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Office of the Cabinet Secretary: A Guide to Its Records at the Jimmy Carter Library

Collection Summary

Creating Organization or Creator: Office of the Cabinet Secretary and Assistant for Intergovernmental Affairs.

Title: Office of the Cabinet Secretary

Dates: 1977-1981

Quantity: 308 linear feet; 206 linear feet open for research; 471 Containers

Identification:

Accession Number: 80-1

Archival Research Catalog (ARC) Identification: 568941

Scope and Content:

The files consist of correspondence, letters, memoranda, studies, recommendations, briefing material, notes, speeches, press releases, news clippings and publications that represent the function of the Office of Cabinet Secretary.

These materials illustrate how the Office of the Cabinet Secretary expedited the decisions and policies made by the President and the Cabinet. As Cabinet Secretary, Jack Watson (and subsequently Eugene Eidenburg) attended Cabinet meetings, but they did not have Cabinet level status. The office could be handed other tasks, as in this case, the Cabinet Secretary was also head of Intergovernmental Relations. These files document how the director of Intergovernmental Relations worked with local and state governments to help formulate policy for urban development, rural programs, regional planning, and neighborhood and community projects.

Creator Information: Office of the Cabinet Secretary. Assistant for Intergovernmental Affairs.

In January 1977, President Jimmy Carter appointed Jack Watson to the posts of Cabinet Secretary and Assistant for Intergovernmental Affairs. Watson continued to serve in these dual posts until June 11, 1980, when he left to become Chief of Staff for the Carter White House. Eugene Eidenberg was appointed to replace Watson in both positions and served until the end of the administration. The staff includes the Cabinet Secretary, the Deputy Cabinet Secretary, an Associate Assistant for Intergovernmental Affairs, and eight staff assistants.

The function of the Office of the Cabinet Secretary is to expedite the decisions and policies made by the President and the Cabinet. The office could be handed other tasks, as in this case, the Cabinet Secretary was also head of Intergovernmental Relations. The director of Intergovernmental Relations helped formulate policy for urban development, rural programs, regional planning, and neighborhood and community projects. The Cabinet Secretary's Office maintained close contacts with other federal agencies, particularly FEMA, (Federal Emergency Management Agency). This was a result of the office's frequent liaison with governors, states, regions, and local governments. The Cabinet Secretary met regularly with groups like the National Governors Association, the Federal Regional Councils, the Interagency Coordinating Council, and associations of states, counties, cities, and local governments.

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 Executive Order 12958, which governs National Security policies, and material which has been closed in accordance with the donor's deed of gift.

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Related Material

Related materials in this repository: Jack Watson Papers; White House Central Files-FG Series (Federal Government Agencies, Committees, Commissions)

Index Terms

Persons: Jack Watson, Eugene Eidenberg

Organizations: Federal Regional Councils, Interagency Coordinating Council, National Governors Association, Federal Emergency Management Agency

Subjects: Urban Development, Rural Programs, Regional Planning, Neighborhood and Community Projects, State and Local Governments; Cabinet; Disasters

Types of Material: Correspondence, letters, memoranda, studies, recommendations, briefings, notes, speeches, press releases, news clippings and publications.

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 2004. Subsequent series in the collection were opened in 2005, 2006, 2007, 2008, 2009, 2010. The open dates are indicated in the series descriptions.

System of Arrangement:

The records of the Cabinet Secretary Office are divided into twenty series:

Series Title	Series ID (ARC)
Jack Watson's Correspondence Files	1098593
Jack Watson's Invitation and Memo Files	1098601
Jack Watson's Subject Files	571257
Eugene Eidenberg's Subject Files	585120
Cynthia Wilkes Smith's Subject Files	592758
Alyse Baier's Subject Files	597886
Federal Regional Councils Files	956527
Puerto Rico Files	598233
Resolutions from Local Governments Files	598234
Jane Voget's Subject Files	598235
Ann Todd's Subject Files	656858
Berry Crawford's Subject Files	656872
Stephen Page's Subject Files	598238
Governors And States Files	598239
Edward Helminski's Subject Files	598241
John Hall's Subject Files	1373879
Federal Emergency Files	1487579
Paula Schneider's Subject Files	598240
Jack Watson's Oversized Attachments' Files	2788855
Theodore Hodkowski's Subject Files	4345364

Detailed Description of the Collection

Jack Watson's Correspondence Files

Scope and Content: Containers 1-16. Series was opened in February, 2007. This series contains letters to and from Jack Watson, both in his role as Cabinet Secretary and as head of the Office of Intergovernmental Relations dealing with state, county, city and regional governing bodies. Arranged chronologically.

