4/5/77 [1]

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1859

THE SECRETARY OF COMMERCE
Washington, D.C. 20230

FYI

Dear Mr. President:

March 30, 1977

Further to my letter to you on March 11, 1977, concerning the current problem with respect to the U.S.-U.S.S.R. Maritime Agreement, I am pleased to report that the U.S. delegation headed by Howard F. Casey, Deputy Assistant Secretary of Commerce for Maritime Affairs, was successful in resolving all outstanding issues with regard to the U.S.-U.S.S.R. Maritime Agreement. The U.S. delegation met with the Soviet maritime officials in Moscow March 21-25, prior to Secretary Vance's visit.

The Soviet Government agreed to withdraw its memorandum containing the objectionable interpretation of bilateral cargo, which is the pool of cargo subject to the cargo-sharing provisions of the Agreement, and the U.S. has agreed to withdraw its memorandum concerning the Soviet position on bilateral cargo. This was formalized in a signed Memorandum and cleared the way for the negotiation of all other outstanding matters with respect to the implementation of the Maritime Agreement.

A Memorandum was also signed in which the Soviet Government has agreed to provide U.S. flag vessels in 1977 with 1,150,000 tons of grain in addition to the normal one-third share of 2,133,000 tons as compensation for U.S. flag vessel undercarriages in 1975 and 1976. Also as compensation for 1975 and 1976 undercarriages, the Soviet Government has agreed to offer to U.S. flag vessels an additional 373,163 tons of oil and 189,622 tons of ore and other bulk cargoes from the first bilateral cargoes available in 1977.

The success of these negotiations was greatly facilitated by the prompt action of the Department of State. As a result of this meeting and the formalizing of procedures for 1977, maritime relations between the U.S. and the Soviet Union have been improved, and the uninterrupted shipments of U.S. grain, other bulk and liner cargoes in 1977 appear assured.

Respectfully,

Juanita M. Kreps

Juanita M. Kreps

The President
The White House
Washington, D.C. 20500

THE WHITE HOUSE
WASHINGTON

April 5, 1977

Z. Brzezinski

The attached was returned in the President's outbox. It is forwarded to you for appropriate handling.

Rick Hutcheson

cc: US-USSR Maritime Agreement

cc: Jody Powell

THE WHITE HOUSE
WASHINGTON

ACTION	FYI	
		MONDALE
		COSTANZA
		EIZENSTAT
		JORDAN
		LIPSHUTZ
		MOORE
✓		POWELL
		WATSON

	ENROLLED BILL
	AGENCY REPORT
	CAB DECISION
	EXECUTIVE ORDER

Comments due to Carp/Huron within 48 hours; due to Staff Secretary next day

	FOR STAFFING
	FOR INFORMATION
✓	FROM PRESIDENT'S OUTBOX
	LOG IN/TO PRESIDENT TODAY
	IMMEDIATE TURNAROUND

		ARAGON
		BOURNE
✓		BRZEZINSKI
		BUTLER
		CARP
		H. CARTER
		CLOUGH
		FALLOWS
		FIRST LADY
		GAMMILL
		HARDEN
		HOYT
		HUTCHESON
		JAGODA
		KING

		KRAFT
		LANCE
		LINDER
		MITCHELL
		POSTON
		PRESS
		B. RAINWATER
		SCHLESINGER
		SCHNEIDERS
		SCHULTZE
		SIEGEL
		SMITH
		STRAUSS
		WELLS
		VOORDE

THE PRESIDENT'S SCHEDULE

Tuesday - April 5, 1977

7:30	Dr. Zbigniew Brzezinski - The Oval Office.
7:45	Mr. Frank Moore - The Oval Office.
8:00	Democratic Congressional Leadership Meeting. (Mr. Frank Moore) - First Floor Family Dining Room.
10:00	Mr. Jody Powell - The Oval Office.
10:30 (60 min.)	Meeting with His Excellency, President Anwar al-Sadat of the Arab Republic of Egypt. (Dr. Zbigniew Brzezinski). The Cabinet Room.
12:00	Lunch with House Majority Leader James C. Wright. The Oval Office.
1:30	Governor Arthur Link. (Mr. Jack Watson). The Oval Office.
2:00	Mr. Bert Lance - The Oval Office.
2:30 (15 min.)	Dr. Peter Bourne - The Oval Office.
3:00 (30 min.)	Meeting with Reorganization Management Review Committee. (Mr. James T. McIntyre, Jr.). The Cabinet Room.
4:15 (10 min.)	Meeting with Mr. Tony Dechant, President, National Farmers Union, and other Representatives of the Union. (Mr. Stuart Eizenstat) - The Cabinet Room.
7:00	Speedreading Course - The Cabinet Room.

Inflation
$ 50
Energy policy
Defense cuts
Reorg

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THE WHITE HOUSE

Sadat
4/5/77

Non use of AID
Foreign investment - troops
construction - food - Coke, etc -
Goodyear - Xerox, Carbide
Get "dear" certificate for IMF
May - "Club of Friends"
- Regime econ discipline
Need econ aid → 1980
Sec of Defense - Arms needs
Political matters
France - Mirage
Britain - RR - M 521
75E Saudi/Iran → Egypt ?
China 30 MIG 17 → Egypt

THE WHITE HOUSE

Libya - Ethiopia - Angola
Iran - Mor - Eg -
Giscard - Hassan - Sadat - - - - - - -
Soviet Egypt - CIA knew
South Lebanon = Cy
Sarkis

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MEMORANDUM

THE PRESIDENT HAS SEEN.

