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Records of the White House Press Office: A Guide to Its Records at the Jimmy Carter Library

Collection Summary

Creator: White House Press Office

Title: Records of the White House Press Office

Dates: 1977-1981

Quantity: 535 linear feet, 2 linear inches, 1223 containers

Identification:
Accession Number: 80-1
National Archives Identifier: 1119

Scope and Content:
The files of the White House Press Office consist of correspondence, memoranda, notes, briefing papers, press releases, news conferences, pool reports, daily schedules, speech drafts, wire copies, photographs, press clippings, and miscellaneous printed material. These materials illustrate how the Press Office, under the direction of Press Secretary Jody Powell, coordinated the daily press briefings for electronic and print media representatives. This office also routinely issued copies of all of Carter's official statements and scheduled his interviews with the media. Powell and designated members of his staff frequently served as official spokespersons for the administration.

Creator Information: White House Press Office
Throughout the majority of presidential administrations, the Press Secretary has been a senior White House official whose primary responsibility is to act as spokesman for the government administration.

The Press Secretary is responsible for collecting information about actions and events within the President's administration as well as issuing the administration's reactions to

developments around the world. The Press Secretary interacts with the media, and deals with the White House Press Corps on a daily basis, generally in a daily press briefing.

The Press Secretary and his staff speak for the President at daily press briefings; monitor press coverage and summarize it for the staff; brief the President for his own press conferences and other media encounters; advice on press relations; help the press gather information; and provide logistical support to the press.

During the Carter Administration, various staff units of the Press Office were responsible for certain specialized duties: Media Liaison Office (dealt primarily with non-Washington, D.C. press); Press Advance Office (coordinated logistics for traveling press); News Summary Office (prepared daily summary of press coverage for the President and staff); and the Lower Press Office (compiled and retained copies of all press briefings, press releases, and press pool reports.

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

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: Communications Office; Gerald Rafshoon Papers; Speechwriter's Office; Barry Jagoda Papers; Pat Bauer Papers; Jody Powell Papers

Separated material: Bradley Woodward's audio tapes of radio actualities and Jim Purks' audio cassettes were transferred to audio-visual.

Index Terms:

Limited to major topics under each category
Persons: Jody Powell, Rex Granum, Ray Jenkins, Walt Wurfel, Anne Edwards, Patricia Bario, Pat Bauer, Janet McMahon, Jim Purks, Elizabeth Lumpkin, Charles Goodwin

Subjects: Media; Press; Communications; Speeches

Types of Material: Correspondence, memoranda, notes, briefing papers, press releases, news briefings, daily schedules, speech drafts, wire copies, photographs, press clippings, and printed materials

Administrative Information:

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

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

Processing information: The first series of the collection were opened in 1987. Subsequent series in the collection were opened in 1988, 2001, 2003, 2010-2012. The open dates are indicated in the series descriptions.

System of Arrangement:

Arrangement Note: The White House Press Office contains the files of the parent office as well as sub-offices that were created to handle specific tasks.

The records of the White House Press Office are divided into five sub-offices:

White House Press Office
Media Liaison Office
Press Advance Office
News Summary Office
Lower Press Office

Records of the White House Press Office

Series Summary

System of Arrangement:

Arrangement Note: The records of the primary White House Press Office contain the files of Press Secretary, Jody Powell; Deputy Press Secretary, Rex Granum; and Special Assistant, Ray Jenkins.

The records of the White House Press Office are divided into twenty-four series:

Series Title	National Archives Identifier
Jody Powell's Transition Files	166836
Jody Powell's 1980 Campaign Files	166930
Jody Powell's News Clippings Files	167052
Jody Powell's Correspondence Files	167102
Jody Powell's Memoranda Files	167292
Jody Powell's Subject Files	167469
Jody Powell's News Wire Files	167929
Jody Powell's Oversized Attachment Files	7385771
Rex Granum's Pre-Presidential Files	169339
Rex Granum's Correspondence Files	169440
Rex Granum's Invitation Files	170740
Rex Granum's Memoranda Files	170753
Rex Granum's Presidential Schedules Files	170866
Rex Granum's Presidential Transcripts Files	170953
Rex Granum's Press Briefings Files	170961
Rex Granum's Press Conferences Files	170999
Rex Granum's Press Releases Files	171036
Rex Granum's Subject Files	171218
Rex Granum's Telephone Log Files	169467
Rex Granum's Trip Files	169497
Rex Granum's News Wires Files	169596
Ray Jenkins' Subject Files	171412
Ray Jenkins' Chron Files	171475
Walter Wurfel's Subject Files	6687466
Carolyn Wimmer's Oversized Attached Files	7385772

Detailed Description of the Series

Jody Powell's Transition Files

Scope and Content: Containers 1-6. This series was opened in January, 1987. The series consists of correspondence, memoranda, briefing material, notes, schedules, press releases, newspaper clippings, and printed material. This series was reconstructed by Carter Library archivists using material that was maintained by Powell's secretary, Carolyn Shields, and material deposited in

the White House Central files as oversized attachments. The material is a small sampling of briefing papers and memoranda sent to Jimmy Carter during the 1976 campaign. Arranged alphabetically by folder title.

Jody Powell's 1980 Campaign Files
Scope and Content: Containers 7-14. This series was opened in January, 1987. The series contains a complete set of Carter's campaign schedule; press releases and backup material; legal papers, photographs and printed material; and speeches given by the President. Also included is memoranda and correspondence dealing with a cross-section of the campaign staff's concerns and issues. This series also includes substantive material on each state primary or caucus. Arranged alphabetically by title of folder.

Jody Powell's News Clippings Files
Scope and Content: Containers 15-19. This series was opened in January, 1987. This series mainly consists of newspaper clippings and printed material, with scattered correspondence, memoranda, photographs, and notes. Clippings are arranged chronologically. Other material is this series relates to black media issues and government reorganization and is arranged alphabetically by title of folder.

Jody Powell's Correspondence Files
Scope and Content: Containers 20-35. This series was opened in January, 1987. This series mainly consists of correspondence with the media, VIP's, and the general public on various topics. Some memoranda, notes, schedules, newspaper clippings, printed material and photographs are interspersed with the material. Arranged either alphabetically by correspondent's last name or chronologically.

Jody Powell's Memoranda Files
Scope and Content: Containers 36-49. This series was opened in January, 1987. This series mainly consists of memoranda relating to issues within various White House offices or between staff members. Material also includes correspondence, briefing materials, schedules, notes, press releases, photographs, and newspaper clippings. Arranged alphabetically by name of White House staffer or unit.

Jody Powell's Subject Files
Scope and Content: Containers 50-82. This series was opened in January, 1987. This series consists of correspondence, memoranda, briefing material, notes, schedules, press releases, speeches, photographs, newspaper clippings, and printed material. The material relates to issues regarding the functions and staffing of White House offices; various topics such as Cabinet and staff resignations; energy, elections, foreign media reactions, interviews, the hostage crisis, Panama Canal Treaties, budget issues, press question and answer sessions; Vice President's schedules; and heads of state visits to the U.S. Arranged alphabetically by title of folder.

Jody Powell's News Wire Copies Files
Scope and Content: Containers 83-150. This series was opened in January, 1987. This series consists of AP and UPI wire copies. Arranged chronologically.

Jody Powell's Oversized Attachment Files
Scope and Content: Containers 151-153. This series was opened in July 2017. The series consists of newspaper clippings, memoranda, telegrams, pamphlets, media polls, transcripts, schedules, itineraries, bills, proposals, reports, speeches, photographs, briefing materials, daily press briefings, progress reports, and handwritten notes. Also included are various memos to the President, which advised him on how to respond to the press on certain issues including the public's approval on specific policies. Topics are wide-ranging and cover the interactions between the White House and the press on some of the most significant matters of President Carter's administration. Topics include welfare reform, energy, coal strikes, tax reform, and welfare reform. Arranged alphabetically by subject.

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Rex Granum's Pre-Presidential Files
Scope and Content: Containers 1-10. This series was opened in January, 1987. The series consists of correspondence, memoranda, briefing material, notes schedules, resumes, press releases, editorial cartoons, speeches, photographs, wire copies, newspaper clippings, and printed material. The material relates to the 1976 campaign and transition activities. Arranged alphabetically by folder title.

Rex Granum's Correspondence Files
Scope and Content: Containers 11-14. This series was opened in January, 1987. The series consists primarily of correspondence and memoranda, with related material such as notes, resumes, newspaper clippings, photographs, and printed material. Arranged alphabetically by name of correspondent or type of material.

Rex Granum's Invitation Files
Scope and Content: Containers 15-16. This series was opened in January, 1987. The series consists of correspondence, memoranda, briefing material, notes, and telephone messages related to invitations to events. Arranged alphabetically by name of person, group or location.

Rex Granum's Memoranda Files
Scope and Content: Containers 17-22. This series was opened in January, 1987. The series consists of memoranda, scattered correspondence, briefing material, notes, schedules, newspaper clippings, and printed material. Arranged alphabetically by name of White House staffer or office.

Rex Granum's Presidential Schedules Files
Scope and Content: Containers 23-33. This series was opened in January, 1987. The series consists of President Carter's schedules, both proposed and final copies including backup material. Arranged chronologically.