Container List:

Container 1

January 1977 [OA 4091] through March 1977 [OA 4091] [1-4]
April 1977 through August 1977 [1-7]

Container 2

September 1977 through January 1977 [1-8]

Container 3

February 1978 through April 1978 [1-9]

Container 4

May 1978 through July 13, 1978 [1-8]

Container 5

July 14, 1978 through September 25, 1978 [1-7]

Container 6

September 26, 1978 through March 1979 [1-11]

Container 7

April 1979 through May 1979 [1-7]

Container 8

June 1979 through August 9, 1979 [1-8]

Container 9

August 10, 1979 through October 19, 1979 [1-11]

Container 10

October 20, 1979 through December 7, 1979 [1-10]

Container 11

December 8, 1979 through January 20, 1980 [1-8]

Container 12

January 21, 1980 through February 25, 1980 [1-10]

Container 13

February 26, 1980 through March 26, 1980 [1-10]

Container 14

March 27, 1980 through April 28, 1980 [1-13]

Container 15

April 29, 1980 through June 4, 1980 [1-16]

Container 16

June 5, 1980 through January, 1981 [1-18]

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Jack Watson's Invitations and Memo Files

Scope and Content: Containers 17-29. Series was opened in February, 2007. This series consists of resumes, staff memos, presidential memos, and invitations. Arranged alphabetically by folder title and thereunder chronologically.

Container List:**Container 17**

Acknowledgements, 2/77
Acknowledgements, 3/77 [1-6]
Acknowledgements - Referred Out
Cabinet Responses - Affirmative Action [Hispanics]
Congratulatory Messages
Correspondence - Bulk [Form Letters & Mass Mailings]
Correspondence - Pending, 1979
Correspondence - Pending, 1980 [1-2]
Correspondence - Pending (Marielitos)

Container 18

Invitations - March 1977 through July 1978 [1-17]

Container 19

Invitations - August 1978 through January 1980 [1-19]

Container 20

Invitations - February 1980 through November 1980 [1-10]
Invitations – Declined, January 1977 - December 1977
Invitations – Meetings - Non-Specific [As to Date]

Container 21

Los Angeles Correspondence, 1977-1980 [1-5]
Memos - Watson to First Lady

Memos - Watson to Hamilton Jordan
Memos - Watson to Vice President Mondale
New York Correspondence, 1977-1979 [1-4]
New York Correspondence (Budget) New York Correspondence, 1980
News Summaries
Personal Correspondence (A-K) (Jack Watson) 1/77-1/81

Container 22

Personal Correspondence (L-O) (Jack Watson) 1/77-1/81
Personal Correspondence (P-Z) (Jack Watson) 1/77-1/81
Personal (Playwright: William J. Pegg) 12/79
Personals - Jack Watson, January 1977
Personals - Jack Watson, February 1 through March 20, 1977 [1-4]

Container 23

Personals - Jack Watson, March 21, 1977 through September 1977 [OA 4092] [1-7]

Container 24

Presidential Memos, 2/77-9/80 [1-21]

Container 25

Presidential Memos, 10/80-1/81 [1-2]
Presidential (Send-Outs and Congratulations) 10/78-10/79
Presidential Answered by Watson, 2/77-4/77
Recommendations (Jobs) 1/77-4/77 [1-3]
Resumes - A through C

Container 26

Resumes - D through V [1-4]

Container 27

Resumes - W through Y
Resumes - President Personnel Office
Resumes - No Vacancies (Intergovernmental Relations)
Speaking Invitations - Regretted [1-2]

Container 28

Speaking Invitations Regretted [3-4]
Staff Memos, 3/77-1/79 [1-22]

Container 29

Staff Memos, 2/79-12/79 [1-11]
Thank-you, 4/77-3/80 [1-5]
Transition Period, 10/76-11/76 [OA 4092]
Transition Period, 12/76-1/77 [OA 4092]

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Jack Watson's Subject Files

Scope and Content: Containers 30-42. Series was opened in March, 2004. This series consists of correspondence, reports, and printed material on Intergovernmental Affairs. This material relates to this office's involvement with various levels of state, county and regional governments in the United States. Foreign governments are mentioned incidentally relating to trade policy matters involving particular states or cities. The series includes correspondence with state governors, city mayors, county managers, and regional groups like sheriffs' associations. Subjects of the material covered in this series includes: inflation, consumer affairs, tariff policy, urban policy, rural development, environmental concerns, welfare, economic policy and health issues. The series mainly covers federal policy and projects, although some discussion of Democratic Party activity can be found in the correspondence with democratic governors, attorney generals, and other officials. Arranged alphabetically by folder title.

Container List:

Container 30

Abortion Issue
Afghanistan
African Americans
Agriculture
Airlines
Alaska Oil
Alternative Fuels
Appointments
Arts, Cultural Affairs & Conservation
Asian-Americans
Balanced Budget Materials - FY 1981, 3/80-4/80 [1-2]

Container 31

Budget Briefings – 1980, 7/78-1/79
Budget (1981) Overview, 10/79-4/80
Campaign Reform
Cardiopulmonary Resuscitation Training – 1980, 3/80-4/80
Carter, Billy
Census & Demographics
China
Chrysler Bail-Out
Coal
Colorado Club 30 Briefing, 4/80
Consumer Product Safety Commission, 9/79
Council of Economic Advisers - Charles Shultz Memos, 1/77-9/77 [OA 6078] [1-5]
Council of State Governments, 4/80-5/80