THE WHITE HOUSE

WASHINGTON

3615- Have published J 1859

INFORMATION

MEMORANDUM FOR: THE PRESIDENT

FROM: ZBIGNIEW BRZEZINSKI ZB.

SUBJECT: US-USSR Maritime Agreement

Secretary Kreps' letter (Tab A) reports that all outstanding issues with regard to the Agreement have been resolved. The Soviet Union agreed to withdraw its interpretation -- unacceptable to us -- of what constitutes cargo subject to cargo-sharing provisions of the Agreement. It also agreed to allot US-flag vessels an extra share of 1977 cargo to compensate for shortfalls under the Agreement in 1975 and 1976.

good J

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THE WHITE HOUSE
WASHINGTON

April 5, 1977

Frank Moore -

The attached was returned in the President's outbox. It is forwarded to you for appropriate handling.

Rick Hutcheson

Re: Rebate

THE WHITE HOUSE
WASHINGTON

ACTION	FYI	
		MONDALE
		COSTANZA
		EIZENSTAT
		JORDAN
		LIPSHUTZ
X		MOORE
		POWELL
		WATSON

	ENROLLED BILL
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		SCHULTZE
		SIEGEL
		SMITH
		STRAUSS
		WELLS
		VOORDE

THE WHITE HOUSE
WASHINGTON

4-5-77

Frank -

Ken & Brooks ok -
will help on
rebate

J

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for Preservation Purposes**

THE WHITE HOUSE
WASHINGTON

April 5, 1977

Hamilton Jordan

The attached was returned in the President's outbox. It is forwarded to you for appropriate handling.

Rick Hutcheson

Re: White House Fellows

THE WHITE HOUSE
WASHINGTON

ACTION	FYI	
		MONDALE
		COSTANZA
		EIZENSTAT
X		JORDAN
		LIPSHUTZ
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		SCHULTZE
		SIEGEL
		SMITH
		STRAUSS
		WELLS
		VOORDE

THE WHITE HOUSE
WASHINGTON

4-5-77

To Ham -

Jim in a bind on this White house Fellows selection Committee. I promised to make it quality, non partisan.

These are recommendations from John Gardner, Peter Bourne & others.

We can politicize it some, but not too much

J. C.

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COMMISSION CANDIDATE

Chairman - John Gardner

1.	Bingham, Barry Editor	Courier-Journal and Times Louisville, Kentucky 40202
2.	Boyd, Alan S. President	Illinois Central Gulf Railroad 135 East 11th Place Chicago, Illinois 60605
3.	Chandler, Marilyn Urban Planner	ArchiSystems 7100 Hayenhurst Avenue Van Nuys, California 91406
4.	Collins, Priscilla Chairman of the Board	King Broadcasting Co. 715 Harrison Street Seattle, Washington 98109
5.	Cowles, John, Jr. Publisher	Minneapolis and Star Tribune Co. 425 Portland Avenue Minneapolis, Minnesota 55415
6.	Davis, Walt Director of Education	AFL-CIO 815 16th Street, N.W. Washington, D.C. 20006
7.	Deer, Ada Professor	University of Wisconsin Oregon, Wisconsin 53575
8.	Edelman, Marian Wright Lawyer	1746 Cambridge Street Cambridge, Massachusetts 02138
9.	Hass, Walter, Jr. Business Executive	Levi-Strauss & Co. Two Embarcadero Center San Francisco, California 94118
10.	Herter, Susan Cable Home	2912 Garfield Terrace Washington, D.C. 20008
11.	Jimenez, Vicente Home	304 Monroe Street, N.E. Albuquerque, New Mexico 87108
12.	Johnson, Mrs. Lyndon B.	LBJ Ranch Stonewall, Texas 78671
13.	Johnson, W. Thomas Editor & Publisher	The Dallas Times Herald P. O. Box 5445 Dallas, Texas 75222

14.	Jones, Boisfeuillet Foundation President	Emily & Ernest Woodruff Foundation 230 Peachtree Street, N.W. Atlanta, Georgia 30303
15.	Muller, Steven University & Hospital President	The Johns Hopkins University Garland Hall Baltimore, Maryland 21218
16.	Palmieri, Victor Businessman	609 South Grande Avenue, Suite 500 Los Angeles, California 90017
17.	Payton, Sallyanne Associate Professor of Law	University of Michigan Ann Arbor, Michigan 48109
18.	Peterson, Peter Finance Executive	Lehman Brothers One William Street New York, New York 10004
19.	Pfeiffer, Jane Cahill Business Executive	Field Point Circle Greenwich, Connecticut 06830
20.	Scranton, William Warren	Box 116 Dalton, Pennsylvania 18414
21.	Steinem, Gloria Writer	Ms. Magazine 370 Lexington Avenue New York, New York 10017
22.	Walsh, Michael H. Lawyer	3104 Fourth Avenue San Diego, California 92103

