, Georgia, 5/4/80
Maryland, 5/12/80
Columbus, Ohio, 5/16/80
New Mexico and California, 5/21/80-5/22/80 [1-2]

Tennessee, Alabama, Louisiana, Mississippi and North Carolina, 5/27/80-5/28/80 [1-2]
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Alsip, Illinois, 6/12/80
New York, New York, 6/16/80
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Container 18
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New York, Connecticut, and West Virginia, 9/13/80 [1-2]
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South Carolina and Florida, 9/19/80
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New Jersey and Pennsylvania, 9/26/80

Container 19
Texas, Louisiana, and Mississippi, 9/29/80
Pennsylvania and New York, 10/3/80 [1-2]
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Pennsylvania, 10/9/80
Missouri, California, Oregon, and Washington, 10/12-14/80 [1-2]
Ohio, Kentucky, and West Virginia, 10/21/80 [1-2]
Michigan, Wisconsin, Illinois, and Missouri, 10/23-24/80 [1]

Container 20
Michigan, Wisconsin, Illinois, and Missouri, 10/23-24/80 [2]
Maine, Vermont, New Jersey, New York, Pennsylvania, Ohio, Kentucky, and Tennessee, 10/26/80-10/29/80
Mississippi, Louisiana, Texas, Illinois, and Michigan, 10/30/80-11/1/80
Illinois, Wisconsin, Pennsylvania, Missouri, Ohio, West Virginia, Georgia, and Alabama, 11/2/80-11/4/80 [1-2]
New Orleans, Louisiana and Atlanta, Georgia, 1/1/81-1/11/81

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Jane Fenderson's Foreign Trip Files

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Costa Rica, 5/31/77-6/1/77
Quito, Ecuador, 6/1/77-6/3/77
Peru, 6/3/77-6/5/77

Brazil, 6/6/77-6/9/77
Columbia, 6/9/77-6/10/77
Venezuela, 6/10/77-6/11/77
Quito, Ecuador, 6/1/77-6/3/77,
El Paso, Texas; Ciudad, Mexico, 11/03/77
Caracas, Brasilia, Lagos, Tehran, New Delhi, Paris, Brussels, Warsaw, 11/22/77-12/2/77
Lagos, Nigeria, 11/24/77-11/26/77
Paris, France, 11/29/77-12/1/77
Warsaw, Poland, 12/2/77-12/3/77
Poland, Iran, India, 12/29/77-1/3/78 [1-2]
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Container 22
Venezuela, Brazil, 3/28/78-3/31/78
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Nigeria, Liberia, Venezuela, Brazil (Overview), 3/28/78-4/3/78
Mexico, 2/14/79-2/15/79
Switzerland, Italy, 5/5/79-5/11/79 [1-3]
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Container 23
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Puerto Rico, Bolivia, Peru, 8/4/79-8/9/79 (Trip Cancelled)
Lima Peru, 8/7/79-8/9/79 (Trip Cancelled)
Bolivia, 8/4/79-8/7/79 (Trip Cancelled)
Quito, Ecuador, 8/9/79-8/11/79 [1-2]
Bangkok, Thailand, 11/7/79-11/9/79

Container 24
Canada, 11/9/79-11/10/79
Italy, Yugoslavia, Portugal, Spain, 6/19/80-6/26/80 [1-6]
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Jane Fenderson's Future State Trip Files

Container 25
Alabama
California [1-2]
Colorado
Connecticut-Delaware
Florida
Georgia
Illinois

Indiana
Iowa
Kentucky
Louisiana
Maine
Maryland
Massachusetts
Michigan
Missouri
New Hampshire
New Jersey
New York
North Carolina

Container 26
Ohio
Oklahoma - Oregon
Pennsylvania
Rhode Island-Tennessee
Texas
Virginia
Washington-Wisconsin
General File

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Jane Fenderson's Invitation Files

Container 27
Alabama - Arkansas
California - Colorado
Connecticut - Delaware
Florida - Georgia
Hawaii - Iowa
Kansas - Massachusetts
Michigan - New Hampshire
New Jersey - New Mexico
New York