Container 32

“Crisis of Confidence” [Malaise] Speech, 7/14/79
Cuba
Defense Spending
Democratic Party
Development
Displaced Homemakers
Domestic Camp David Meetings
Drug Policy
Economic Adjustment Committee, 4/78-5/79 [1-2]
Education

Container 33

ELF [Emergency Land Fund: Blacks & Farms]
ELF Project [Electronic Low Frequency]
Energy [1-2]
Energy Policy
Energy Use - Conservation and Supply
Environment - [EPA] Environmental Protection Agency [1-3]

Container 34

Equal Rights Amendment [ERA]
Equal Rights Amendment, 2/79
Ethnic Slurs
Executive Residence, 1/80
Eximbank and International Trade
Federal Aid
Federal Property Management
Federal Trade Commission & Consumer Movement
First Lady
Food and Drug Administration [FDA]
Food Stamps
Freedom of Information Act [FOIA]
Gasoline and Oil Allocation
Gay Issues
Geothermal Energy
Government Briefing on Anti-Inflation Program by Charles Schultze, 3/80
Government Purchasing
Handicapped & Rehabilitation
Haiti and Refugees
Health and Hospitals
Health Plan (Carter's)
Help through Industry Retraining and Employment (HIRE) Program, 8/77-10/77

Container 35

Hispanics
History & Preservation

Housing
Human Rights
Hydroelectric Power
IAAC [Interagency Coordinating Council]
Immigration
Indian Affairs
Inflation
Inflation, 6/78-10/79
Information Access
Insurance

Container 36

Interagency Task Force on Women Business Owners, 7/77-10/78
Intergovernmental Affairs - [Federal Regional Councils] 1/79
Intergovernmental Affairs Meeting, 2/79-9/79 [1-5]
Intergovernmental Relations Group, 2/77-12/79 [1-2]
International Education - Cultural (University of New Mexico) 3/77
Iran
Ireland
Israel
Jack Watson - Anti-Inflation Speech, 4/79
Jack Watson - Meeting with Commerce Secretary Representatives, 4/79
Jack Watson - Meeting with Department of Energy Regional, 1/79
Jack Watson - Meeting with Environmental Protection Agency - Regional, 2/79
Jack Watson - Meeting with Hispanics, 3/80
Jack Watson - Meeting with Intergovernmental Relations Contacts, 5/80
Jackson, Reverend Jesse, 4/79-8/79
Jackson, Reverend Jesse – PUSH [People United to Save Humanity]

Container 37

Jacksonville Urban Development Action Grant, 1/80
Joint Funding, 3/78-4/79
King' Bay Project, 4/80
Labor Issues
Law Enforcement & Crime
Legal Aid Society
Local Policy-Making Booklet, 10/75
Love Canal, New York (& Other Toxic Sites)
Low Income Assistance, 11/79
Manpower Policy
Mental Health
Military Affairs
Miller, Arnie [Director of Presidential Personnel] 3/77-6/80
Miller, Arnie [Director of Presidential Personnel] 7/80-1/81

Container 38

Minority Business
Mount Saint Helen
National Conference of State Legislatures, 9/79
National Conference of State Legislatures, 4/80
National Fire Academy
National Governors Association, 2/79 [1-2]
National Science Foundation, 1978
Natural Disasters
Navy Base for Camden County, Georgia
New York
New York City - South Bronx, 2/79-3/79
Nicaragua
Noise - Environmental Protection Agency
Northern Tier Pipeline
Nuclear Issues - Three Mile Island
Office Procedures
Oil Companies - Pricing
Oil Supplies - Tourist Industry

Container 39

Older Americans
Olympics & Boycott
OPEC (Organization of Petroleum Exporting Countries)
Pacific Islanders
Pardons - Commutations
Peace
Peacetime Draft Registration
Philippines
Pope John Paul II
Postal Issues
POWs (Prisoner of War Issue)
Public Diplomacy
Puerto Rico
Railroads (Including AMTRAK)
Reagan/Anderson - 1980 Campaign
Red Tape
Refugees
Religious Matters
Reorganization
Revenue Sharing

Container 40

Rhodesia [Zimbabwe] - Human Rights
Rich Hertzberg and Jack Watson - Meeting with Speechwriters, 1/80
Richmond, Virginia - Beltway
[Rural Health Care] 7/78-11/78 [OA 3944]

[Rural Health Care – [Colorado] 6/78
[Rural Health Care – [Michigan]
Rural Hospitals, 11/78
Rural Issues - Policies, 4/78-12/78
SALT (Strategic Arms Limitation Talks)
Small Business Administration
Small Towns - Rural Affairs
Social Security
Sorenson, Ted
Speech on Federal Aid Seminar for Maryland Officials, 2/79
Speed Limit of 55 mph
Synfuels Candidates
Tax Matters
Tobacco
Trade - International