ALTERNATES

1.	Albright, Tenley Physician	110 Francis Street Boston, Massachusetts
2.	Ashley, Ted Chairman	Warner Brothers Inc. 4000 Warner Boulevard Burbank, California 91522
3.	Bing, Peter Businessman	9700 West Pico Boulevard Los Angeles, California 90035
4.	Cutler, Lloyd Lawyer	1666 K Street, N.W. Washington, D. C. 20006
5.	Guyer, Carol (Mrs. David Guyer) Home	59 Beachside Avenue Greens Farms, Connecticut 06436
6.	Haskins, Caryl P. Educator, Research Scientist	2100 M Street, N.W. Washington, D. C. 20037
7.	Holman, Carl President	The National Urban Coalition 2100 M. Street, N.W. Washington, D. C. 20037
8.	Jones, Nathaniel R. Attorney	1790 Broadway New York, New York 10019
9.	Joss, Robert L. Vice President	Wells Fargo and Company 420 Montgomery Street San Francisco, California 94104
10.	Kaiser, Neva	88 Appleton Street Cambridge, Mass. 02138
11.	Linowitz, Sol Lawyer	Coudert Brothers One Farragut Square, South Washington, D. C. 20006
12.	Marshall, Burke Lawyer - Educator	Yale University School of Law New Haven, Connecticut
13.	Ottinger, Betty Ann Psychologist	2801 Tilden Street, N.W. Washington, D. C.

14.	Patterson, Eugene C. Editor	St. Petersburg Times P.O. Box 1121 St. Petersburg, Florida 33731
15.	Porter, Roger	
16.	Ramsay, Ann S. Assistant Secretary	The State House Boston, Massachusetts
17.	Jill Ruckelshaus	
18.	Sawhill, John University President	New York University 7 Washington Square New York, New York
19.	Schlosser, Herbert S. Broadcasting Executive	NBC Rockefeller Plaza New York, New York
20.	Schneider, John A. Corporation Executive	CBS 51 West 52nd Street New York, New York 10019
21.	Schroeder, Patricia Congresswoman	Congress of the United States U.S. House of Representatives Washington, D. C. 20515
22.	Sulzberger, Carol Publishing	
23.	Taft, Julia Vadala Home	308 Kentucky Avenue Alexandria, Virginia 22305
24.	Wilson, Pete Mayor	202 C Street San Diego, California 92101

THE WHITE HOUSE

WASHINGTON

April 4, 1977

BREAKFAST WITH DEMOCRATIC CONGRESSIONAL LEADERS
Tuesday, April 5, 1977
8:00 a.m. (one hour)
Family Dining Room

From: Frank Moore FM

I. PURPOSE

Regularly scheduled Tuesday Breakfast with Congressional Leaders.

II. PARTICIPANTS

See Tab A

III. PRESS PLAN

White House Photo.

IV. DISCUSSION POINTS

1. Inflation -- Bert Lance and the Chairmen of both the House and Senate Budget Committees will be in attendance at today's breakfast. OMB is attempting to outline a strategy for holding the line on Congressional spending add-ons and will work on this with key Members and staff during the Easter recess. The House Budget Committee has recommended increasing budget outlays by $3.0 Billion over that recommended by the Administration in February.

2. $50 Tax Rebate

3. Public Works Jobs -- The Speaker and Majority Leader Wright were unsuccessful on Monday in securing the support necessary to reach a compromise on this bill without going to conference. One of the major problems with the bill is Senator Muskie's water pollution provisions. You should not take a position on this, but should urge all parties to resolve differences as quickly as possible so that this portion of the economic stimulus package can proceed.

4. Energy Policy -- This will be the last leadership breakfast before the Senate Governmental Affairs Committee begins mark-up of the energy department bill on April 18. Jim Schlesinger will brief members of Congress prior to your statement on energy policy.

5. International Financial Institutions -- House floor action on the International Financial Institutions Authorization is scheduled for Wednesday. You should stress the importance of these IFI authorizations.

Relative to the IFI authorizations -- the Banking Committee added Chairman Reuss's compromise language on human rights and deleted Rep. Harkin's more rigid human rights language. There may be an attempt on the floor to add the Harkin's human rights language to all banks in the authorization. You should not get involved with the Harkin's amendment.

6. Countercyclical Revenue Sharing -- at present, you do not have an authorization in either the House or the Senate. The leadership needs to agree on a strategy for getting this done.

7. Defense Cuts -- Senator Muskie will begin full committee mark-up on the First Budget Resolution on Tuesday afternoon. The Defense Department anticipates that there will be some reduction in the defense appropriation. The Department is, however, very concerned over the defense cuts recommended by Chairman Giaimo -- the Chairman is recommending a $3.85B cut over and above your $2.8B reduction.

8. Reorganization -- you will sign this bill on Wednesday morning. Thank the leadership for all of their efforts on behalf of this legislation.

PARTICIPANTS

The President

The Vice President

Bert Lance

SENATE

Robert C. Byrd
Alan Cranston
Daniel Inouye
Hubert Humphrey
James O. Eastland
Edmund S. Muskie

HOUSE

Thomas P. O'Neill, Jr.
Jim Wright
Thomas S. Foley
John Brademas
Dan Rostenkowski
Robert N. Giaimo

STAFF

Frank Moore
Stu Eizenstat
Dan Tate
Jim Free
Bill Smith

THE WHITE HOUSE
WASHINGTON

April 5, 1977

Stu Eizenstat -

The attached was returned in the President's outbox. It is forwarded to you for appropriate handling.