Rex Granum's Presidential Transcripts Files

Scope and Content: Container 34. This series was opened in January, 1987. The series contains unreleased transcripts of meetings of the President with special groups or comments of the President on specific issues. Arranged chronologically.

Rex Granum's Press Briefings Files
Scope and Content: Containers 35-40. This series was opened in January, 1987. The series consists primarily of briefing material for the President, Jody Powell, Press Office staff, and administration officials. Also included are questions and answers, scattered press releases, and other related material. Arranged alphabetically by type of briefing and thereunder chronologically.

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Rex Granum's Press Conferences Files
Scope and Content: Containers 41-45. This series was opened in June, 1987. The series consists of press questions and answer sessions, some briefing material, scattered press releases and other related material. Arranged alphabetically by type of material and thereunder chronologically.

Rex Granum's Press Releases Files
Scope and Content: Containers 46-74. This series was opened in January, 1987. The series consists of press releases. Arranged chronologically.

Rex Granum's Subject Files
Scope and Content: Containers 75-95. This series was opened in January, 1987. The series consists of correspondence, memoranda, briefing material, notes, schedules, photographs, speeches, press releases, cabinet meeting minutes, reports and summaries, press clippings, and printed material. Topics include White House staff appointments, background financial information, Cabinet activities, Ted Kennedy, Ronald Reagan, the 1980 campaign, Billy Carter and Libya, and other subjects. Also included is the Justice Department's investigation of Robert Vesco. Arranged alphabetically by subject.

Rex Granum's Telephone Logs Files
Scope and Content: Containers 96-98. This series was opened in January, 1987. The series consists of Granum's telephone call logs, notes, and related material. Arranged chronologically.

Rex Granum's Trip Files
Scope and Content: Containers 99-108. This series was opened in January, 1987. The series consists of briefing material, press releases, schedules, travel manifests, press pool list and reports, and cables detailing many of President Carter's foreign and domestic trips. Arranged chronologically.

Rex Granum's News Wire Copies Files
Scope and Content: Containers 109-164. This series was opened in January, 1987. The series consists of AP and UPI wire copies. Arranged chronologically.

Ray Jenkins' Subject Files

Scope and Content: Containers 1-3. This series was opened in January, 1987. The series consists of correspondence, memoranda, resumes, notes, speeches, press releases, schedules, briefing material, newspaper clippings and printed material. The material relates to the various day-to-day issues, both domestic and foreign, and administrative duties which Jenkins handled in the White House Press Office. Arranged alphabetically by subject.

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Ray Jenkins' Chron Files

Scope and Content: Containers 4-6. This series was opened in January, 1987. The series consists of correspondence, memoranda, resumes, notes, appointment books, schedules, and telephone logs. The material includes his handwritten notes of senior staff meetings and meetings with the President. The correspondence includes letters to and from friends and former colleagues and deal with a wide range of topics. For example, a number of letters focus on the 1980 Carter Presidential campaign's impact on Alabama. Arranged by type of material and thereunder chronologically.

Walter Wurfel's Subject Files

Scope and Content: Containers 1-2. This series was opened in July, 2012. The series consists of correspondence, memoranda, newspaper clippings, press releases, reports, notes, and lists of journalists. This material relates to topics regarding the constitutional convention, energy, interview requests, invitations, Middle East, minorities, nuclear power, press relations, several government departments, regulatory reform, material dealing with access to the President by journalists; and other subjects. Arranged alphabetically by subject and thereunder chronologically.

Carolyn Wimmer's Oversized Attachment Files

Scope and Content: Containers 1-2. This series was opened in September 2017. The series contains correspondence from the public to Gary Rodriguez of WIVY-FM and Harold Green of Eyewitness News in response to their editorials on energy and the Iranian hostage crises. Arranged alphabetically by folder title.

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Ford, Gerald R. - Themes about Ford Record
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Carter/Mondale Campaign Complaint to Federal Election Commission (FEC) Re: Reagan PAC Groups, 7/2/80
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Media Liaison Office

Series Summary

Creating Organization: White House Press Office. Media Liaison Office.

Title: White House Press Office. Media Liaison Office.

Dates: 1977-1981

Office Description: The Media Liaison Office was an innovation of the Carter Administration. For the first time, an administration set out to open the White House to the media which did not regularly cover it, both in and outside of Washington D.C. The office functioned not only as a press information office but also as a friend in Washington for non-White House regulars.

The office handled 300 to 400 phone queries a day, some directly and some by referring them to the proper officials in other agencies and departments.

The Carter Administration was also the first to make the President available to non-Washington media on a regular basis. Fifty-eight groups, generally numbering 25 to 30 but sometimes as large as 200, over four years, came in to spend 30 minutes in Q and A with President Carter. The rest of the full day program offered the out-of-towners a chance to question seven or eight other administration policymakers.

The office also was the first to maintain an extensive mailing program for out-of-town media. By the close of the administration the list contained about 10,000 names. Primary mailings were "background reports," position papers explaining the administration's reasoning on topical issues. Approximately 45 to 50 were mailed yearly. Photos and press releases also were sent to specialty and ethnic press.

Out-of-town radio and television stations also benefitted from innovations in this office. A radio actuality system was established, making available twice-a-day "feeds" of Administration newsmakers via four 800 Watts lines. The number of calls recorded for each of the two daily 'feeds' varied from about 200 to more than 600 (the system's capacity). Television stations were able to do interviews by phone, which were video-taped by the Media Liaison Office and shipped to the station for possible use in views shows or special programs.

System of Arrangement:

Arrangement Note: Records within this office are arranged by the name of the staff member who maintained/created the files or by file types (i.e. *Black Media Mass Mailing Files*).

The records of the Media Liaison Office are divided into twenty-six series:

Series Title	National Archives Identifier
Annette Samuels' Subject Files	609640

Karen Ahn's Subject Files	579587
Bunny Leonard's Subject Files	581453
Eleanor Weaver's Subject Files	581453
Richard Nelson's Subject Files	609641
Richard Nelson's Audio Visual Files	18556292
Media Liaison's Office Files	581458
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Jim Purks' Oversized Attachment Files	7451848
Bradley Woodward's Subject Files	581461
Background Reports Mass Mailings Files	581454
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Jewish Media Mass Mailings Files	6210756
Miscellaneous Mass Mailings Files	6210757
Claudia Townsend's Subject Files	581491
Bradley Woodward's Audiovisual Files	7560727
Alan Raymond's Subject Files	7385770
Charles Goodwin's Subject Files	579582
Charles Goodwin's Press Releases Files	66799086
Charles Goodwin's Mass Mailing Files	66799087
Charles Goodwin's Oversized Attachment Files	66799096

Detailed Description of the Series

Annette Samuels' Subject Files

Scope and Content: Containers 1-7. This series was opened in October, 2009. The series consists of correspondence, memoranda, newspaper clippings and press releases related to various topics regarding the Carter administration. In addition, other material includes major policy and administration program statements on subjects such as the budget, economy, energy, urban development, Selective Service, Salt II, Cuba and Iran. Announcements of presidential appointments are also included. Some material in this series relates to Samuels's involvement in the New York presidential primary of March 1980, concerning Black, Hispanic and women's issues. Arranged alphabetically by subject.

Karen Ahn's Subject Files

Scope and Content: Containers 8-11. This series was opened in June, 2010. The series contains correspondence, memoranda, photographs, press releases, newspaper clippings, press lists, and miscellaneous printed material. The material mainly contains press releases and press information relating to legislation issues and the 1980 campaign. Other topics included are more general and relate to press relations and how the White House conveys messages to the press. Arranged alphabetically by title of folder and thereunder chronologically.

Bunny Leonard's Subject Files

Scope and Content: Containers 12-16. This series was opened in April, 2012. The series contains presidential daily schedules, press releases, pool reports, memoranda and background material. The material also includes appointment announcements and Presidential messages and speeches. Arranged alphabetically by subject.

Eleanor Weaver's Subject Files

Scope and Content: Containers 17-29. This series was opened in May, 2012. The series consists of correspondence, memoranda, newspaper clippings, press releases, reports and daily schedules. The material relates to topics regarding accomplishments of the administration, energy, the Panama Canal Treaty, Camp David Accords, the Carter family, minorities, several government departments, water projects and other subjects. Also included are copies of Ambassador Andrew Young's resignation and Carter's response; copy of a statement Carter made celebrating Dr. Martin Luther King Junior's birthday and a Jewish New Year's greeting statement from Carter. Arranged alphabetically by subject.

Richard Nelson's Subject Files

Scope and Content: Containers 30-41. This series was opened in May, 2012. The series consist of correspondence, memoranda, notes, photographs, Presidential travel, newspaper clippings, press releases, reports, miscellaneous publications, schedules, pamphlets, and bumper stickers. The material relates to topics regarding energy efficiency, conservation and advertising paraphernalia; selective service registration; the Iran/Iraq conflict; the hostage crisis, Cuban and Haitian refugees; and Billy Carter. Arranged alphabetically by subject.