Container 41

Transportation
Trucking and Truckers Strike
Unemployment – Training/Assistance
United Services Organization (USO)
Urban Concerns
Urban Sprawl - Shopping Malls (Community Conservation Guidance)
Value Added Tax (VAT)
Venice Conference
Veterans
Virgin Islands
Volunteerism
Waste Products to Energy
Water and Sewer Programs

Container 42

Watson, Jack - Biographical Material
Watson Interview – EPA Journal, 2/79
Weather and Climate
Welfare
Whale Protection
White House Fellows
Women - Issues
Young, Andrew (U.N. Ambassador)
Youth
Yugoslavian – Americans

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Eugene Eidenberg's Subject Files

Scope and Content: Containers 43-49. Series was opened in September, 2004. This series consists of correspondence, reports and memoranda related to Eidenberg's role as head of Intergovernmental Affairs, which dealt with domestic governing bodies on different levels: state, regional, county, and municipal. Subject matter includes rural policy and small community development. Arranged alphabetically by folder title.

Container List:

Container 43

American Association of Small Cities - Rural Policy 5/79
Anti-Inflation Policy, 11/78
Black Veterans
Community Reinvestment, 11/78
Construction Grants Program - Water & Sewer, 12/78
Cuban-Haitian Memos
Democratic National Committee (DNC) 11/77-12/77
Farmers Home Administration (FMHA) 11/79
Food Processing - Watsonville, California
Jobs Programs Corruption on Indian Lands - South Dakota, 1/80
National Center on Black Aged, 1979
National Demonstration Water Project, 3/79
National League of Cities - Rural Policy, 10/78
National Rural Development Policy – Meeting - Towns and Townships, 4/10/79
National Rural Development Policy - Senator Herman Talmadge, 4/11/79
Non-Farm Sector of Rural Development - Report, 5/79
North-South (USA) Summit on Regional Cooperation, 8/78

Container 44

Polar Bears - Baltimore Zoo
Policy Moves (Various) 10/80-1/81
Postal Services – Policy, 11/77-10/78
Presidential Memos - Cuban Haitian, 7/80-12/80
Presidential Memos, 8/80-1/81
Presidential Memos - (From Eidenberg) 7/80-1/81
Rural – Aged, 3/78
Rural – Caucus/Congressmen, 4/4/79
Rural – Clippings, 1979

Container 45

Rural Coalition, 1979
Rural Development Policy Act of 1979
Rural Development – Senators, 4/4/79
Rural Development – Suggestions, 1979
Rural Development - Small Communities and Rural Development, 1/79-3/80
Rural Development - Thank-You Letters, 10/80
Rural Development Act - (Signing) 9/24/79

Rural Energy – Electrification, 12/78
Rural Energy - Issues, 11/79-1/81
Rural - General Assistance, 6/79
Rural Health Agreement - Department of Agriculture - HEW, 10/79
Rural Health Agreement - Department of Labor - HEW, 5/79
Rural – Governors, 4/5/79

Container 46

Rural Health - Attendees List, 10/78
Rural Health – Initiative, 9/78
Rural Health – Initiative, 10/79 [1]
Rural Health – Initiative, 10/79 [2]
Rural Local - Elected, 4/10/79
Rural Policy, 2/79-8/79
Rural Policy - Arkansas Municipal League, 11/6/79
Rural Policy - Development of, 1/80-3/80

Container 47

Rural Policy - Development of, 3/80-4/80
Rural Policy - Initiatives, 11/78
Rural Policy - Outline (n.d.)
Rural Policy – Suggestions - Sen. Patrick J. Leahy, 4/4/79
Rural Problems – Congress - Report, 1/80
Rural Public Interest Groups, 1979
Rural Public Interest Groups – Lists, 5/79
Rural Transportation, 6/79
Rural Transportation, 6/19/79
Rural Transportation - Attendees, 6/19/79
Rural Transportation - Booklet Requests, 7/79-8/79
Rural Transportation - Drafts, 6/79

Container 48

Rural Transportation - Drafts of Speech, 1979
Rural Transportation Initiative, 7/79-8/79
Rural Transportation Initiative, 12/17/80
Rural Women - Consulting on Policy - Info Packet, 6/80
Rural Women - White House Consultation, 6/80
Rural Women, 10/79
Science and Technology Report, 1/81
Small Community and Rural Development - Implementation, 1980
Small Community and Rural Development - Implementation, 1/80-3/80
Small Community and Rural Development - Invitations, 3/80
Small Community and Rural Development Policy - Department of Commerce, 3/80
Small Community and Rural Development Working Group, 1980
Small Community Development, 12/20/79

Container 49

Small Community (Waterways Invitations) 2/80-12/80
Small Towns Institute, 4/79
Southern Rural Development Center, 4/79
Staff Memos, 1/79-12/80
Staffing Commitments - Federal Region 5 Council, 12/1/77
Tennessee Valley Authority (TVA) 11/78
Transition, 1980
Water-Sewer Conference – Invitees, 12/78
Water-Sewer Conference - Requests for Booklet, 12/78 [1-2]
Water-Sewer Conference - Speeches Given, 3/79
Water-Sewer National Demonstration Project, 12/78
Water-Sewer Program - Correspondence, 12/78-5/79
Water-Sewer Program - Fact Sheets, 12/78-5/79
Water-Sewer Program - Manual, 12/78
Women State Legislators - (Rural Meetings) 1/79

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Cynthia Wilkes Smith's Subject Files.