Rick Hutcheson

Re: Tuesday Leadership Meeting

U.S. House of Representatives
Democratic Steering and Policy Committee

Frank Moore says the President's agenda for tomorrow is:

1. The Budget. Hold down spending.
2. Public Works Jobs bill. Can we get it before Easter?
3. International Lending Institutions. Pass the Committee bill.
4. Countercyclical revenue sharing. How to get it authorized.

THE WHITE HOUSE
WASHINGTON

ACTION	FYI	
		MONDALE
		COSTANZA
	X	EIZENSTAT
		JORDAN
		LIPSHUTZ
		MOORE
		POWELL
		WATSON

	ENROLLED BILL
	AGENCY REPORT
	CAB DECISION
	EXECUTIVE ORDER

Comments due to Carp/Huron within 48 hours; due to Staff Secretary next day

	FOR STAFFING
	FOR INFORMATION
X	FROM PRESIDENT'S OUTBOX
	LOG IN/TO PRESIDENT TODAY
	IMMEDIATE TURNAROUND

		ARAGON
		BOURNE
		BRZEZINSKI
		BUTLER
		CARP
		H. CARTER
		CLOUGH
		FALLOWS
		FIRST LADY
		GAMMILL
		HARDEN
		HOYT
		HUTCHESON
		JAGODA
		KING

		KRAFT
		LANCE
		LINDER
		MITCHELL
		POSTON
		PRESS
		B. RAINWATER
		SCHLESINGER
		SCHNEIDERS
		SCHULTZE
		SIEGEL
		SMITH
		STRAUSS
		WELLS
		VOORDE

THE PRESIDENT HAS SEEN.

April 4, 1977

Stu
C

MEMO TO: The Speaker
FROM : Irv Sprague
SUBJECT: Tuesday Leadership Meeting

President Carter's Budget	:	$ 57.7 billion deficit
House Budget Committee	:	$ 64.2 billion deficit
Apparent Difference	:	$ 6.5 billion

It is important that the Congress and the President use the same benchmarks as the Budget process goes along. Last year the Committee had to resort to publishing a revised "Ford Budget" to show the true picture. This is not an attractive solution today. The real difference is far less than the $6.5 billion noted above. For example:

$2.5 billion in revenue is due to different economic assumptions and has nothing to do with spending.
$1.5 billion in spending results from Committee lower estimate of receipts from off-shore oil sales
$1.2 billion is due to estimated higher interest costs on national debt and has nothing to do with spending.
Many changes in outlays relate to re-estimates on many programs, based on Presidential messages and other information.

The President and the Budget Committee actually are very close together on actual spending when you take out the $4.6 billion of Re-estimates due to economic assumptions, estimates of financial transactions and Presidential announcements.

We are $1 billion over in revenue and a net $900 million over in outlays. These reflect the true difference in policy.

If the Administration will submit formal budget amendments as Presidential messages are delivered the gap between the budgets will tend to close and it will enable the debate to focus not on "big or small spenders," but on the real issues, i.e.:

Defense Spending -- Committee $1.5 billion below President.
Education, Employment and Social Services -- Committee $900 million over President.
Community and Regional Development -- Committee $825 million over President.
Veterans -- Committee $1.1 billion over President
Contingency Allowances -- Committee $1.6 billion under President
Agriculture -- Committee to take position after recess after getting budget revision from Lance.

The first budget resolution for fiscal 1978 is scheduled to be reported this Wednesday and will be on the House Floor the week of April 25.

Other possible topics:

Reorganization - done.
Economy Package - House done.
Authorizations - Some 140 bills to be reported by May 15.
Appropriations - Subcommittee markup beginning April 25.
House Floor beginning June 9.
Taxes - Senate after Easter. At issue - $50 rebate, permanent tax cuts.
Jobs and Water Pollution - House Tuesday will pass water pollution and go to conference on combined jobs and water pollution.

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April 4, 1977

Comparison of FY 1978 Deficits

(In millions of dollars)

	Carter	First Budget Resolution	Change
OUTLAYS	459,373	462,349	+2,976
REVENUES	401,624	398,094	-3,530
DEFICIT	57,749	64,255	+6,506

SELECTED MAJOR ITEMS EXPLAINING CHANGE IN THE DEFICIT

I. REVENUES

. Reestimates due to economic assumptions	-2,500
. Tax cut larger than President's proposal in House-passed bill, including an increase in the standard reduction for single taxpayers and a new jobs tax credit	-1,030
Subtotal, Revenues	-3,530
Net effect, all revenue changes	-3.5 billion

II. OUTLAYS

. Reestimates due to Economic Assumptions

Interest	+1,215
Social Security retirement	+ 782
Counter-cyclical	+ 120
Unemployment benefits	+ 550
Medicare-Medicaid	- 646
Other	- 495
Subtotal, Reestimates due to economic assumptions	+1,526