Richard Nelson's Audio Visual Files

Scope and Content: This series was opened in September, 2014. Containers 1-7. The series contains video cassettes of local radio station's taped interviews with various White House staff members during the 1980 campaign trips. Unarranged.

Media Liaison's Office Files

Scope and Content: Containers 42-61. This series was opened in July, 2012. The series contains conference schedules, background reports, correspondence, memoranda, and office notes. The material mainly pertains to regularly held press briefings hosted by the White House to keep non-D.C. correspondents abreast of the status of Carter's administration. Arranged chronologically.

Patricia Bario's Subject Files

Scope and Content: Containers 1-58. This series was opened in December, 2011. The series consist of correspondence, briefing papers, editorials, schedules, speech drafts, wire copies, memoranda, notes, photographs, press releases, newspaper clippings, press lists, telephone logs, and miscellaneous printed material. The material relates primarily to press releases and press information regarding legislation and the 1980 campaign. Other topics are more general and involve press relations and how the White House conveys messages to the press. Arranged alphabetically by title of folder and thereunder chronologically.

Marc Henderson's Subject Files

Scope and Content: Containers 1-24. This series was opened in January, 2012. The series contains correspondence, memorandums, black newspaper clippings, photographs, presidential schedules and meetings lists, news conference transcripts and press releases. The material relates to his role as the liaison for the black press. Arranged alphabetically by subject.

Federal Publications Files

Scope and Content: Containers 1-5. This series was opened in April, 2012. The series consist of federal publications. The publications were part of the original Press Releases series which included 54 containers. The press releases in this series were all duplications of press releases included in another series. Arranged chronologically.

Jim Purks' Subject Files

Scope and Content: Containers 1-40. This series was opened in September, 2011. The series consists of background reports, press releases, transcripts of speeches and news conferences, background briefings and reports, notes, talking points, reference guides, press schedules, memorandums, correspondence, pool reports, pamphlets, brochures, and newspaper and magazine clippings. This material mainly relates to background reports and correspondence between the Press Office and the press regarding current events. In addition, background information, research, and drafts for the background reports are included. Key topics covered in this series include Afghanistan, Blacks, Camp David, environmental issues, energy, equal rights amendment (ERA), farmers, Hispanics, inflation, the Iranian hostage crisis, Middle East, national health insurance, Olympics, Panama Canal, presidential campaign, railroad deregulation, refugees, regulatory reform, SALT II, trade, and welfare reform. Arranged alphabetically by subject.

Jim Purks' Personal Office Files

Scope and Content: Containers 41-64. This series was opened in November, 2011. The series contains correspondence, memorandums, news clippings and telephone logs. These files were used by Jim Purks to reference material used in preparing background material for press briefings. Also included are humorous quotes from daily press briefings. Arranged alphabetically by subject.

Jim Purks' Oversized Attachment (O/A) Files

Scope and Content: Containers 65-88. This series opened in August, 2013. The series contains correspondence, memorandums, and drafts of press briefings, background reports, fact sheets, research papers and newspaper clippings. These files were used by Purks to reference material used in preparing background material for press briefings. Key topics covered in this series include SALT, the Panama Canal treaties, inflation, the federal budget, Alaskan conservation, energy and reorganization of the Executive Branch,. There are also handwritten notes and drafts by Jim Purks and colleagues. Arranged alphabetically by subject.

Bradley Woodward's Subject Files

Scope and Content: Containers 1-16. This series was opened in January, 2012. The series contains correspondence, memorandums, newspaper clippings, survey forms and photographs related to his work with the radio actuality system. Also included are transcripts of the

actualities, transaction data on TV phone interviews and general office files. Arranged alphabetically by subject.

Background Reports Mass Mailings Files
Scope and Content: Containers 1-9. This series was opened in March 2012. The series consists of selected background material compiled from media reports which was used to summarize and lay out the arguments for the administration's positions on various political topics. Arranged chronologically.

Black Media Mass Mailings Files
Scope and Content: Containers 10-14. This series was opened in March 2012. The series consists of special mailings to the Black press as well as to regional media. The material mainly relates to black issues. Arranged chronologically.

Hispanic Media Mass Mailings Files
Scope and Content: Container 15. This series was opened in March 2012. The series consist of special mailings to Jewish press as well as to regional media. Arranged chronologically.

Jewish Media Mass Mailing Files
Scope and Content: Container 16. This series was opened in March 2012. The series consist of special mailings to Jewish press as well as to regional media. Arranged chronologically.

Miscellaneous Mass Mailing Files
Scope and Content: Containers 17-23. This series was opened in March 2012. The series consists of special mailings to local press offices, as well as to national radio and television stations. Arranged chronologically.

Claudia Townsend's Subject Files
Scope and Content: Containers 1-13. This series was opened in July, 2012. The series consists of correspondence, memoranda, notes, photographs, presidential travel schedules, newspaper clippings, press releases, reports, miscellaneous publications, and pamphlets. The material relates to topics regarding energy efficiency, conservation, selective service registration; the Iran/Iraq conflict; the hostage crisis, Cuban and Haitian refugees; and Billy Carter. Arranged alphabetically by subject.

Bradley Woodward's Audiovisual Files
Scope and Content: Containers 1-13. This series was opened in January, 2014. The series contains reel to reel tapes of the actualities and transaction data on TV phone interviews. Arranged chronologically.

Alan Raymond's Oversized Attachment Files
Scope and Content: Containers 1-8. This series was opened in August 2016. The series contains correspondence, memorandums, press releases, press briefings, news conferences, background reports, pamphlets, brochures, speeches, and newspaper clippings. Topics includes arson, energy, hospital cost containment, reorganization. Arranged alphabetically by subject.

Charles Goodwin's Subject Files

Scope and Content: Containers 1-92. This series was open in April 2017. The series consists of news conference transcripts, background briefings, reports, memorandums, press releases, subject indexes, and briefings for various trips. Also included are talking points, reference guides, press schedules, correspondence, media information lists by states, pool reports, pamphlets, brochures, White House press release index, and newspaper and magazine clippings. This material mainly relates to background reports and correspondence between the Press Office and the press regarding current events. In addition, background information, research, and drafts of the background reports are included. Topics include anti-inflation policy, hospital cost containment, and rural development. Arranged alphabetically by subject.

Charles Goodwin's Press Releases Files

Scope and Content: Containers 93-104. This series was opened in May 2017. The series consist mainly of press releases relating to announcements from the White House: such as presidential appointments, resignations, proclamations, and accomplishments. Most of the press releases relate to agency annual reports, vetoed or signed legislative bills, press releases regarding major issues such as energy, executive orders, the federal budget, government reorganization, and foreign affairs. Also included in the press releases are remarks and statements by the president. Unarranged.

Charles Goodwin's Mass Mailing Files

Scope and Content: Containers 105-125. The series was opened in May 2017. The series consists of mailings to local press offices, organizations, regional media, as well as to national radio and television stations. Arranged alphabetically by subject.

Charles Goodwin's Oversized Attachment Files

Scope and Content: Containers 126-162. This series was opened in June 2017. The series consists of press releases, summaries of daily press briefings, presidential schedules and guidance, itineraries, presidential appointments, press credentials, mailing lists, and newspaper clippings. Arranged alphabetically by subject.

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Campaign Information, 3/79-9/80
Campaign Information, n.d.
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Comment Office - Mass Mailing Report, 4/80-5/80
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Trip - Baltimore, 8/7/79 [O/A 10,105]
Trip - Plains, Georgia, 8/9/79 [O/A 10,105]
Trip - Delta Queen, 8/17-24/79 [O/A 10,105] [1]
Trip - Delta Queen, 8/17-24/79 [O/A 10,105] [2]
Trip - Florida, Atlanta, and Plains, Georgia, 8/30/79-9/3/79 [O/A 10,105]
Trip - Connecticut and Ohio, 9/12/79 [O/A 10,105]

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Trip - Pensacola, Florida and Mobile, Alabama, 9/14/79 [O/A 10,105]
Trip - New York, 9/25/79 [O/A 10,105]
Trip - Harrisburg and Philadelphia, Pennsylvania (Cancelled) 9/28/79 [O/A 10,105]
Trip - Kansas City, Missouri and Chicago, Illinois, 10/15-16/79 [O/A 10,105]
Trip - Boston, 10/20/79 [O/A 10,105]
Trip - New Jersey, 10/25/79 [O/A 10,105]
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Trip - Canada, 11/9-10/79 (Cancelled) [O/A 10,105]
Trip - Sapelo Island (Cancelled), 11/17-25/79 [O/A 10,105]
Trip - St. Petersburg, Florida, 11/17-25/79 (Cancelled) [O/A 10,105]
Trip - Seattle, Washington and Portland Oregon (Cancelled) 12/2-3/79 [O/A 10,105]
Trip - New England, New York, Illinois, Alabama, Georgia, and Texas, 12/5-7/79 [O/A 10,105]

Container 162
United States Democratic Senate Staff [O/A 7410]
United States House of Representative Staff [O/A 7410]
United States Senate Republican Staff [O/A 7410]
Veterans Publication [O/A 7410]
Visit of Pope John Paul II, 10/79 [O/A 10,102]
Watson, Jack Special Mailing Project (Rural Initiatives) [O/A 10,102]
Weekly Newspapers [O/A 7410]
White House Press Secretary [O/A 7410]
White House Staff [O/A 7410]
Zagoria Nomination to the Federal Election Commission [O/A 10,102]

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Press Advance Office

Series Summary

Creating Organization: White House Press Office. Press Advance Office

Title: White House Press Office. Press Advance Office

Dates: 1978-1981

Office Description: The Press Advance Office coordinated the logistical arrangements for press coverage of all presidential trips (domestic and foreign) and other events such as press conferences and briefings. The primary goal of the Press Advance Office was to ensure that the press had requisite support facilities for writing and filing their stories. This office was responsible for maintaining "press centers" at each scheduled stop on a presidential trip. Press centers were equipped with radio and photo transmission machines which were linked to each reporter's city and to press offices throughout the world. Press centers also usually had telephones, teletype machines, videotape editing equipment, and press briefing rooms.