Container 28
North Carolina - Ohio
Oklahoma - Rhode Island
South Carolina - Vermont
Virginia - Wisconsin
Responses, 1/79-2/80

Container 29
Responses, 3/80-12/80

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Jane Fenderson's Telephone Logs

Container 30
Jane Fenderson's Office, 1/77-5/78

Container 31
Jane Fenderson's Office, 6/78-10/79

Container 32
Jane Fenderson's Office, 11/79-1/81

Container 33
Rosalynn Carter, 7/80-1/81

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Jane Fenderson's Subject Files

Container 34
Appointment Book, First Lady, 1977
Appointment Book, First Lady, 1978
Appointment Book, First Lady, 1979

Container 35
Appointment Book - First Lady, 1980-1981
Correspondence - Carter/Mondale Presidential Committee, Incorporation, 1980
Correspondence - Congressional Invitations to First Lady, 1979-1980
Correspondence - Curator's Office, 1980
Correspondence - Department and Agency, 1980
Correspondence - East Wing Staff, 1980
Correspondence - First Lady, 1978 [1-2]
Correspondence - First Lady, 1979 [1-2]
Correspondence - First Lady, 1980
Correspondence - First Lady's Staff, 1980
Correspondence - Jane Fenderson, 12/80-1/81
Correspondence - Outside the United States
Correspondence - President's Scheduling Office
Correspondence - Usher's Office, Rex Scouten
Correspondence - Vice President's Scheduling Office
D.C. Area Events, 11/79-12/79

D.C. Area Events, 3/79-4/79
D.C. Area Events, 5/79
D.C. Area Events, 9/79-10/79

Container 36
D.C. Area Events, 1/80-12/80
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Container 37
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Memos - Carter/Mondale Campaign
Memos - Congressional Liaison
Memos - Visitor's Office
Memos - West Wing Staff
Suburban D.C. Events
Thank You Notes, A-K
Thank You Notes, L-Z
White House "Georgia" Barbecue, 8/7/80
Wolf Trap File

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Return to Collection Summary

First Lady's Correspondence Office

Office Summary

Creator: Office of the First Lady. Correspondence Office

Title: Records of the First Lady's Office

Dates: 1977-1981

Office Description: Under the direction of Rhonda Bush and Helen Donaldson, the Correspondence Office handled the First Lady's public mail. This included answering most routine letters themselves and drafting letters for Mrs. Carter to sign in other cases. In addition, the office kept daily mail tallies, weekly mail reports, and policy directives regarding correspondence, and VIP Christmas Cards.

System of Arrangement:

The records of the Correspondence Office are divided into five series:

Series Title	National Archives Identifier
Rhonda Bush's Correspondence Files	4668112
Helen Dougherty's, Rhonda Bush's and Margaret McGuire's Chron Files	4668107
Helen Dougherty's Pre-Inaugural Correspondence Files	4668108
Helen Dougherty's Campaign Correspondence Files	4684461
Margaret McGuire's Christmas Card Files	4668113

Detailed Description of the Series

Rhonda Bush's Correspondence Files
Scope and Content: Containers 1-10. This series was opened in 2010. This series mainly contains letters sent to the First Lady's Office requesting assistance and information relating to policies and legislation on a wide variety of subjects. In addition, accompanying the correspondence is background material such as press releases, news articles, and memorandums gathered in response to the requests. This series also contains approved form letters, policy directives regarding correspondence, in-house reply manuals, daily mail tallies, and weekly mail reports. Arranged alphabetically by folder title.

Helen Dougherty's, Rhonda Bush's and Margaret McGuire's Chron Files
Scope and Content: Containers 11-14. This series was opened in 2010. This series contains outgoing correspondence from the First Lady's Office in response to letters from the general public. Arranged chronologically.

Helen Dougherty's Pre-Inaugural Correspondence Files

Scope and Content: Containers 15-16. This series was opened in 2010. This series contains correspondence received after the election. The letters mainly consist of congratulatory mail from the Carter's personal friends and the general public. Arranged alphabetically by folder title.