. Other Reestimates and Financial Transactions

Outer Continental Shelf	+1,500
Social Security - Goldfarb	+ 518
Commodity Credit Corporation	+ 460
Foreign Military Sales	- 500
Reestimate of GI bill participation rates	- 407
Transportation (Highway Trust Fund)	- 400
EX-IM Bank	- 350
Other	- 319
Subtotal, other reestimates and financial transactions	+ 502
Net effect, all reestimates and financial transactions	+2.1 billion

. Changes in Funding Levels

Defense	-1,500
Allowances (unidentified contingencies)	-1,630
Education, Training, and Social Services	+ 901
Veterans	+1,167
Community and Regional Development	+ 825
Commerce and Transportation	+ 584
Natural Resources	- 77
Health ~~Discretionary~~ funding	+ 191
Other	+ 439
Subtotal, changes in funding levels	913
Net effect, all changes in funding levels	+0.9 billion

THE WHITE HOUSE
WASHINGTON

April 5, 1977

Charlie Schultze
Hamilton Jordan
Jim King

For your information the attached order has been signed by the President and given to Bob Linder for appropriate handling.

Rick Hutcheson

Re: Acting Executive Director
Council on International
Economic Policy

cc: Bob Linder

THE WHITE HOUSE
WASHINGTON

ACTION	FYI	
		MONDALE
		COSTANZA
		EIZENSTAT
X		JORDAN
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	HARDEN
	HOYT
	HUTCHESON
	JAGODA
X	KING

	KRAFT
	LANCE
	LINDER
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	SCHNEIDERS
X	SCHULTZE
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	WELLS
	VOORDE

THE WHITE HOUSE
WASHINGTON

April 5, 1977

Stu Eizenstat -

The attached was returned in the President's outbox. It is forwarded to you for appropriate handling.

Rick Hutcheson

Re: Outlay Review

THE WHITE HOUSE
WASHINGTON

ACTION	FYI	
		MONDALE
		COSTANZA
	X	EIZENSTAT
		JORDAN
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		SCHLESINGER
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		SIEGEL
		SMITH
		STRAUSS
		WELLS
		VOORDE

Stu - Shortfall analysis - J

April 5, 1977

Outlay Review

THE PRESIDENT HAS SEEN.

	(Billions) 1977	1978
OMB's review to date:		
Reestimates identified by OMB staff:		
Defense	-2.0*	-.4*
Military assistance program	-1.1*	+1.9*
Agriculture	+1.1*	+.7*
HEW	+.5	+2.3
HUD	-.9	+.1
Labor	-.7	+.3
Export-Import Bank	-.3*	-.5*
Off-shore oilland receipts	---	+.7
All other changes, net	-1.3	-.2
Total OMB changes indicated	-4.7	+4.9
Further changes under review:		
HEW	-1.7*	---
Commerce (mostly local public works)	-.5*	---
Labor	-.5*	---
Interior	-.3*	---
Other	-.5*	---
Total further changes under review	-3.5	---

* Agency disagrees.

In summary:

February budget	417.4	459.4
Changes identified to date but not all agreed with agencies	-4.7	+4.9
Further changes under review	-3.5	?
Potential	409.2	464.3?

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DRAFT/McOMBER
4/5/77

MEMORANDUM TO

In my February message on the budget, I asked OMB to make a thorough review of 1977 and 1978 outlay estimates. This review was needed because of continuing evidence that spending estimates have been too high. Bert Lance asked each of the agencies to make their own review and report back to him.

Those reports show that in total, agencies do not estimate a major shortfall in 1977 while anticipating some increases in 1978.

Bert Lance tells me that OMB cannot agree with these estimates. In particular for 1977, OMB believes that the agency estimates are much too high. In the next few days, OMB staff plans to discuss differences in the estimates for your agency with your staff.

It is very important that we develop the best estimates possible. Both the Congress and the Executive Branch need realistic estimates so that proper decisions are made in such matters as economic stimulus and Government borrowing. The estimates should be as good as we can make them even if that means that we are not meeting program goals.

I ask that you and your staff work with OMB to determine the best, most realistic estimates that are now possible.

THE WHITE HOUSE
WASHINGTON

April 5, 1977

Hugh Carter

The attached was returned in the President's outbox. It is forwarded to you for appropriate handling.

Rick Hutcheson

Re: Weekly Mail Report

THE WHITE HOUSE
WASHINGTON

ACTION	FYI	
		MONDALE
		COSTANZA
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Comments due to Carp/Huron within 48 hours; due to Staff Secretary next day

	FOR STAFFING
	FOR INFORMATION
X	FROM PRESIDENT'S OUTBOX
	LOG IN/TO PRESIDENT TODAY
	IMMEDIATE TURNAROUND

	ARAGON
	BOURNE
	BRZEZINSKI
	BUTLER
	CARP
X	H. CARTER
	CLOUGH
	FALLOWS
	FIRST LADY
	GAMMILL
	HARDEN
	HOYT
	HUTCHESON
	JAGODA
	KING

	KRAFT
	LANCE
	LINDER
	MITCHELL
	POSTON
	PRESS
	B. RAINWATER
	SCHLESINGER
	SCHNEIDERS
	SCHULTZE
	SIEGEL
	SMITH
	STRAUSS
	WELLS
	VOORDE

THE PRESIDENT HAS SEEN.