The Press Advance staff handled various technical logistics for each stop such as providing camera platforms, "multi" containers for audio feeds, and proper lighting. The staff also coordinated all local arrangements for housing, travel, and meals for the White House press corps and expedited their requests for inoculations, passports, and credentials for overseas trips. They coordinated with the White House Transportation Office to charter aircraft and served as a liaison role in such matters. Travel costs, including ground transportation, baggage handling, and other press requirements, were divided among the members of the press corps on a pro-rata share basis. They also served a liaison role with the White House Communications Agency and the United States Secret Service.

Prior to July 1978, White House press advance duties were handled on an ad-hoc basis by various Press Office staff such as Barry Jagoda. He dealt primarily with television coverage of official presidential trips and special events. After the White House staff reorganization of July 1978, Jagoda's staff was absorbed into the new Press Advance Office under the supervision of Special Assistant Jerry Rafshoon. Michael Pohl, the director of the Press Advance Office, assumed responsibility for day-to-day operations of this unit. Pohl's staff included Anne Edwards, Gael Doar, Sharon Metcalf, Larry Walsh, and Janet Smith.

System of Arrangement:

Arrangement Note: Records within this office are arranged by the name of the staff member who maintained/created the files, or by the subject type *(i.e. Domestic and Foreign Trips).*

The records of the Press Advance are divided into five series:

Series Title	National Archives Identifier
Press Advance Office In-Town Trips Files	171502

Press Advance Office Domestic and Foreign Trips Files	171662
Press Advance Office Subject Files	172492
Gael Doar's Subject Files	172586
Anne Edward's Subject Files	172644

Detailed Description of the Series

Press Advance Office In-Town Trips Files

Scope and Content: Containers: 1-4. This series was opened in February 1988. The series consists of correspondence, memoranda, press releases, notes, telephone messages, maps, schedules, briefing material, and miscellaneous printed material. The material relates to press event planning for presidential trips within the Washington, D.C. area. The material mainly includes data about local contacts, press credentialing, pre-advance activities, and scheduling arrangements. Arranged chronologically by date of trip.

Press Advance Office Domestic and Foreign Trips Files

Scope and Content: Containers: 5-43. This series was opened in February 1988. The series consists of correspondence, memoranda, press releases, cables, notes, press lists, maps, telephone messages, seating charts, schedules, and press pool reports. The material mainly includes data about local contacts, press credentialing, pre-advance activities, seating, and scheduling arrangements. Arranged chronologically by date of trip.

Press Advance Office Subject Files

Scope and Content: Container: 44-48. This series was opened in February 1988. This series consists of correspondence, memoranda, schedules, notes, form letters, seating charts, and telephone memoranda. This material primarily relates to routine administrative matters such as copies of forms used by staff. There is also much material dealing with local contacts for various trips. Arranged alphabetically by subject.

Gael Doar's Subject Files

Scope and Content: Containers: 1-2. This series was opened in February 1988. The series consists of correspondence, memoranda, press releases, notes, press lists, interview transcripts, photographs, schedules, clippings, and miscellaneous printed material. The material mainly relates to various trips and events and also includes information on the 1980 Florida caucus. Arranged alphabetically by folder title.

Anne Edwards' Subject Files

Scope and Content: Containers: 1-24. This series was opened in February 1988. The series consists of correspondence, memoranda, schedules, notes form letters, seating charts, and telephone memoranda. The material mainly relates to television coverage of media events and includes press seating charts for news conferences and briefings, lists of press contacts, and logistical notes and diagrams. This series also contains several original teleprompter copies of presidential speeches. Two other files of interest include the "SALT: Memo from home front to

Mike Pohl in Vienna," describing the duties of the Press Advance Office; and "Three Mile Island - Jody Powell's Notes for Press Remarks, 4/1/79," which includes background information on President Carter's address on this topic. Arranged alphabetically by subject.

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Container List

Press Advance Office In-Town Trips Files

Container 1
Chronology - In-Town Trips [Empty]
In - Town Advances
State Arrivals
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First Baptist Church (Permanent)
2/15/77 - HEW [Empty]
2/15/77 - Agriculture Dept.
2/18/77 - DNC (Democratic National Convention)
2/18/77 - Interior Dept.
2/23/77 - Mondale [Empty]
2/24/77 - State Dept.
2/24/77 - DOT (Dept. of Transportation)
3/1/77 - DOD (Dept. of Defense)
3/7/77 - Children's Hospital
3/9/77 - CIA
3/19/77 - Gridiron Dinner
3/30/77 - National Women's Political Caucus, Fundraiser - Corcoran
4/7/77 - National Gallery of Art - Tokugawa
4/14/77 - OAS Organization of American States, Washington, DC
4/20/77 - Joint Session of Congress
4/24/77 - Dedication of Africa Room - Dinner at Dr. Trentham's
4/28/77 - DNC National Finance Council Luncheon
4/30/77 - White House Correspondents' Association Dinner
5/23/77 - White House Conference on Handicapped Individuals
5/25/77 - Senate and House Democratic Fundraising Dinner
6/1/77 – OAS (Organization of American States)
7/25/77 - National Urban League
9/6/77-9/9/77 - Panama Canal Treaties
9/7/77 - OAS Panama Canal Treaty
9/24/77 - Congressional Black Caucus Dinner
9/26/77 - International Monetary Fund
10/7/77 - DNC Meeting (Hilton)
10/19/77 - First Plenary Session of the International Nuclear Fuel Cycles Evaluation
11/2/77 - World Jewish Congress
11/23/77 - Stevens School
12/15/77 - National Christmas Tree Lighting

Container 2
2/2/78 - White House Conference on Balanced National Growth and Economic Development
2/2/78 - National Prayer Breakfast
2/7/78 - Democratic Study Group Dinner - Tip O'Neill Roast

2/23/78 - Swearing - In of FBI Director, William H. Webster
3/2/78 - National Press Club Luncheon
3/9/78 - Radio and T.V. Correspondents Dinner
3/11/78 - Gridiron Dinner
3/15/78 - Democratic Congressional Campaign Committee - Fundraising Dinner
5/2/78 - Southern Baptist Convention Mission Service Corps Dinner
5/28/78 - Wolf Trap Farm Park
5/30/78-5/31/78 - NATO Summit
6/1/78 - National Quality
6/9/78 - Hilton: Senior Citizens
7/27/78 - Amy's Parents Night
8/11/78 - Pontifical Requiem Mass
8/16/78 - CIA
9/1/78 - Kennedy Center
9/10/78-9/17/78 - Camp David Summit
9/18/78 - Joint Session of Congress
9/25/78 - International Monetary Fund
9/27/78 - DNC Dinner
9/30/78 - Congressional Black Caucus Dinner
10/7/78 – DNC - Get Out to Vote Campaign
10/12/78 - Opening Ceremonies - Middle East Peace Talks
11/7/78 - Dulles Airport - Greeting Friendship Force
11/11/78 - Wreath Laying - Veterans Day, Arlington Cemetery
11/12/78 - Cedar Point Farm (Prayer Meeting with Senator Hughes)
11/13/78 - Inflation Speech, Departmental Auditorium, Dept. of Commerce
11/16/78 - MALDEF (Mexican-American Legal Defense and Educational Fund) "Children of Sanchez"
11/18/78 - Amy's Violin Recital
12/3/78 - Kennedy Center Awards Gala
12/10/78 - Superman - Special Olympics, Kennedy Center
12/13/78 - Washington Hilton – HEW (Health, Education and Welfare) Conference on Fraud
12/13/78 - Mayflower Hotel - The Business Council
12/14/78 - Lighting the National Christmas Tree
1/18/79 - National Prayer Breakfast
2/18/79 - Ambassador Adolph Dubs, Andrews AFB
3/26/79 - Middle East Peace Treaty Signing - North Lawn of White House
4/23/79 - National Academy of Sciences - NAS Auditorium
4/24/79 - National Civic Holocaust Commemoration - Rotunda
4/27/79 - Memorial Service for Marvella Bayh - National Cathedral
4/28/79 - White House Correspondents' Association Dinner - Washington Hilton