Scope and Content: Containers 50-56. Series was opened in December, 2004. This series contains material relating to the activities of the Cabinet Secretary, including Cabinet meetings, staff appointments, urban and rural policy, intergovernmental relations, and neighborhood and regional projects. In addition, there is a great deal of correspondence between the Cabinet Secretary and the National Governors Association, the Federal Regional Councils, the Interagency Coordinating Council, and the Federal Emergency Management Agency (FEMA). The FEMA material also includes the Fire Administration/United States, the Federal Disaster Assistance Administration, the Federal Preparedness Agency, and the Flood Insurance Agency. Correspondence also deals with issues raised by officials of various levels of state and local governments such as inflation and financial disaster aid. Arranged alphabetically thereunder chronologically.

Container List:

Container 50

Anti-inflation Program [1-2]
Campaign Notebook, 1978
Colorado, January–June, 1979
Colorado, July–August, 1979
Correspondence, 1977–1978
Correspondence - January–March, 1978 [1-2]

Container 51

Correspondence - April, 1978 through January, 18, 1979 [1-6]

Container 52

Correspondence - January 19, 1979 through February 9, 1979 [1-3]
Correspondence - February – Summary of Consumer Inflation Fighting Project Survey
Correspondence - February 12, 1979 through April 1979 [1-9]

Container 53

Correspondence - May 1979 through July 1979 [1-10]

Container 54

Correspondence - August 1979 through November 1979 [1-11]

Container 55

Correspondence - December 1979 through April 1980 [1-6]

Container 56

Correspondence - April – Executive Order 12185
Correspondence - May 1–15, 1980
Correspondence - May 16–31, 1980
Correspondence - June, 1980
Regional Partnerships - Sub-National Problems
Reorganization of Federal Emergency Preparedness and Response Programs
Strengthening Public Management in the Intergovernmental System Report
White House Conference on Handicapped Individuals Implementation Plan, 6/78

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Alyse Baier's Subject Files

Scope and Content: Containers 57-69. This series was opened in December, 2004. This series consists of correspondence, memoranda, and reports relating to the Office of Governmental Affairs and the Federal Regional Councils. Material concerning Governmental Affairs includes correspondence between state, regional, county, and local civic governments and agencies. Topics include economic development, urban development policy, housing and renewal, rural housing, and energy policy and conservation. Arranged alphabetically by folder title.

Container List:

Container 57

Action - VISTA
Amtrak
Anti-Inflation
Anti-Poverty Arkansas
Berry, George
Bedford Pine Project – Georgia - Noble Benefield
Bellevue, Washington
Birmingham, Alabama – Mayor Richard Arrington, Jr.
Boulder, Colorado
Bronx, New York

Budget
Budget - FY 1981
Buffalo, New York
Census
Census - Guide to County Data for Planning Economic Development
Chicago, Illinois
Chrysler
Clearing House on Corporate Social Responsibility - Stan Karson
Clurman Theatre - New York
Conferences
Conferences of Mayors, 1980
Conservation and Water Front Revitalization
Cooperative Housing

Container 58

Correspondence
Community Design Center - Georgia
Conrad, Larry – Indiana
Council for Urban Economic Development (CUED)
Cox, John – Small Business Administration
Cuba
Danville, Illinois
Duluth, Minnesota
Economic Development Administration (EDA) Annual Report-1979
Economic Development Administration - Jobs through Economic Development
Embry, Bob Jr. – Assistant Secretary for Community and Planning Development at HUD
Employment and Training Report of the President
Energy
Environmental Protection Agency

Container 59

Florida - International Centre Feasibility Report and Study, The New Immigrants [1-2]
Foreign Investment Policy
Georgia
Georgia - Columbus, Analysis of the Long-Range Need for an Assembly/Audience Facility
Georgia - Columbus, Comprehensive Economic Development Program and Process
Georgia - Columbus Regional Coliseum - Economic Development Grant Pre-application
Georgia - Department of Labor - Work Incentive Program (WIN) Special Model
Georgia - Downtown Development Association
Georgia - Downtown Development Manual [1-2]

Container 60

Grant Announcements
Grant Recommendations
Executive Orders
Governor's Association, National

Hare, William - Company
Hartford, Connecticut
Head Start
Heritage Conservation and Recreation Service
Hill, Jesse
Historic Preservation
Honolulu, Hawaii - Mayor Frank Fasi
HUD Partnership Opportunities - Conference
IACC
IGA (Interested Government Agency) Work Assignments
IDEA
Illinois
Independent Sector – Charity
Industrial Location: Process, Factors, Trends - Fantus Company
Interns
Iran
Louisville, Kentucky
Louisville - Suburban Mall/ Boulder Urban Revitalization
Main Street Project
Mayors
Medical Insurance -Alyse Baier
Membership