THE WHITE HOUSE

WASHINGTON

April 2, 1977

Hugh - Jerry report - Make wording of summary sheet, items so I can understand opinions

J

MEMORANDUM FOR THE PRESIDENT

FROM: HUGH CARTER

SUBJECT: Weekly Mail Report (Per Your Request)

Below are statistics on the mail situation:

Incoming	Week Ending 3/26	Week Ending 4/2
Presidential	74,842	89,225
First Lady	3,316	2,762
Amy	653	695
Other First Family	111	116
Total	78,922	92,798

Backlog	Week Ending 3/26	Week Ending 4/2
Presidential	42,800	36,300
First Lady	2,000	2,000
Amy	13,000	6,000
Miss Lillian	3,200	1,600
Transition	80,000	30,000
Total	141,000	75,900

DISTRIBUTION OF PRESIDENTIAL MAIL ANALYZED

	Week Ending 3/26	Week Ending 4/2
Agency Referrals	55%	60%
WH Correspondence	18%	15%
Direct File	5%	5%
White House Staff	19%	15%
Other	3%	5%
Total	100%	100%

See Notes on following page

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NOTES: Mail - Weeking Ending 4/2/77

1. Overall backlog was reduced by 65,100 in addition to new receipts of 92,798. All analysis (reading and coding) of old mail, including transition, has been completed. The only backlog is in Correspondence, which will be done in 10 days.

2. Incoming receipts of Presidential and First Family mail for the week was a record 92,798.

3. Amy's entire 13,000 backlog has been opened, read and coded. 4,000 postcards remain to be addressed, and 2,000 letters prepared.

4. Miss Lillian's mail has all been read and 1,600 replies still need to be sent.

5. Detailees on board working on mail totaled 120, sixty of which were sent back on Friday, the 1st. The remaining 60 are being retained to complete the typing and the analysis of current mail. All detailees will be gone by the end of April.

6. Restaffing requirements to handle the new mail volume have been carefully studied over the last month's workout program. A reorganization of the entire Correspondence Section has begun. Despite the more efficient procedures and equipment planned, an additional 42 people will be necessary, assuming the volume holds at the 70,000/per week level. This would be an increase of about 35% over the present 115 people in this area to handle three times as much mail as was received in 1976.

7. A tally of writers' positions on key issues is attached.

MAJOR ISSUES IN
CURRENT PRESIDENTIAL ADULT MAIL
Week Ending 4/1/77

Issue	Pro	Con	Comment only	Number of Letters
Aid to Soviet Jews	99%	1%		681
Legalization Marijuana	29%	69%	2%	165
Energy Saving Suggestions	--	--	100%	1209
Water Project Cuts	52%	48%	--	814
Common Situs Picketing Bill	--	100%	--	3299
Increase Import Restrictions	93%	7%	--	2843
Eliminate purchase requirements - Food Stamps	90%	3%	7%	331
Continued Use of Saccharin	96%	4%	--	1034
Use of Off-road vehicles on Public Land (Snowmobiles)	92%	8%	--	8066
Economic Problems	--	--	100%	1524
Minimum Wage Bill	6%	94%*	--	474 Against the $2.10 minimum?
Deregulate Airlines	3%	(95%)	2%	315 Against deregulation?
Breeder Reactor (2 days)	100%	--	--	927 For the breeder?

*Heavily Small Business

21,682 Total

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~~CONFIDENTIAL~~

THE WHITE HOUSE
WASHINGTON

April 5, 1977

Hamilton Jordan

The attached was returned in the President's outbox. It is forwarded to you for appropriate handling.

Rick Hutcheson

Re: Ambassadorial Post Recommendations

"DETERMINED TO BE AN ADMINISTRATIVE MARKING
CANCELLED PER E.O. 12356, SEC. 1.3 AND
ARCHIVIST'S MEMO OF MARCH 16, 1983"

EXECUTIVE ORDER 12356 RESTRICTIVE MARKING
CANCELLED PER E.O. 12356, SEC. 1.3 AND
ARCHIVIST'S MEMO OF MARCH 16, 1983

THE WHITE HOUSE

WASHINGTON

Confidential

ACTION	FYI	
		MONDALE
		COSTANZA
		EIZENSTAT
	✓	JORDAN
		LIPSHUTZ
		MOORE
		POWELL
		WATSON

	ENROLLED BILL
	AGENCY REPORT
	CAB DECISION
	EXECUTIVE ORDER

Comments due to Carp/Huron within 48 hours; due to Staff Secretary next day

	FOR STAFFING
	FOR INFORMATION
✓	FROM PRESIDENT'S OUTBOX
	LOG IN/TO PRESIDENT TODAY
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		ARAGON
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		FIRST LADY
		GAMMILL
		HARDEN
		HOYT
		HUTCHESON
		JAGODA
		KING

		KRAFT
		LANCE
		LINDER
		MITCHELL
		POSTON
		PRESS
		B. RAINWATER
		SCHLESINGER
		SCHNEIDERS
		SCHULTZE
		SIEGEL
		SMITH
		STRAUSS
		WELLS
		VOORDE

DEPARTMENT OF STATE
WASHINGTON

March 31, 1977

MEMORANDUM FOR MR. HAMILTON JORDAN

FROM: Warren Christopher, Acting Secretary WC.