Helen Dougherty's Campaign Correspondence Files
Scope and Content: Container 17. This series was opened in 2010. This series contains correspondence relating to the 1976 presidential campaign. These letters are mainly from the Carter's personal friends, campaign workers, and the general public. Arranged alphabetically by folder title.

Margaret McGuire's Christmas Card Files
Scope and Content: Containers 18-20. This series was opened in 2010. This series contains Christmas cards received from heads of states, ambassadors, governors, Congress, and the Carter's personal friends. Arranged alphabetically by folder title.

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Container List

Rhonda Bush's Correspondence Files

Container 1
Abortion
Accomplishments - Presidency
ACTION
Address Requests - Former First Ladies
Advice
Aging
Agriculture
Alcohol Abuse and Alcoholism
Amy Carter's Incoming Mail
Amy Carter's Outgoing Mail
Anderson, Marian
Animals Product Testing
Annette Carter's Letters
Anniversary Greeting - Churches
Appointment / Invitations - Turndown Forms - Jane Fenderson
Approvals - Amy Cards
Approvals - Blank Requisition Forms
Approvals - Completed Requisition Forms
Approvals - Form Letters
Approvals - Recipes
Approvals - Requests - Photographs
Approvals - Special Occasion Handling
Artists
Arts
Atta Boy Letter
Autographs
Auto Pen
Baptist Church
Bethesda Naval Hospital - First Family Usage
Bicentennial
Billy Carter
Biographical Information
Biography Drafts

Container 2
Black Lung Benefits
Blepharoplasty
Boat People
Boy Scout
Broadcasting - Regulations
Butler Brown - Artists

Cambodia - Kampuchea
Campaign 1980 - Offers of Assistance
Camp David - Meeting on the Middle East
Cancer
Card Texts - Standard Responses
Child Abuse - Child Custody
Children
Children's Books
China
Chip Carter's Carbons
Chip Carter's - Correspondence
Christmas
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First Lady's Projects Office

Office Summary

Creator: Office of the First Lady. Projects Office

Title: Records of the First Lady's Office

Dates: 1977-1981

Office Description: Under the direction of Kathryn Cade, the Projects Office assisted the First Lady in background research on issues; helped prepare speeches and reports for related events; and helped schedule trips and events relating to Mrs. Carter's special projects. The office communicated with organizations or groups who came to Mrs. Carter for support. The office maintained liaison with these organizations; they coordinated the development of site visits, hearings, meetings, and special events that the First Lady decided to support. This office also handled all correspondence and inquiries related to these projects. Other Projects Office staff members included Jane Fenderson, Wanda Davis Lewis, Barbara Langhoff, and Carol Emig.

System of Arrangement:

The records of the Project's Office are divided into five series:

Series Title	National Archives Identifier
Kathy Cade's Projects Office Mental Health Files	565816
Kathy Cade's Project Office Subject Files	5968811
Kathy Cade's Background Reference Books	7338561
Wanda Davis Lewis' Communities Project Files	561334
Carol Emig's Files	7338822

Detailed Description of the Series

Kathy Cade's Mental Health Project Files

Scope and Content: Containers 1-20. This series was opened in February 2002. The majority of material contained in this series consists of documents related to Mrs. Carter's involvement and development of the President's Commission on Mental Health and subsequently, the implementation of the Mental Health Systems Act. The material includes the task panel reports and recommendations of the Commission on a wide range of mental health issues. Also included are the Commission's meeting and briefing notes; transcripts of public hearings; press releases and clippings; and the Commission's final and draft reports. Mrs. Carter's handwritten notes relating to the selection of committee members; her testimony before the Senate hearing; and various speeches and comments are also included. This series also contains memoranda, correspondence, letters, meeting agenda, and policy papers relating to Mrs. Carter's involvement with the National Institute of Mental Health and the Mental Health Association. In addition, the material includes schedules and itineraries of the First Lady's trips and visits to mental health

facilities, including her handwritten notes for speeches and remarks. Arranged alphabetically by folder title.