Container 61

Memo - Jack Watson's Signature
Memo – General Work Assignments - IGA Staff Information
Middle Rio Grande, New Mexico
Minnesota, Hermantown Community - Impact Analysis - Proposed Ridgewood Mall
Miscellaneous Cities
Mississippi
MIT Study
Montgomery, Alabama
Montgomery County, Maryland
Mt. St. Helen, Washington
Mutual Housing Association
National Association of State Division Agencies - Miles Friedman
National Journal - Revenue Sharing
Neighborhoods - A Self-Help Sampler - Department of Housing and Urban Development
New Haven, Connecticut
New London, Connecticut
New Orleans, Louisiana - Mayor Ernest Morial

Container 62

New York City - Financial Plan Statements, July 1979
North Dartmouth, Massachusetts
North Carolina - Urban Symposium

Oak Park, Illinois
Ohio Issues
Outgoing Letters - Community Conservation Guidance
Pace, Henry
Palm Beach, Florida
People against Poverty
Pittsburgh, Pennsylvania
Politics
Presidential Appointments
Profiles
Public/Private Partnerships
Public Works Study - U.S. Department of Commerce

Container 63

Real Estate Outlook
Reed, Joe - Black Caucus of Alabama
Request for Copies of the C.C.G.
Resources
Resumes
Rockford, Illinois
Rural – CSA
Russell, Herman
San Antonio, Texas
Schedules
Senior Citizens
Small Business Administration
Special Projects
SRI (Stanford Research Initiative)
State College - Pennsylvania
Suburban Caucus

Container 64

Tennessee
Tennessee, Memphis - Center City Commission - Goals for Downtown
Tennessee, Memphis - Sludge/Waste/Energy Conservation System [1-3]
Travel Vouchers
Utica, New York
Urban Action Options - Proposed Outline
Urban Economic Development – National Council [1-2]
Urban Economic Development Brochures
Urban Economics – Industrial Task Force Handbook
Urban Impact Review - Academy for Contemporary Problems

Container 65

Urban Policy Report, 1978
Urban Policy Report - Draft of, December 26, 1979 [1-6]

Urban Policy Report Summary - Part III, Draft of May 2, 1980
Urban Policy Report Summary - Part III, Draft of May 19, 1980

Container 66

Urban Policy Report Summary – Part III, Draft of May 29, 1980
Urban Policy Report - Draft of [1-6]

Container 67

Urban Policy Report - Draft of [7-8]
Urban Policy Report - Draft of - Notes
Urban Policy Report - Final Draft of [1-5]
Urban Policy Report, 1980

Container 68

Urban Policy [1-2]
Urban Policy - Articles
Urban Policy - Brochures
Urban Policy - Presidential Statements
Urban and Regional Group Report
Urban Revitalization - Historic Preservation Council

Container 69

Urban Waterfront Revitalization [1-2]
Vermont
Vermont - Main Street Revitalization Conference, May 25, 1978
Vermont - Main Street Revitalization Conference, Second-December 3, 1979
Watts Labor Community Action Committee
West Virginia
White House Conference on Economic Development
White House Conference on Small Business, January 1980
White House Staffing Rules
Yonkers, New York

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Federal Regional Councils' Files

Scope and Content: Containers 70-83. Series was opened in May, 2006. This series contains material related to the Federal Regional Councils which were established in 1969, and divided into ten federal regional headquarters: Regions I through Regions X. Also included is correspondence between the Working Group for Small Community and Rural Development, co-chaired by the Cabinet Secretary and the Under Secretary for Rural Development at the U.S. Department of Agriculture and the Federal Regional Councils. Topics include economic development, urban development, housing and renewal, rural housing, and energy policy and conservation. Arranged alphabetically by folder title.

Container 70

Appalachian Development - North Carolina and Farmers Home Administration, 11/78
California Rural Affairs, 5/76
Campaign Scheduling, 10/80
Central Appalachian Land Bank, 11/78
Chairpersons - FRC (Federal Regional Councils) 1977-1978
Chairpersons – FRC, 1979 [1-2]
Clearance Information - FRC Conference, 2/9/78
Conference Call to FRC by Jack Watson, 9/14/78
Conference - FRC, 2/9/78
Conference - FRC Speeches, 2/9/78
Economic Adjustment Program (for Military Base Closings) 3/78
Environmental Protection Agency & FHA (Farmers Home Administration) 8/78
Establishing Federal Regional Councils, 6/79
Executive Order [Establishing Federal Regional Councils] 4/79
Federal Construction Projects, 5/79

Container 71

Federal Field System Review, 4/10/78
Federal Grants-In-Aid (State and Local Governments) FY 1978
Federal Regional Councils - Bios, 10/1/77
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Puerto Rico Files

Scope and Content: Containers 84-87. Series was opened in January, 2005. This series consists of reports, economic studies, plans and programs, and policy discussions concerning the commonwealth of Puerto Rico. Most of the material was generated by U.S. or Puerto Rican government employees. The reports include federal programs and policies, employment, economic development, energy, agriculture, housing, health, nutrition and human services. Most of the material is related to pragmatic studies and plans of economic and environmental matters, though some incidental material is included on the politics of Puerto Rico. Arranged alphabetically by folder title.