Container 3
5/9/79 - 16th Annual Democratic Congressional Dinner
5/16/79 - Georgia State Fish Fry - Longworth House Office Bldg.
5/25/79 - DNC Luncheon - Sheraton Park Hotel
5/29/79 - National Conference of Christmas and Jews - Washington Hilton

6/3/79 - Memorial Service for A. Phillip Randolph - Metro AME Church
10/2/79 - Fords Theatre - Country Music Gala
10/9/79 - John White - DNC Fundraising Dinner
10/13/79 - Hispanic Caucus Dinner - Washington Hilton
10/13/79 - John F. Kennedy - Martin Luther King Fundraiser Dinner - Washington Hilton
10/18/79 - Agee Film - Kennedy Center
10/24/79 - Carter/Mondale Dinner - Hyatt Hotel
10/26/79 - Democratic Gala
10/28/79 - Kennedy Center, "Salome" (Austrian State Opera)
11/15/79 - Interfaith Service - Washington National Cathedral (Hostages in Iran)
11/15/79 - AFL-CIO - 13th Congressional Convention, Sheraton Washington Hotel
11/16/79 - White House Conference on Libraries and Information Services - Washington Hilton
11/30/79 - Funeral Mass for Corporal Steven J. Crowley
12/4/79 - Announcement Night Dinner
12/13/79 - National Christmas Tree Lighting
12/17/79 - National Menorah Lighting
1/13/80 - White House Conference on Small Business - Washington Hilton
1/15/80 - Requiem Mass for George Meany - St. Matthews Cathedral
1/20/80 - Appearance on NBC's "Meet the Press"
1/21/80 - National Religious Broadcasters Convention
1/23/80 - Funeral Services for Judge William Douglas - National Presbyterian
1/23/80 - State of the Union Address
1/27/80 - Leadership Conference on Civil Rights Dinner - Capital Hilton
2/1/80 - National Conference of Physical Fitness
2/7/80 - Annual Conference - Consumer Federation, Capital Hilton
2/7/80 - National Prayer Breakfast - Washington Hilton
2/19/80 - National Convention of the American Legion - Capital Hilton
2/25/80 - UJA (United Jewish Appeal) Young Leadership Conference -Sheraton Washington
2/25/80 - Annual AHEPA (American Hispanic Educational Progressive Association) Dinner - Sheraton Washington
2/26/80 - Kennedy Center, "Elephant Man"
3/17/80 - National League of Cities - Washington Hilton
3/26/80 - Democratic Congressional Dinner - Washington Hilton
3/28/80 - National Conference of State Legislatures - Mayflower Hotel
4/1/80 - Building Construction Trade Department - AFL-CIO
4/10/80 - American Society of Newspaper Editors - Washington Hilton
4/10/80 - Francis Perkins Building Dedication - U.S. Dept. of Labor
4/28/80 - U.S. Chamber of Commerce - DAR (Daughters of the American Revolution) - Constitution Hall
5/1/80 - President's Committee on Employment of the Handicapped - Washington Hilton
5/5/80 - League of Women Voters - National Convention, Sheraton Washington

Container 4
5/9/80 - Arlington Memorial Service - Arlington Cemetery
5/14/80 - Department of Health and Human Services
5/19/80 - Carter/Mondale Headquarters

5/19/80 - Friendship Force Reception - OAS
5/22/80 - First Annual Asian Pacific American Democratic Caucus Dinner - Washington Hilton
5/25/80 - 10th Annual Suzuki Festival - Wolf Trap
5/31/80 - CBS "Face the Nation" Studio
6/4/80 - Endorses/Supporters - Tobin Residence
6/10/80 - "Salute to Rosalynn Carter," Shoreham Hotel
6/16/80 - Signing of Condolence Book - Embassy of Japan
6/18/80 - National ERA (Equal Rights Amendment) Evening, Maze Gallery
7/19/80 - Presentation of Medal of Honor to Marr Urban - Shoreham Hotel
7/30/80 - Olympic Ceremony - Capitol Steps
8/8/80 - CBS Interview, "Sixty Minutes"
9/4/80 - AFL - CIO General Board Meeting, Sheraton - Washington Hotel
9/4/80 - Biennial Convention of B'nai B'rith, Sheraton - Washington Hotel
9/11/80 - "Fiddler on the Roof," Warner Theater
9/12/80 - Carter/Mondale Headquarters
9/13/80 - Italian-American Dinner - Washington Hilton
9/13/80 - Carter/Mondale Willie Nelson Concert - Merriwether Post Pavilion, Columbia, Maryland
9/14/80 - Visit with Colegrave Family, Annapolis, MD
9/18/80 - Hispanic Caucus Dinner - Washington Hilton
9/26/80 - Hispanic Victory Dinner
9/30/80 - 1980 Democratic Victory Dinner
9/30/80 - 1980 Annual Meeting of the Boards of Governors of the World Bank and International Monetary Fund (IMF)
10/3/80 - Higher Education Bill Signing - Northern Virginia Community College
10/7/80 - Mental Health Bill Signing
10/14/80 - National Press Club Lunch
10/19/80 - Carter/Kennedy Unity Celebration
10/23/80 - DNC Fundraiser - David Lloyd Kreger's Residence
11/18/80 - Cyrus Vance Reception - State Dept.
11/19/80 - OAS, 10th Session - OAS Building
11/24/80 - V.A. (Veteran's Administration) Christmas Message
12/2/80 - Israel Bond Dinner - Washington Hilton
12/7/80 - Kennedy Center Honors Gala
12/9/80 - Robert S. Strauss Tribute Dinner - Sheraton Washington Hotel
12/18/80 – Christmas Tree Lighting - Thursday
1/6/81 - Christ Church, Alexandria, VA

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Container 8
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Jacksonville, Florida - Credentials, Empty, 7/17/80
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New York City; Marion, Illinois; St. Louis, Missouri - Pool Lists, Manifests, 10/13/80
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FEA -- Energy Presentation to Business
Fairness Doctrine - Research Sources, Computer Printout (done by intern), Summer 1977
Fabric Curtains for EOB 450, Photo Samples, 3/78
Federal Home Loan Bank Board, 6/8/78
Fallows, Jim -- Kentucky/Morehead State University, 3/6/78
Fireside Chat (1st), 2/2/77
Florida Democrats -- VTR Message, 11/15/79
Focus on Youth -- The President
Food Crisis Film (Wharton Films), 6/77
Food Day
French TVI/Documentary on Zaire/Schramm - Bronberger
Friendship Force, 9/8/77 Empty
Garden Tour -- Fall, WRC TV, 10/14/79
Geodetic Survey/NOAA/"Is White House Slipping?" 7/27/78
Georgia Court Appearance -- The President, 4/15/78
Georgia Educational Television (ETV) -- Bo Cutter, 8/16/77
Georgia Library Conference, 9/77
Georgia Rural Electric Audio Tape -- The President, 12/3/79
Georgia Tech Tour/Game, The President, 11/12/77
Get-Out-The-Vote (GOTV) DNC Audio Message, The President
Global 2000
Grammies 2/79 (Did Not Record), 02/
Guggenheim/Smithsonian, "Eye of Jefferson," 1/77
HER-RAH -- WRC TV Proposal, 8/78
Hispanic In - Tower, The President, 9/79

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Hispanic Message, The President, 1978
Hispanic Radio Taping, The President, 9/27/79
Honor America Proposals
Hospital Costs Projects, 3/79
Hours -- President of the U.S. (Presus), Non - News TV Appearances, 1//77-3/77
Howell, Henry/Lunch with President, 6/27/77
Human Rights -- Special USIA Film, The President, 12/6/78
Humphrey - Hawkins Announcement, 11/14/77
In Absentia (Business Taken Care of While I'm Away), 7/78
Independent Television News Association (ITNA) -- Washington Independent Television, Various Topics
Inflation Seminar/VTR/Training, 1/79
Ingram, Rep. John R. (D-NC), Film, 9/23/78
International Women's Year (IWY), Plan of Action
Iowa -- Volunteers, 5/79
Iran -- TV, Shah Arrival, Thru NBC/USIA, 11/15/77

Ireland Fund Film, The President, 4/28/78
Ireland/Radharc Proposals
Irish TV Documentary, Spring '77
Irish Trip to US
Israel/Various
Italian Summit Trip/TV Interviews (Italy, Yugoslavia, Spain, Portugal), TV Photos
Japan/Energy Department/Foreign Press Center, Solar Panels, 10/79,
Japan -- Energy Film, Kajima Productions, 9/77
Japan -- Fuji, 3/77
Japan Interview -- Japan Broadcasting Corporation (NHK), The President, Map Room (MAPRM), 6/30/79, 2:00 P.M
Japan -- Interview Requests, 1/78
Japan -- Mansfield, NBC, Viz News, 5/77
Japan -- NHK Documentary on New Admin., The President, 2/77
Japan -- NHK, Roots of Space Age, 7/78
Japan -- South Lawn Departure, 6/23/79, 12:55 A.M
Japan -- Tokyo Broadcasting/White House Tour, Saturday, 11/19/77,
Javits/Audio Birthday Message, The President, 5/79
Jogging USA
Jordan, Hamilton -- CBS/Who's Who, 1/28/77
Jordan, Hamilton -- WRC TV, 2/7/77
Jordan, Hamilton -- Agronsky, 5/18/77
Jordan, Hamilton -- Filming with Australia, Ch. 9
Jordan, Hamilton -- Roast (VTR for Presus), 11/3/77