Kathryn Cade's Project Office Subject Files

Scope and Content: Containers 1-49. This series was opened in February 2002. This series contains material relating to specific projects in which the First Lady was actively involved. The series consists of correspondence; invitations for on-site visits; speeches and remarks; newspaper clippings; and publications from organizations seeking support and assistance from the First Lady. Also included are background reports, recommendations, meeting schedules and minutes, and onsite visit itineraries. This material relates to Rosalynn Carter's heavy involvement with the Cambodian relief effort including her Thailand trip report; the Friendship Force; the mentally retarded; communities' projects; and women's issues including the Mid-Decade Conference on Women and passage of the Equal Rights Amendment. Within the communities' material, is Mrs. Carter's communities' notebook that includes her handwritten notes and comments regarding major issues during the Carter administration. This series also includes a trip file and a speech file including her handwritten notes, drafts, and background information. Arranged alphabetically by folder title.

Kathy Cade's Background Reference Books

Scope and Content: Containers 1-27. This series was opened in May 2015. This series contains books and publications that Kathy Cade used for background reference as head of the Projects Office. Topics include mental health, women and mental health, health, the handicapped, mental retardation, the aged, families and children, and communities and volunteerism. Arranged by subject.

Wanda Davis Lewis' Communities Project Files

Scope and Content: Containers 1-14. This series was opened in 2001. This series mainly consists of published guides, brochures, and pamphlets related to various volunteer and community self-help organizations. Also included are correspondence, memoranda, and travel itineraries. The material relates to the First Lady's efforts to help people meet the organizations' needs and achieve social change through indigenous community institutions and a willingness to work closely with various volunteer organizations. Arranged alphabetically by folder title.

Carol Emig's Files

Scope and Content: Containers 1-10. This series was opened in June 2015. This series mainly consists of the First Lady's trip files. The trip files include briefing books, travel itineraries, schedules, political overviews, meetings notes, demographic profiles, information relating to social events, and state maps. Also included are administration accomplishment materials, memorandums concerning special events, social and national programs, and self-help committees. Arranged alphabetically by folder title.

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PCMH - Report of the Alcohol, Drug Abuse, and Mental Health Association, (ADAMHA) Volume II, 9/78
PCMH - Report of the Governor's Commission to Improve Services for the Mentally and Emotionally Handicapped Georgians, 10/29/71
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PCMH - Summary of Final Report, n.d.
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Books and Publications Relating to Mental Health:
Proceedings of the Governor's Conference on Mental Health, North Carolina 1979
Three Millennia of Chinese Psychiatry, John J. Kao, M.D.
GAO Report - Returning the Mentally Disabled to the Community
Mental Health for the People of Texas, Hogg Foundation
Today's Priorities in Mental Health, World Federation for Mental Health

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Books and Publications Relating to Women and Mental Health:
Official Briefing Book: National Women's Conference
The Spirit of Houston: Official Report to the President

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Books and Publications Relating to Health, Handicapped, and Mental Retardation:
Final Report of the White House Conference on Handicapped Individuals
Annual Reports of the President's Committee on Mental Retardation
The Mentally Retarded Citizen and the Law, PCM
A World to Care For, Howard Rusk, M.D.

Containers 12-14
Books and Publications Relating to Mental Health:
La Frontera Perspective: Providing Mental Health Services to Mexican Americana
Mental Illness in the United States: Epidemiological Estimates, Bruce and Barbara Dohrenwend

Understanding Human Behavior in Health and Illness, Edited by Dr. Herbert Pardes
Research in the Service of Mental Health, Report of the NIMH Research Task Force

Containers 15-17
Books and Publications Relating to Aging and Health:
A Good Age, by Alex Comfort
Why Survive? Being Old in America, Robert Butler, M.D.
Until the Sing Stops, A Celebration of Life and Old Age, Don Gold
Growing Old in America, David Hackett Fischer
New Directions in International Health, The White House, 1978
Healthy People, The Surgeon General's Report on Health Promotion and Disease Prevention, 1979

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Books and Publications Relating to Aging
Miscellaneous