Secretary Vance has recommended that the following Ambassadorial posts be filled from the career service and that the following individuals be nominated for the countries indicated:

Sudan	Donald C. Bergus
Jamaica	John R. Burke
Peru	Henry W. Shlaudeman
Trinidad and Tobago	Richard K. Fox
Malaysia	Robert H. Miller
Philippines	Arthur W. Hummel
Luxembourg	James G. Lowenstein

Biographic information is attached. We will begin the various clearance procedures upon receiving the President's approval.

At the present time, the President's Advisory Board has considered prospective nominees for twenty-six countries and missions. They are meeting again today and have twenty-five additional countries and missions on their agenda for today and April 23-24. The seven countries listed above have not been considered by the Board.

CANDIDATE FOR SUDAN

Name: Donald C. BERGUS

Age : 56

Present Position: Deputy Chief of Mission, Ankara

Area of Expertise: EUR, NEA

Countries of Expertise: Turkey, Egypt, Lebanon, Greece, Iraq

Foreign Languages: French; near native fluency
Arabic; minimal

Education: University o;f Chicago, AB, 1942, Law
National War College, N.D.

Professional Experience:

1974 present	Ankara, Deputy Chief of Mission
1967 - 1971	Cairo, Chief, U.S. Interests Section
1966 - 1967	Egypt, Country Director
1962 - 1965	Cairo, Political Counselor

Factors in Support of Nomination:

An Arabist, Bergus's knowledge of the Middle East would be especially useful in the Sudan, where the dominant culture is Arab and the language Arabic. He has the substantive breadth of background which would be so useful in this small post. His experience with commercial matters in both Cairo and Arabia would be relevant to the Sudan, where our primary interest is the promotion and protection of U.S. private investment. Given the closeness of Egyptian Sudanese relations, Bergus's extensive service in Egypt would be a plus.

CANDIDATE FOR JAMAICA

Name: John R. BURKE

Age: 52

Present Position: Deputy Chief of Mission, Bangkok

Areas of Expertise: ARA, EA

Countries of Expertise: Haiti, Thailand, Vietnam

Foreign Languages: French, near native

Education: University of Wisconsin, BA, 1947
University of Wisconsin, MA, 1950

Professional Experience:

1976 - present	Deputy Chief of Mission, Bangkok
1972 - 1975	Country Director, Caribbean Affairs, ARA
1970 - 1972	Deputy Chief of Mission, Port-au-Prince
1967 - 1969	Director, Vietnam Working Group, EA

Factors in Support of the Nomination:

Burke has significant background in the Caribbean. As Director of the Office of Caribbean Affairs, he was known for his ability to comprehend the myriad problems of each nation in his area of responsibility and for strong policy sense in handling the various issues, including complex bauxite matters. As Deputy Chief of Mission in Haiti, he effectively and competently directed a post which had consular fraud and management problems similar to those in Jamaica.

CANDIDATE FOR PERU

Name: Harry W. SHLAUDEMAN

Age : 50

Present Position:

Area of Expertise: ARA, EUR

Countries of Expertise: Venezuela, Chile, Dominican Republic, Colombia; Bulgaria

Foreign Languages: Spanish; near native fluency
Bulgarian; near native fluency

Education: AB, Stanford University, 1952, English

Professional Experience:

1976 - 1977	Assistant Secretary,
1975 - 1976	Ambassador to Venezuela
1973 - 1975	Deputy Assistant Secretary, ARA
1969 - 1973	Santiago, Deputy Chief of Mission
1969 - 1969	Acting Director, Office of Research and Analysis for American Republics
1967 - 1969	Special Assistant to Secretary
1966 - 1967	Senior Seminar
1965 - 1966	Assistant Director, Office of Caribbean Affairs
1963 - 1965	Deputy Chief, Dominican Affairs
1962 - 1963	Santo Domingo, Political Officer

Factors in Support of Nomination:

Now completing a period as Assistant Secretary for Inter-American Affairs, Ambassador Shlaudeman is a highly respected expert in the Hemisphere. From his service as Deputy Chief of Mission in Chile and as Deputy Assistant Secretary in ARA with oversight responsibility for Andean Affairs, he has acquired a deep understanding of U.S. policy interests and problems in Peru. An officer of this stature would be highly effective as U.S. Ambassador in Lima. He is fluent in Spanish.

CANDIDATE FOR TRINIDAD AND TOBAGO

Name: Richard K. FOX, Jr.

Age: 51

Present Position: Member of the Senior Seminar in Foreign Policy

Area of Experience: EUR

Country of Experience: Spain

Foreign Languages: Spanish, basic conversational

Education: Indiana University, AF, 1949

Professional Experience:

1976 - present	Member, Senior Seminar
1974 - 1976	Deputy Director for Personnel
1973 - 1974	Deputy Assistant Secreetary, CU
1970 - 1973	Executive Director, CU
1965 - 1970	Deputy Administrative Officer and Administrative Counselor, Madrid
1963 - 1965	Special Assistant to the Deputy Under Secretary Secretary for Administration, Fair Employment
1961 - 1963	Assistant Director, Fair Employment Practices

Factors in Support of the Nomination:

Fox has demonstrated the administrative skills needed to meet the managerial challenges of the Mission in Trinidad and Tobago in a number of taxing executive positions such as Deputy Assistant Secretary in the Cultural Affairs Bureau and as the Director of the Office of Career Counseling and Assignments in Personnel. He is adept in dealing with people in difficult siutations, perhaps stemming from his pre-Service work as an employee relations specialist. He is effective in public relations and would easily develop the close and solid working relationships with the Trinidadian leadership so essential to the Mission. He would also be attuned to the problems of his staff and would cope effectively with morale problems at the post.