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Resolutions from Local Governments Files

Scope and Content: Containers 88-89. This series was opened on 2005. This series consists of resolutions from state legislatures, city councils and other groups on a wide variety of subjects. The subjects range from expressions of support on foreign issues, such as the Panama Canal Treaties, Camp David Accords, or the Iran hostage crisis, to purely local issues desiring federal notice. Arranged alphabetically by subject.

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Jane Voget Subject Files.

Scope and Content: Containers 90-92. Series was opened in August, 2005. This series consists of correspondence, memos, reports and position papers relating to economic development, mining, agriculture, housing, the aged, Indians, and health and rural issues. Arranged alphabetically by subject.

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Ann Todd's Subject Files

Scope and Content: Containers 93-115. Series was opened in April, 2006. This series consists of correspondence, memoranda, and reports relating to the Office of Cabinet Secretary and the Office of Intergovernmental Relations. The Cabinet Secretary material deals with various governmental agencies such as the Department of Housing and Urban Development (HUD), the Department of Health Education and Welfare (HEW), Environmental Protection Agency (EPA) and the newly created Department of Energy (DOE). In addition, material relates to urban policy, Urban Development Action Grants (UDAG), Comprehensive Employment and Training programs (CETA) and small town issues. The Intergovernmental Relations materials in the latter part of this series deals primarily with health and environmental issues, job training at the state level, and federal aid grants and projects for states. Arranged alphabetically by folder title.

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Berry Crawford 's Small Community and Rural Development Subject Files

Scope and Content: Containers 116-124. Series was opened in March, 2006. This series consists of correspondence, memos and reports relating to the Cabinet Secretary and the Office of Intergovernmental Affairs. Topics include rural energy, rural transportation and small town community development. Also included are subjects on western water projects, hydropower development and droughts in the western states. Arranged alphabetically by folder title.

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Stephen Page's Subject Files

Scope and Content: Containers 125-132. This series was opened in March, 2006. As a detailee to Jack Watson's office from the Office of Health, Education and Welfare (HEW), this series consists of Stephen Paige's correspondence, memos, and reports. The material concerns issues relating to transportation; the Cuban and Haitian refugee resettlement; youth policy; and migrant labor. In addition, since Stephen Page also worked closely with the Federal Emergency Management Agency (FEMA), this series contains material related to floods, refugee camps, and natural disasters like the Mount St. Helen volcanic eruption. Arranged alphabetically by folder title.

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Governors and States Files

Scope and Content: Containers 133-165. Series was opened in April, 2006. This series contains correspondence, reports, surveys, and policy suggestions between the Jack Watson and the governors of various states and territories. Since Jack Watson was in charge of Intergovernmental Relations, he dealt with state officials on economic and social problems, but not on a partisan political level. The series contains a great deal of material from the governors (and other high state officials), regarding appointee recommendations; disaster proclamations; federal emergency aid; the Clean Air Act; gasoline and fuel oil allocation quotas; hospital cost containment; the 55 mph speed limit law; and urban and rural policy. Arranged alphabetically by folder title.

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Scope and Content: Containers 166-191. Series was opened in April, 2007. This series contains correspondence, reports, and memos mainly concerning energy shortages, which Helminski dealt with as Deputy Director of the White House Management Task Force on Energy Shortage. This material relates to his work with state and regional levels of government on issues such as radioactive waste management, energy policy, oil policy, gas rationing, the Energy Mobilization Board, coal, environmental protection, and acid rain. This series also contains materials on the Three Mile Island accident and the MX Missile System. Arranged alphabetically by folder title.

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John Hall's Subject Files

Scope and Content: Containers 192-202. Series was opened in August, 2007. This series consists of correspondence, memoranda, publications, press releases, reports, statements and meeting notes. Also included are reports, drafts, printed material on Intergovernmental Affairs, and press clippings. Topics include employment training initiatives, energy conservation and development initiatives, economic development, neighborhoods and urban development. Arranged alphabetically by folder title.

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Federal Emergency Files

Scope and Content: Containers 203-226. Series was opened in November, 2007. This series contains materials from both positions (Cabinet Secretary and Intergovernmental Affairs) held by Jack Watson and later by Eugene Eidenberg. Since Watson was frequently in close contact with FEMA (Federal Emergency Management Agency), and FEMA was a separate agency from the Cabinet Secretary's Office, Watson's acted as a liaison. He worked with governors, states and regions regarding special problems. This series consists of correspondence, memoranda, publications, press releases, reports, statements and meeting notes relating to natural disasters such as floods, droughts, hurricanes, snow storms, and forest fires. Also included is material on the renowned emergencies of the Carter administration including: the volcanic explosion of Mount Saint Helen; the Love Canal toxic dump; and record snow levels in Buffalo and other New York State communities. Arranged alphabetically by folder title.