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Books and Publications Relating to Children:
A Child's Journal, Julius Segal, M.D.
Kin and Communities - Families in America, Smithsonian, 1979

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Books and Publications Relating to Families and Children:
A Selective Guide to Materials for Mental Health and Family Life Education, Mental Health Materials Center
Social Indicators; 1976, Department of Commerce
Reports of the General Mills Family Forums
Report to the President by the U.S. Commission on the International Year of the Child
1979 Report of the National Commission on Children in Need of Parents
Report of the Committee for the Study of National Service, 1979

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Books and Publications Relating to Communities and Volunteerism:
Final Report of the National Commission on Neighborhoods, March 1979
New York Self-Help Handbook
Giving in America - Report of the Commission on Private Philanthropy and Public Needs
Neighborhood Conservation - A Handbook of Methods and Techniques, Robert McNulty

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First Lady's Secretary's Office

Office Summary

Creator: Office of the First Lady. Secretary's Office.

Title: Records of the First Lady's Office

Dates: 1977-1981

Office Description: The Secretary's Office was responsible for the overall coordination of the First Lady's duties regarding personal details. This entailed monitoring Rosalynn Carter's personal correspondence, schedules, appointments, outings, and trips in relation to her White House affairs. Much of the work involved answering phone calls, responding to personal mail from and to family and friends; and sending a voluminous amount of thank-you notes after events and trips. Madeline McBean served as the First Lady's personal assistant and accompanied Mrs. Carter on all local and out of town trips. McBean was involved in almost every aspect of the First Lady's duties and her papers are located throughout the entire collection. Rita Merthan served as Mrs. Carter's personal secretary, and Carol J. Benefield served as an administrative assistant. Other staff members included Kit Dobelle and Chris Hathaway.

System of Arrangement:

The records of the Secretary's Office include one series:

Series Title	National Archives Identifier
Rita Merthan's Trip Files	4685591
Rosalynn Carter's Plains Files	7336790
Jake Sullivan's Advance Domestic Trip Files	7288171
Kit Dobelle's Chron Files	7329824

Detailed Description of the Series

Rita Merthan's Trip Files

Scope and Content: Containers 1-10. This series was opened in 2010. The series mainly consists of correspondence regarding thank you notes for hospitality and gifts upon the First Lady's return from travel. Also included are name and address lists, schedules, background information, event programs, press clippings, travel tickets, and other memorabilia. Arranged chronologically.

Rosalynn Carter's Plains Files

Scope and Content: Containers 1-8. This series was opened in September, 2017. The series consists of correspondence, memos, summary reports, polling surveys, remarks, and magazine articles. This material was taken to the Carter's office in Plains at the end of the Administration and was later transferred to the library. Rosalynn Carter referenced some of the materials while writing her book, First Lady from Plains. Topics are varied and include materials on some the projects the First Lady was heavily involved in such as child immunizations, mental health, communities, reading is fundamental project, and preservation of the White House. Also

included are summary reports of her major activities, awards received, trips, gifts given, and material relating to the functions and staffing of the First Lady's office. In addition, many memos and analyses from Pat Caddell to Rosalynn Carter detailing the survey results, Rosalynn's campaign speeches, and her book galleys are also included. Arranged alphabetically by subject.

Jake Sullivan's Advance Domestic Trip Files
Scope and Content: Containers 1-8. This series was opened in September, 2017. The series consists of memos, correspondence, briefings, background information, schedules, itineraries, travel reservations, and handwritten notes. The material relates to advance planning for the First Lady's trips such as background information on states, mayors, congressmen, Senators, governors, mayors, and political races for various offices. Also included are venue layouts, travel reservations, seating arrangements at tables or stages, and seating for car rides. Arranged chronologically.

Kit Dobelle's Chron Files
Scope and Content: Container 1. This series was opened in October, 2017. The series consists of correspondence, memos, notes, and resumes. The material relates to pre-planning for the first lady's trips, in-town events, and meetings with groups and individuals at the White House. Included is information relating to travel costs, briefings, talking points, and gifts received or given. This series also contains material relating to general office activities including requests for employment, resumes, office equipment, and general employee information. Arranged chronologically.

