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Records of the Office of the Assistant to the President and White House Staff Director: A Guide to Its Records at the Jimmy Carter Library

Collection Summary

Creator: Office of the White House Staff Director

Title: Records of the Office of the Assistant to the President and White House Staff Director

Dates: 1979-1981

Quantity: 20 linear feet, 2 linear inches, 64 containers

Identification:
Accession Number: 80-1
National Archives Identifier: 591730

Scope and Content:
The collection consists of correspondence, memoranda, speeches, reports, handwritten notes, and printed material. These records relate to Alonzo McDonald's responsibility as the White House Staff Director in advising the President on filling various White House positions. This collection also contains material relating to McDonald's temporary position as Assistant to Robert Strauss, United States Special Trade Representative. Also included is material reflecting his position as Director of the Speechwriter's Office, and his membership on the President's Commission for a National Agenda for the Eighties.

Creator Information: Office of the White House Staff Director
The Office of the White House Staff Director, serving directly under the direction of the Chief of Staff's Office, was responsible for advising and filling various White House positions. The office's responsibilities included the overall coordination of White House operations to assure effective policy formulation and implementation of the President's programs in concert with the Chief of Staff. McDonald was to provide effective and efficient methods of handling White House processes, staff coordination, and policy presentation. This office also provided management expertise between Cabinet level members to coordinate unified and coherent actions on Presidential requests, needs, and policy. With McDonald's expertise in management being available to all levels of White House staff, he was present at numerous staff and Cabinet meetings. This gave him insight into what was needed for the Carter Administration staff to function administratively as a unit.

McDonald directed the Speechwriter's Office, 1979-1981, and was appointed as a member to the President's Commission for a National Agenda for the Eighties. McDonald served as White House Staff Director from August1979-1981.

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 Office of Administration; Alonzo McDonald Papers; White House Chief of Staff Office; White House Staff Offices, Robert S. Strauss Files; Exit Interview of Jack Watson; Miller Center interviews of Al McDonald, Hamilton Jordan and Jack Watson.

Index Terms:

Limited to major topics under each category
Persons: Alonzo McDonald

Organizations: Economic Policy Group (EPG), Housing and Urban Development (HUD)

Subjects: Energy, inflation, international trade, housing, economics, personnel, presidential appointments, 1980 Presidential Campaign, presidential transitions

Places: Afghanistan, USSR

Types of Material: Correspondence, memoranda, reports, schedules, notes, printed material, speeches

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 collection was opened in December 1997. The open dates are indicated in the series descriptions.

System of Arrangement:

The Records of the Office of the Assistant to the President and White House Staff Director are divided into nine series:

Series Title	National Archives Identifier
Alonzo McDonald's White House Office Files	591805
Alonzo McDonald's Subject Files	591806
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Detailed Description of the Collection

Alonzo McDonald's White House Office Files

Scope and Content: Containers 1-7. This series was opened in December 1997. This series consists of correspondence, memoranda, reports, meeting notes, schedules, event calendars, and resumes. The material contains background recommendations, suggestions, and notes concerning the President's daily schedules, personnel issues, and input from other senior advisors to the President. Arranged alphabetically by folder title.

Alonzo McDonald's Subject Files

Scope and Content: Containers 8-15. This series was opened in December 1997. This series consists of correspondence, memoranda, reports, calendars, daily schedules, and printed material. The material relates to issues concerning the President's calendar of events, Afghanistan, trade, energy, and economics. Arranged alphabetically by folder title.

Alonzo McDonald's Chronological Files

Scope and Content: Containers 15-18. This series was opened in December 1997. This series consists of correspondence, memorandums, notes, and printed material. Arranged chronologically.

Alonzo McDonald's Economic Policy Files

Scope and Content: Containers 19-26. This series was opened in December 1997. This series consists of correspondence, memoranda, reports, notes, and printed material. Major topics include inflation, the auto industry, Economic Policy Group (EPG), economic renewal programs, and foreign trade. Arranged alphabetically by folder title.

Alonzo McDonald's Agenda for the Eighties Files

Scope and Content: Containers 27-29. This series was opened in December 1997. This series contains background information, recommendations, memorandums, and correspondence relating to the establishment and purpose of the President's Agenda for the Eighties Commission. Arranged alphabetically by folder title.

Alonzo McDonald's Speech Files
Scope and Content: Containers 29-31. This series was opened in December 1997. This series contains recommendations, invitations, memorandums, and speech drafts. Topics include speechwriting processes, State of the Union addresses, and other speeches. Arranged alphabetically by folder title.

Michael Rowny's Files
Scope and Content: Containers 31-33. This series was opened in December 1997. This series consists of memoranda, correspondence, reports, and notes. The material relates to the White House Senior Advisor's agenda, meetings, and discussions. Arranged alphabetically by folder title.

Alonzo McDonald's Campaign Files
Scope and Content: Containers 33-36. This series was opened in December 1997. This series contains handwritten meeting notes, campaign schedules, reports, and correspondence. Most of the material relates to discussions concerning campaign strategy with Senior White House Advisors. Arranged alphabetically by folder title.

Alonzo McDonald's Transition Files
Scope and Content: Containers 36-46. This series was opened in December 1997. This series consists of correspondence, memorandums, and handwritten notes relating to Presidential appointments and policies concerning government agencies. Major subjects included issues with Housing and Urban Development (HUD), Securities and Exchange Commission (SEC), International Trade Commission (ITC), and Community Services Administration (CSA). Arranged alphabetically by folder title.

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Biographical Information

Alonzo McDonald

Alonzo McDonald was born on August 5, 1928 in Atlanta, Georgia. He graduated from Emory University in 1948 and served in the United States Marine Corps from 1950 to 1952. He received an MBA from the Harvard Business School in 1956.

He was a reporter for *The Atlanta Journal* from 1948 to 1950 and worked for the Air Condition Division of Westinghouse Electric Corporation from 1956 to 1960.

He worked for McKinsey and Company, serving in various positions including Managing Director and Chief Executive Officer for world-wide activities from 1966-1977. He retired in 1977, and was appointed Deputy Special Trade Representative and Ambassador in charge of the U.S. Delegation to the Tokyo Round of Multilateral Trade Negotiations in Geneva. He served as Project Manager under Robert Strauss for congressional and public liaison on trade negotiations from April 1979-August 1979. In August 1979, President Carter appointed him as Assistant to the President and White House Staff Director. He served in this position until January 1981.

McDonald served as President and Vice-Chairman of the Bendix Corporation from 1981-1983. In 1981, he also became a faculty member of the Harvard Business School and served as Senior Counselor to the Dean until 1987.

In 1983, he founded the Avenir Group, a private investment bank.

He has been a member of the Council on Foreign Relations, the U.S. Council of the International Chamber of Commerce, the Economic Club of New York, the Center for Inter-American Relations, the Harvard Business School Club of Greater New York and the French-American Foundation.