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Paula Schneider's Subject Files

Scope and Content: Containers 227-272. Series was opened in February, 2008. This series consists of correspondence, memoranda, press releases, news clippings and daily reports relating

to the Office of Intergovernmental Affairs. Topics include air quality, energy, unemployment, economic development and the Comprehensive Employment and Training Act (CETA) regulations. Also included are topics on minority businesses, rural development, welfare reform, and youth employment. Arranged alphabetically by folder title.

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Great Plains Coal Gasification Ceremony
Hamilton Air Force Base
High Speed Surface Transport (HSST)
Hunter's Point Shipyard
Lake Tahoe

Box 471

Lewis Aircraft [1-2]
Mount St. Helens
Oxnard Harbor District Proposal
San Francisco
Summer Job Programs for Cities
Summer Olympics, 1980-1984

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Biographical Information

Jack H. Watson, Jr.

Assistant to the President (Cabinet Secretary, Assistant for Intergovernmental Relations, later Chief of Staff)

Profession : lawyer
Home state : Georgia

Birthplace El Paso, Texas

Birth date October 24, 1938

Education: Vanderbilt University (with Phi Beta Kappa key) B.S. 1960

Harvard Law School LL.B 1966

Admitted to Georgia Bar Association 1965

Armed Service: Marine Corps

Government Experience: Secretary to the Cabinet and Assistant to the President for Intergovernmental Affairs 1977-80; Member of the Board of the Georgia Department of Human Resources, 1972-77, serving as Chairman of the Board for approximately 3 years; Chairman of the Governor's Commission on Alcohol, Georgia. 1971

Watson became associated with Jimmy Carter's during the 1970 gubernatorial campaign. When Carter became governor, he implemented a reorganization of Georgia's administrative structure. Carter appointed Watson to the 15-member board of directors of the new Department of Human Resources, which combined all the function of the traditional state health and welfare departments. The Department of Human Resources was the largest agency in the reorganized state government of Georgia.

Eugene Eidenberg

Eugene Eidenberg served as the Secretary to the Cabinet and Assistant to the President for Intergovernmental Affairs, responsible for coordinating the implementation of Presidential domestic policies. Prior to this appointment, Mr. Eidenberg served as Deputy Secretary to the Cabinet and Deputy Assistant to the President for Intergovernmental Affairs and Deputy Undersecretary for the Department of Health, Education and Welfare. He was previously Vice Chancellor at the University of Illinois at Chicago Circle and the Dean of the College of Urban Sciences at the University of Illinois at Chicago Circle. Mr. Eidenberg holds a Ph.D. and a Master of Arts degree from Northwestern University and a Bachelor of Arts degree from the University of Wisconsin. He was director of the Democratic National Committee immediately following his White House assignment.

Alyse Baier

Alyse Baier attended Rollins College and received her B.A. Major in English and Theatre, with a Minor in Philosophy, Psychology and Sculpture.

She attended Duke University for Doctorate work in Administration and Supervision; Master's Degree in English and in Education.

She attended Stanford University where she received a Post Doctorate Fellowship, School of International Studies, where she studied long range planning for emerging nations.

During the Carter Administration she served as a Staff Specialist in the Office of Intergovernmental Affairs for Urban Policy, Downtown Revitalizations and Public/Private Partnerships.

In Atlanta she was Founder and Director of Economic and Industrial Development for the City, Commissioner of Community Relations, on the Board of Directors of eleven major organizations and the Honorary French Consul for the United States Southeast area from New Orleans to Washington, D.C.

Janet Voget

Janet Voget was born in Montreal, Canada, and raised in Seattle Washington. She attended SIU, receiving her B.A. and M.S. She worked in housing and urban development most of her career, including HUD in Washington, D.C., and the Office of the Assistant to the President of Intergovernmental Affairs during the Carter administration.

Edward L. Helminski

Edward Helminski was the Deputy Director of the White House Management Task Force on Energy Shortages. Prior to this appointment he was the staff Director of the Committee on National Resources and Environmental Management and the Director of the Energy and Natural Resources Program at the National Governors Association in Washington, D.C. He also served as the Director of the Office of Science and Technology, the National Conference on State Legislatures, and the Committee Staff Director to the NCSL Committee on Science and Technology.

He is a former Assistant Professor of Physics at Tuskegee Institute, Alabama. He has many publications on states' roles in energy management and development, and state science and technology capacity building efforts.

John Hall

John L. Hall served under Jack Watson, Cabinet Secretary and Assistant to the President for Intergovernmental Relations, as Staff Assistant in the Office of Intergovernmental Affairs. His professional involvement often centered on programs and initiatives that focused on employment/training and economic development. Other fields of interest included energy conservation, urban policy, community development, and federal aid. Hall was also involved with the IACC (Interagency Coordinating Council.)