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KATV Arkansas
KATV -- Hamilton Jordan, Jody Powell, 11/77
KING - TV Seattle/Tour, 6/2/79
KMOX-TV St. Louis, MO, Documentary on Access to President, Summer '78
Kahn, Alfred -- Barbara Walters, 1/79
Kahn, Alfred -- "Good Morning America," 4/18/79
Kansas City Royals, 4/22/78
Kennedy Center Awards -- Special Telecast, The President, 12/3/78,
Kennedys, John F. and Robert F. - King, Martin Luther, Jr. Dinner, Hilton, 10/3/79, Saturday
King, Martin Luther, Jr. Dinner, 10/77
King, Martin Luther, Jr. (MLK) Birthday Radio Interview/Black Media, The President
Kreps, Juanita -- NBC Special, 7/77
Ladies Home Journal -- Connie Plunkett/Midge Costanza
Ladies Home Journal -- VTR, The President, 11/15/79
Lance, Bert -- Film for CBS Who's Who, 2/22/77
Lance, Bert -- Hearings, Editing, 9/15/77
Lance, Bert -- Press Conference, 8/18/77
Leeds Proposal (Your Congress in Action, 6/77
Liberia -- USIA Message, The President, 3/78

Lighting, Executive Office Building (EOB) 450
Lucey, (Gov. Pat) Dinner Message, 6/77
Lukash Public TV, Memphis (Turndown
MacNeil/Lehrer
Maryland Primary, 5/13/80
Maine/Caucus Notes, 2/80
Make-Up for Jimmy Carter
Malnutrition/Film/Presus Message
Marine Barracks, The President, 8/4/78
Martin - Winter (PBS Film), 7/1/77
Mexican TV Taping (Televisia), 2/8/79
Mexico -- Films for State Visit, 2/14/77
Mickey Mouse -- Fifty Years
Mideast Peace -- Films to Embassy
Mideast Peace Signing -- Israel/Egypt Interview, 3/22/79
Mideast Peace Signing -- NBC, Press Logistics, 3/26/79
Mideast Peace Treaty -- Memo to Press Office Staff, Logistics/Press, 3/26/79
Mideast Peace Treaty Signing Ceremony Scenario Logistics/Press, 3/25/79
Mideast Peace Treaty Signing -- Memo to USSS/U.D.
Logistics of Press Coverage, 3/26/79
Minnesota Public TV -- Univ. of Minnesota, KTCA (Young Filmmakers), 6/77

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Minority Assistance Problems
Minority Broadcast Ownership, 1/78
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Morocco/Arrival, Live, Tues., 11/14/78
Motorcade Filming: Morton Productions
Movie -- "Being There," 7/78
Movie -- "Ben and Mugsy," 9/77
Movie -- "Blind Ambition," CBS, 8/78
Movie -- "Born Again," 10/77
Movie -- Critical List/MTM Productions
Movie -- "FIST," 9/77
Movie -- "Grandpa Goes to Washington"
Movie -- "Greek Tycoon," Aug. /Sept., 1977
Movie -- "Media," 9/77
Movie -- "Superman II," 9/77
Movie Theatres
Moyers, Bill (PBS) -- Conversation with the President, VTR, Oval Office, 11/13/78
Multiple Sclerosis/Film for PSA
Muratti, Jose – Techno-video/Puerto Rico
NAB Kidvid Convention, 6/4/78-6/6/78
NABET Union Meeting, 11/77
NATO Summit -- The President, Kennedy Center, White House, State Dept., Tues.-Wed., 5/30/78-5/31/78

NBC/Chancellor, Segment 3, The President, 1/13/79
NBC -- "Day in Life of the President," Chancellor Interview
NBC -- "Day in the Life of the President," 4/77
NBC -- Energy Special, The President, 6/79
NBC -- Hamilton Jordan, 11/7/77
NBC -- John Hart, Senior Staff Story, 11/77
NBC -- Sonny Fox
NBC -- Sports
NBC -- White Paper, The President, 11/79
NBC -- White Paper, The President, 11/79, NBC More
NPR Radio Call-In, The President, 10/13/79
National Alliance of Businessmen, The President, 10/78
National Association of Broadcasters, 3/27/77-3/30/77
National Education Association (NEA), VTR Message, The President, 2/22/80,
National Endowment for Humanities/Joe Duffy, 10/18/77
National Enquirer -- Navy Archives Film Article, 9/77
National League of Cities -- Film Message, The President, 11/23/77
National Newspaper Association -- Phone Conference, The President, 10/28/77
National Park Service/North Lawn Filming
National Wildlife Federation -- Award, Filming the President, 3/20/78

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New Jersey Public TV "Shepard Pie" Request
News Conference Background Sheet, 12/77
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News Conference Seating Chart
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News Conference Seating Charts
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New York Daily -- Wieghart Filming, 4/20/77
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Neilson
North Carolina/WBTV, 4/19/77
"Nothing Personal"/Movie
O'Brien, Hugh/Youth Foundation, 6/30/77-7/2/77
Office of Personnel Management/Broadcast on Reorganization (The President), 5/21/79
Office of Telecommunications Policy (OTP) Papers
Office of Telecommunications Policy (OTP) Project
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Ohio Educational TV Nets Proposal
Olympathon -- NBC, The President, 4/79
Olympics -- Lake Placid 1980, Early Contact Meeting,
O'Neill, Rep. Thomas P. "Tip"/Dinner/Boston College, 12/9/79
O'Neill, Rep. Thomas P. "Tip"/PBS Taping, The President, 6/77
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PBS -- American Presidency (Kearns, "The Presidency: How Much Alone?"), 12/77
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Panama Canal Fireside Chat -- Teleprompter, 2/1/78
Panama Canal -- Phone Calls/Town Hall Meetings, The President, 1/16/78-1/17/78
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Philly Philadelphia -- Rosalynn, 5/24/77
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Physical Fitness Proposal
Pitkethly, Laurence -- BBC Proposals
Planetarium Film for Mississippi
Polish Documentary Film, 2/6/80-2/7/80
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Pope Paul VI -- Death
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Powell Jody -- USIA Interview, 4/77
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Powell, Jody -- Agronsky at Large, 6/22/77
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Radio and Television News Directors Association (RTNDA)
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RTNDA -- Phone Conference Call to San Francisco, The President, 9/15/77
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Red Cross, American
Red Cross/President, VTR, 2/21/77
Red Cross/1979 Spot Request
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SALT Audio Tape -- Ed Sanders
SALT/VTR - Film of White House Briefings, 5/30/79-6/1/79
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Schultze, Charles -- EEC European Economic Community, 12/78
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Shanley, William B. -- Film Project
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Small Business Administration (SBA) -- The President, 8/78
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Southern Baptist Convention -- The President, TV Tape
Spanish Information Service -- The President
Sparkman, Senator John -- Message, The President, 4/6/78
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Territories, U.S. -- Network Availability
Texas -- Gammage/Campaign Tape
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Three Mile Island -- With Jody's Notes for Presus Remarks, 4/1/79 - "Today"
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Trip -- Grand Island, Nebraska, 6/10/80
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Trip -- Idaho Pre - Advance/Wyoming/Treaty of Salmon River
Trip -- Idaho Raft Trip, 8/78
Trip -- Illinois (Springfield), Pool Lighting, 5/26/78
Trip -- Indianapolis, 6/2/79

Trip -- Iowa: Diagrams, Bible
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Trip -- Iowa News Conference
Trip -- Iowa: Other

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Trip -- Louisville, Kentucky, 7/7/79-7/8/79
Trip -- Louisville, Kentucky, Reference, 7/7/79-7/8/79
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Trip -- Miami, 1978
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Trip -- Sacramento, 11/78
Trip -- South America and Africa/Arrive Home at White House Ceremony, 4/78
Trip -- Tennessee Broadcasts/Coverage, 5/22/78
Trip -- United States Information Agency (USIA) Messages (VTR) to Tories, 11/77
Trip -- Wake Forest, North Carolina, 5/12/78-5/17/78
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USIA (United States Information Agency) American Samoa and Marianas - Presidential Taping, 12/28/77
USIA -- Argentina

USIA -- Argentina Video Show, 11/19/77
USIA -- Brzezinski, Zbigniew (one on one), 10/77
USIA -- Foreign Press Tour
USIA -- General
USIA -- Policy
USIA -- Student Tour, 4/12/77
USIA -- Transition '77 1 and 2, Programs with White House Staff
USICA (United States International Communication Agency) -- Continuing/Various
USICA -- General
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USICA -- PRC (Peoples Republic of China) Dancers, 7/20/80
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United Food and Commercial Workers, 6/7/79
United Methodist Church -- The President, Presentation, 4/9/80,
United Nations -- Bill Message for VTR of President, 9/77
United Negro College Meeting -- The President, 11/11/77
United Way, 1979
United Way - Background, 1977
United Way -- (Jimmy Carter) Kickoff Spot, 9/77
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United Way Regulations - From April 1977
VISTA (KCET/Seattle)
VTRS (Videotape Recording System) -- Outstanding
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Veterans Christmas -- The President, 1977-78,
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Videophone/Schlesinger Interviews
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Volkmer/Message - Tape for Dinner, The President, 4/5/79
WABC T.V. - New York, Lee Dogoloff
WBAL - Roosevelt Portraits, 11/9/77
WCAU - Philadelphia, Film the Tour, 12/6/77
WFAA - Texas, 9/78, 09/1978
WGBH - Ben J. Wattenberg
WHCA - Audio for the President
WHCA - Lighting Rules, Other
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WNEP - Scranton/Rep. Flood, Steel, 10/27/77