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Container List

Rita Merthan's Trip Files

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Biographical Information

Rosalynn Carter (Link to Web Page)

Kathryn Cade

Kathryn Cade was born on December 30, 1947 in Montreal, Canada. She grew up in Mariemont, Ohio and attended Radcliffe College where she attained a BA in History in 1970. She also holds a Master's degree in Management from Yale University. She served in the political coordination division of the Muskie Election Committee from 1971-1972. From 1973-1977, Cade was a producer of health and science documentaries for the Public Broadcasting System at WNET-TV in New York and at The Science Program Group Inc. in Washington, D.C. She served as Advance Coordinator for Rosalynn Carter during the 1976 general election campaign and Projects Coordinator for Mrs. Carter during the presidential transition. Cade served as Director of Projects for First Lady Rosalynn Carter from 1977-81.

After leaving the White House, Cade has been active with a number of non-profit organizations. She currently serves as Vice Chair of the Board of Directors of the Judge Baker Children's Center, is a member of the Mental Health Task Force at the Carter Center, and a director of the Rosalynn Carter Institute at Georgia Southwestern University.

Mary Finch Hoyt

Mary Finch Hoyt was born on December 17, 1923 in Visalia, California. She grew up there and attended San Jose State College, University of Southern California in Los Angeles, and American University. She served as Director of Radio and Television for the Peace Corps and as the Washington Bureau Chief for the *Ladies Home Journal*. She was Press Secretary to Mrs. Edmund Muskie, 1968 Vice Presidential election; and Press Secretary to Mrs. George McGovern during the 1972 Presidential election. Hoyt was Director of Correspondence for Rosalynn Carter during the Presidential transition, and served as Rosaynn Carter's Press Secretary from 1977-1981.

Madeline MacBean

Madeline MacBean was born on September 27, 1939 in Newton, North Carolina. She grew up there and attended Queens Evening College in Charlotte, North Carolina. MacBean served as Social Secretary and Assistant to the First Lady, Rosalynn Carter, at the Governor's Mansion in Atlanta, Georgia from 1970-1974. She was personal assistant and scheduler to Jimmy Carter during the 1976 Presidential Primaries. She also was Rosalynn Carter's personal assistant during the 1976 Presidential campaign. She served as Personal Assistant to Rosalynn Carter in the White House from 1977-1981.

Jane Fenderson

Jane Fenderson was born on April 30, 1943 in Biddeford, Maine and grew up in Saco, Maine. She received a Bachelor of Arts degree magna cum laude from Mount Holyoke College in 1965. She was Legislative Assistant to Senator Muskie from 1965-1971; Special Assistant to Jane Muskie in the Presidential primaries, 1971-1972; and Counsel to the Senate Subcommittee on Intergovernmental Relations. She served as Director of Scheduling and Advance for Rosalynn Carter during the 1976 campaign and Appointments Secretary to Mrs. Carter during the

Presidential transition. Fenderson served as Appointments Secretary to the First Lady from 1977-1981.

Rita Merthan

Rita Merthan was born on September 15, 1931 in Worcester, Massachusetts. She grew up there and attended Boston University. She served as a recording secretary and member of the Board of Governors, National Women's Democratic Club. Later she was an executive secretary at the Central Intelligence Agency. After working in the Carter/Mondale 1976 presidential campaign, she served as the corresponding secretary for Rosalynn Carter during the Presidential transition. Merthan served as Correspondence Secretary and later as Personal Secretary to the First Lady, 1977-1981.

Gretchen Poston

Gretchen Poston was born on February 14, 1932 in Danville, Virginia and grew up in Kansas City, Missouri. She was a graduate of St. Mary's College and taught school for ten years. Poston was founder and President of Washington Whirl-Around, Inc., a convention and conference planning business. She was a board member of the Women's National Democratic Committee and Advisor to the Chairman of the DNC for major entertainment events. Poston served as Social Secretary to the First Lady from 1977-1981.