WTTG - Channel 5 Request for President, 4/77
Warsaw Ghetto Film - Bernie Gotfryd, 3/78
Washington Lines Direct Proposal
Watson, Jack - Inauguration/ABC, 1/20/77
Watson, Jack - South Bronx, 10/78
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White House Conference - ADTV (The Advertising) Council, 6/22/77-6/23/77
White House/EOP T.V. Productions (Lack of Facilities)
Welfare Reform - 8/5/77
World Hunger - Kick-off, The President, 10/5/78
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Wright VTR Message, The President Roosevelt Room, 10/10/79,
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Year End Interview -- The President, Three Nets, 12/28/77
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Zweites Deutsches Fernsehen (ZDF) German TV/White House Staff/Washington Politics

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News Summary Office

Series Summary

Creating Organization: White House Press Office. News Summary Office

Title: White House Press Office. News Summary Office

Dates: 1977-1981

Office Description: The News Summary Office is primarily responsible for producing a digest of news opinion six days a week for the President and other administration officials and staff. Subscriptions for newspapers averaged from 50 in the early part of 1977 to 210 in September 1979.

Producing the new summaries entails: selecting and summarizing AP and UPI wire stories; reporting on the morning and evening news broadcasts of the three television networks; and condensing news stories and editorials from 120 newspapers from around the country. In reading these papers, the staff clips articles and editorials on regional and national affairs that might be of interest to administration officials. The summary also includes a calendar of speaking engagements by top administration officials.

The new summaries average about 14 pages. The staff also prepares a weekly magazine summary of about 12 pages, selecting material from 60 magazines. When the President is traveling abroad, the news summary becomes his primary source of domestic news. During his trips, the staff transmits four summaries per day to him.

The office maintains files of: news clips used in the summary; editorials, arranged by newspaper; editorial columnists; special issues; and articles pertaining to the upcoming 1980 campaign. The staff also provides the press secretary with transcripts of television news stories and commentaries as he needs them, and writes monthly summaries of editorials on particular issues when requested.

System of Arrangement:

Arrangement Note: Records within this office are arranged by the name of the staff member who maintained/created the files there under by the record types *(i.e. Newspaper Editorials)*.

The records of the News Summary Office are divided into eight series:

Series Title	National Archives Identifier
Janet McMahon's Newspaper Editorial Files	6094313
Janet McMahon's Newspaper Columnists Files	6094325
Janet McMahon's Newspaper 1980 Campaign Editorials Files	579599
Janet McMahon's Press Clipping Files	6094539
Janet McMahon's Office Files	6094541

Weekly Compilation Files	6266731
Greg King's Magazine Summaries Files	579588
Greg King's News Summaries Files	579598

Detailed Description of the Series

Janet McMahon's Newspaper Editorial Files
Scope and Content: Containers 1-56. This series was opened in December, 2011. The series consists of selected editorials from major newspapers all over the country. The editorials are related to a wide range of political topics during the Carter Administration. Arranged alphabetically by name of newspaper.

Janet McMahon's Newspaper Columnists Files
Scope and Content: Containers 57-81. This series was opened in December, 2011. The series contains editorials by many well-known newspaper columnists on a wide variety of political topics. Arranged alphabetically by columnist.

Janet McMahon's 1980 Campaign Editorials Files
Scope and Content: Containers 82-96. This series was opened in December, 2011. The series consists of newspaper editorials and press articles covering the 1980 presidential campaign. The topics mainly focus on Ronald Reagan, Ted Kennedy, John B. Anderson, George Bush, Jerry Brown and the GOP and Democratic conventions. Arranged alphabetically by subject.

Janet McMahon's Press Clippings Files
Scope and Content: Containers 97-104. This series was opened in December, 2011. The series consists of various newspaper clippings relating to major issues during the Carter administration. Also included are many political cartoons. Arranged alphabetically by subject.

Janet McMahon's Office Files
Scope and Content: Containers 105-108. This series was opened in December, 2011. The series consists of correspondence and memorandums relating to employees, office procedures and policies. Also included are newspaper and magazine subscription lists, press clippings, television network composites, personal notebooks and intern resumes. Arranged alphabetically by subject.

Weekly Compilation Files
Scope and Content: Containers 1-9. This series was opened in July, 2012. The series consists of press releases, schedules, weekly compilation of presidential documents, pool reports and news conference releases. Arranged chronologically.

Greg King's Magazine Summaries' Files
Scope and Content: Containers 10-12. This series was opened in July, 2012. The series consists of newspaper clippings and magazine articles that were compiled to create a weekly magazine summary. These summaries were distributed to the President and other White House staff

members. These files were created by the Carter White House in the course of daily business and used to prepare transcripts of press briefings, news conferences, and Presidential statements for distribution to the White House Press Corps. Arranged chronologically.

Greg King's News Summaries' Files

Scope and Content: Containers 13-36. This series was opened in July, 2012. The series contains the final copies of news summary booklets which were sent to the President and other White House officials on a daily basis. The summaries were compiled through this office by clipping relevant articles, press releases, and editorials from hundreds of national and local newspapers each day. Arranged chronologically.

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Container List

Janet McMahon's Newspaper Editorial Files

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Lower Press Office

Series Summary

Creating Organization: White House Press Office. Lower Press Office

Title: White House Press Office. Lower Press Office

Dates: 1977-1981

Office Description: The Lower Press Office staff dealt daily with the White House Press Corps, reporters assigned to the White House for extended periods of time. The office was responsible for preparing transcripts of press briefings, news conferences, and Presidential statements and distributing those materials to reporters. This unit also maintained record copies or "boards" of all White House press releases. In addition, this office maintained press pool assignments, edited press releases, schedules of the President's week, presidential travel schedules and background material used in preparation of these materials.

System of Arrangement:

Arrangement Note: The majority of records within this office are arranged by chronologically.

The records of the Lower Press Office are divided into eight series:

Series Title	National Archives Identifier
Dale Leibach Files	173326
Kathy Mellody's Pool Reports Files	596423
Connie Gerrard's Press Releases Files	596417
Connie Gerrard's News Conferences Files	596241
Connie Gerrard's Edited Press Releases Files	596427
Kate Kings' Office Files	587317
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Elizabeth Lumpkin's Aircraft Manifests and Trip Files	18558133
Elizabeth Lumpkin's Press Office Files	18558153
Elizabeth Lumpkin's Subject Files	581489

Detailed Description of the Series

Dale Leibach's Subject Files

Scope and Content: Containers 1-5. This series was opened in February, 1988. The series consists of correspondence, memoranda, schedules, press releases, press kits, notes, reports, briefing material, computer print-outs, and newspaper clippings. The material relates to background information on the President's schedules, general information about the President which was distributed to the press, and press kits on various programs and issues. Also included are preliminary and final presidential schedules and materials dealing with the President's meetings, briefings, and photo opportunities. Arranged alphabetically by subject.

Kathy Mellody Pool Reports Files
Scope and Content: Containers 1-12. This series was opened in February, 2001. The series consists of press releases, press notices, pool lists, pool reports, and fact sheets. Arranged chronologically.

Connie Gerrard's Press Releases Files
Scope and Content: Containers 1-31. This series was opened in April, 2001. The series consists of copies of press releases compiled for reference use. Included are press releases, remarks by the president, and statements by the president, presidential proclamations, and notices to the press, pool reports, pool lists, and fact sheets. An extensive alphabetical subject index to the press releases is also included. Arranged chronologically.

Connie Gerrard's News Conferences Files
Scope and Content: Containers 32-43. This series was opened in April, 2001. The series consists of copies of news conferences compiled for reference use. Included are daily news conferences, background briefings, informal question and answer sessions, notices to the press, and telephone call correspondence with the press. The news conferences were conducted primarily by White House Press Secretary Jody Powell and cover a wide variety of subjects. Other news conferences were conducted by Rex Granum, Barry Jagoda, Albert Eiseae, Jerrold L. Schecter, and Jessica Tuchman. Also included is an alphabetical subject index to the press releases. The subjects listed in this index are extensive including minor topics which were only briefly mentioned. Arranged chronologically.

Connie Gerrard's Edited Press Releases Files
Scope and Content: Containers 1-11. This series was opened in June, 2003. The series consists of edited press releases marked with corrections and annotations. Arranged chronologically.

Kate King's Office Files
Scope and Content: Containers 1-19. This series was opened in December, 2011. The series mainly consists of press releases relating to announcements from the White House. Most of the press releases relate to presidential appointments, proclamations, accomplishments, agency annual reports, legislative bills signed or vetoed, press material relating to the 1976 campaign, and releases regarding major issues such as energy, executive orders, the federal budget, government reorganization, and foreign affairs. Arranged alphabetically by subject.

Kate King's Press Releases Background Files
Scope and Content: Containers 20-62. This series was opened in December, 2011. The series mainly consists of memorandums relating to announcements in press releases from the White House. The majority of these announcements concern resignations and presidential appointments. The memos include information such as resumes and personnel forms regarding the appointee. This series also includes memorandums relating to newly enrolled legislative bills, presidential proclamations, and nominations to boards and commissions. Arranged chronologically by press release date.

Elizabeth Lumpkin's Aircraft Manifests and Trip Files

Scope and Content: Containers 1-12. This series was opened in May 2015. The series consist of press releases, press briefings, news conferences, travel itinerary for the Carter family and staff, and the aircraft manifest for Air Force One. Arranged alphabetically and there under chronologically.

Elizabeth Lumpkin's Press Office Files

Scope and Content: Containers 13-48. This series was opened in May 2015. The series consist of press releases relating to announcements from the White House, news conferences, press briefings, news conferences, and memoranda. The majority of the press releases relate to presidential appointments, proclamations, accomplishments, annual reports, and legislative bills signed or vetoed, notices to the press, pool reports, pool lists, and fact sheets. Also included in the press releases are remarks and statements by the president. Arranged chronologically.

Elizabeth Lumpkin's Subject Files

Scope and Content: Containers 49-58.This series was opened in May 2015. The series consists of press releases, memoranda, pool reports, pool lists, interviews with the President, remarks and statements by the president, presidential proclamations, resumes, and notices to the press. Topics include energy, civil services reform, human rights, and trade. Arranged alphabetically by subject.

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Container 7
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Scope and Content: Containers 1-11. This series was opened in June, 2003. This series consists of edited press releases marked with corrections and annotations. Arranged chronologically.

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Trip - Michigan, Iowa, Nebraska, Colorado, California and Minnesota, 10/21-23/77
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Container 6
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Biographical Information

Jody Powell

Jody Powell was born in Cordele, Georgia. Powell grew up on a farm in Vienna 35 miles east of Carter's home town of Plains, Georgia. He attended the United States Air Force Academy beginning in 1961, but was expelled three years later for cheating on a history exam. http://en.wikipedia.org/wiki/Jody_Powell - cite_note-carter.27s_mouth-0 He then enrolled at Georgia State University, finishing his bachelor's degree in 1966, and enrolling in a Ph.D. program in political science at Emory University.

While at Emory in 1968, he sent a paper he had written on southern populism to Jimmy Carter, and began working for the future president, who at the time, was running for governor of Georgia. Powell's first job for Carter was as a volunteer gofer and driver, with Powell taking Carter to various campaign stops throughout Georgia. Powell then became Carter's close friend and functionally served as his press secretary. He eventually quit Emory mid-way in his studies, to work full-time for Carter. Powell served as White House press secretary for Carter until 1981.

In 1985, he published a memoir, *The Other Side of the Story*, in which he discussed his leak to the Associated Press of the "rabbit incident", Carter's 1979 encounter with an enraged swamp rabbit that "was intent on climbing into the Presidential boat." Powell and Sheila Tate, the former White House press secretary to Nancy Reagan, co-founded *Powell Tate*, a public relations firm based in Washington, D.C., in 1991. Powell served as CEO of the firm, until his sudden death on September 14, 2009 from a heart attack at his home on the Eastern Shore in Maryland.http://en.wikipedia.org/wiki/Jody_Powell - cite_note-tapper-3

Rex Granum

Rex Granum started out his career in 1972 as a reporter with the Atlanta Constitution. In January 1976 he joined the presidential campaign of Jimmy Carter, serving as the campaign press director. Later Granum was White House deputy press secretary for the four years of the Carter Administration, serving as the backup spokesman for the daily White House briefings. He had daily repeated interaction with the White House press corps and extensive involvement in preparation for presidential news conferences and all presidential trips.

Granum was the Atlanta-based bureau chief, Southern bureaus, for ABC News from 1986 to 1995, with responsibility for the Atlanta, Miami and Dallas bureaus and the coverage of 14 states plus Central and South America. Before that, he was the deputy director and later director of news coverage for ABC News in New York from 1982 to 1986, and national editor on the Washington assignment desk in 1981 and 1982.

Kate King

Kate King served as a staff assistant in the Press Office. She assisted in preparing press releases and announcements.

Connie Gerrard

Connie Gerrard worked in the White House Press Office as an assistant to senior staff members. She assisted with the preparation of news conferences and press releases transcripts and publication. Gerrard worked in the White House Press Office for over 25 years, through many different administrations.

Marc T. Henderson

Marc T. Henderson was an associate press secretary under President Jimmy Carter who reported to Rex Granum. He was the White House Press Office liaison with the black press. After leaving the White House he was the communications coordinator for the Department of Administration in Tallahassee, Florida. He was responsible for handling media relations with the capital press corps and was the coordinator of internal communications within various DOA divisions.

Bradley Woodward

Bradley Woodward joined Patricia Bario's Press Staff as Special Assistant, Office of Media Liaison in June 1980. He replaced Richard Nelson and held the position until the office was terminated January 20, 1980. Bradley's duties consisted of running the radio actuality system.

Jim Purks

Jim Purks served as the Assistant Press Secretary in the White House Press Office – Media Liaison for the Carter administration. He prepared background reports for editorial writers and columnists (the press) to explain policy and the White House's point of view. They explained why and how a program or policy was developed and what the program or policy meant in everyday English.

Prior to his service for the Carter administration, Purks was a reporter for the Tampa Tribune and the Associated Press. He covered the civil rights movement during the 1960s and interviewed Rev. Dr. Martin Luther King Jr.

Richard L. Nelson

Richard L. Nelson was a special assistant in the office of Media Liaison. He operated a facility that enabled out–of–town radio broadcasters to obtain audio news actualities from White House news events and Presidential appearances.

Annette Samuels

Annette Samuels was the first African American woman to serve as a spokesperson for the president of the United States, under the title of Assistant Press Secretary which she held from 1979 - 1981. She went from raising her younger siblings in the Bronx to having the distinction of being the first African-American and first woman to serve as a spokesperson for a U.S. president (Jimmy Carter).

Samuels, a former reporter and editor who received a master's degree from Harvard, also worked in the New York governor's office and was the press secretary for the mayor of Washington, D.C. She served as executive director of the District of Columbia's Commission on the Status of Women, and as a member of the delegation of the National Association of Commissions for Women. She attended the United Nations' World Conference on the Status of Women in Beijing, China. Samuels, was a journalism professor at Eastern Illinois University and taught classes for the Women's Studies minor and served on the EIU Women's Advocacy Council. She was involved in many other university and off-campus organizations.

Karen Ahn

Karen Ahn worked as a special assistant in the Media Liaison Office of the White House.

Bunny Leonard

Bunny Leonard joined the staff of Deputy Press Secretary Patricia Bario on May 23, 1979. She was employed as a secretary in Media Liaison.

Ray Jenkins

Ray Jenkins was born in Sylvester, Georgia in 1930. He received his A.B. in journalism at the University of Georgia in 1951. Worked as a reporter, assistant city editor, Columbus, GA at the Ledger. He was a member of a reporting team which received Pulitzer Prize for coverage of Phenix City, Alabama in 1955. From 1959-1976 he was the city editor, managing editor, editorial page editor, at Alabama Journal, Montgomery, Alabama. He was the editorial page editor, editor, vice-president, at the Montgomery Advertiser from 1976-

1979. From 1979-1981 he was Special Assistant to the President, White House Press Office. In 1981, he was working as the editorial page editor, Baltimore Evening Sun.

Janet McMahon

Janet McMahon graduated from the College of William and Mary, Williamsburg, Virginia, in 1971. She worked for four years as a reporter, photographer, and editor for Williamsburg's Virginia Gazette. Before joining the White House News Summary staff in January, 1977, she was in a graduate program in English at the University of Massachusetts at Amherst. She was named Editor of the News Summary Office in October, 1979. She was responsible for the staff's primary responsibility to produce a digest of news and opinion six days a week for the President and other administration officials and staff.

Walt Wurfel

Walt Wurfel had a number of duties in the White House Press Office, but primary among these were his media liaison responsibilities. In this capacity he provided access to the White House and to the president to non-Washington-based editors and news directors. He also originated the "Audio Actuality Service" which provided press releases, speech excerpts, etc. via a recorded message accessible by telephone. This service also was intended to give access and extended information to the smaller radio (especially) and television broadcasters.

Wurfel also served as the Press Office liaison to the agency Public Information Officers (PIO's). He also appears (from existing evidence in his files) to have held the job of public relations officer to the media (primarily the non-Washington-based). Much of the material was originally directed to Jody Powell and was then directed to Wurfel for action.

Claudia Townsend

Claudia Townsend began her career at The Atlanta Constitution, where she covered local, state and national politics. She later worked in President Jimmy Carter's White House as an Associate Press Secretary in the Media Liaison Office.