CANDIDATE FOR MALAYSIA

Name: Robert H. MILLER

Age: 49

Present Position: Deputy Assistant Secretary, EA

Areas of Expertise: EA, Western Europe

Countries of Expertise: Vietnam; France, Benelux

Foreign Language: French, near native

Education: BA, Stanford University, 1949
MA, Harvard University, 1951

Professional Experience:

1974 - present	Deputy Assistant Secretary, EA
1973 - 1974	Assistant Director of ACDA for International Relations
1971 - 1973	Deputy Executive Secretary
1968 - 1971	Staff Member, Vietnam, Peace Delegation
1965 - 1967	Deputy Chief of Political Section, Saigon
1960 - 1962	Officer in Charge, Benelux Affairs
1954 - 1957	Political Officer, NATO, Paris

Factors in Support of the Nomination:

After eight years' experience on Vietnam, including the negotiation of the Paris peace settlement, his present position as senior Deputy Assistant Secretary for East Asia gives him an area-wide perspective. His intellectual capacity and policy skills have kept him in demand for key Washington assignments, but he has the area knowledge and the political savvy to deal with the situation in Malaysia. His performance as Deputy Executive Secretary of the Department and as Assistant Director of ACDA demonstrated the managerial skills needed to run the Embassy at Kuala Lumpur.

CANDIDATE FOR PHILIPPINES

Name: Arthur W. HUMMEL, Jr.

Career Minister

Age: 56

Areas of Experience: AF, EA

Countries of Experience: China, Burma, Japan, Ethiopia

Foreign Language: Chinese, near native fluency

Education: ND, Antioch College, 1939
ND, College of Chinese Studies, Peking, 1941
MA, University of Chicago, 1949
ND, National War College, 1961

Professional Experience:

1976 - 1977	Assistant Secretary of State for East Asia
1975 - 1976	Ambassador to Ethiopia
1972 - 1975	Deputy Assistant Secretary of State for East Asia
1968 - 1971	Ambassador to Burma
1965 - 1968	Deputy Chief of Mission, Taipei
1963 - 1965	Deputy Assistant Secretary for Educational and Cultural Affairs
1961 - 1963	Deputy Director, Voice of America

Factors in Support of the Nomination:

He is the Department's senior Sinologist and has demonstrated versatility as Deputy Assistant Secretary in CU, Director of IO's Office of UN Political Affairs, and more recently as Ambassador to Ethiopia. In these positions and as Ambassador to Burma, Deputy Assistant Secretary for EA, and especially as Assistant Secretary for EA, he demonstrated a broad grasp of policy and management ability of a high order. The breadth of his experience in East Asia and his current familiarity with the bilateral problems of the Philippines and the country's regional role qualify him for the Mission in Manila.

CANDIDATE FOR LUXEMBOURG

Name: James G. LOWENSTEIN

FSO-1

Age: 49

Areas of Experience: AF, EA

Countries of Experience: Yugoslavia, Sri Lanka

Foreign Languages: Serbo-Croatian, near native
French, basic conversational

Education: BA, Yale University, 1949

Professional Experience:

1974 - Present	Deputy Assistant Secretary for EUR
1965 - 1974	Senior Staff Member, Far East Affairs, Senate Foreign Relations Committee
1965	Analyst, Bureau of Economic and Business Affairs
1962 - 1964	Political Officer, Belgrade
1959 - 1961	Political Officer, Colombo

Factors in Support of the Nomination:

As principal Deputy Assistant Secretary for European Affairs, he is conversant with the current situation in Luxembourg and US relations with the country. He directly supervises the Bureau's work on NATO, the European Communities, and OECD, matters of overriding importance to Luxembourg. His nine years on the staff of the Senate Foreign Relations Committee give him a special insight into the foreign policy process and demonstrate his ability to contribute to a meaningful dialogue with a varied and sophisticated constituency at home and abroad. He has a useful knowledge of French.

THE PRESIDENT HAS SEEN.

THE WHITE HOUSE

WASHINGTON

April 4, 1977

MEMORANDUM FOR THE PRESIDENT

FROM: HAMILTON JORDAN HJ.

SUBJECT: Ambassadorial Post Recommendations

Attached is a memorandum from Warren Christopher listing recommendations by Secretary Vance for Ambassadorial posts to be filled from the career service. Because they are considered career-oriented countries by State Department, these appointments were not considered by the Advisory Board.

The countries involved do appear appropriate for career appointments, and I recommend you approve Cy's recommendations as follows:

For Sudan	Donald C. Bergus	Approve ✓	Disapprove _____
For Jamaica	John R. Burke	Approve ✓	Disapprove _____
For Peru	Henry Shlaudeman	Approve ✓	Disapprove _____
For Trinidad and Tobago	Richard K. Fox	Approve ✓	Disapprove _____
For Malaysia	Robert M. Miller	Approve ✓	Disapprove _____
For The Phillippines	Arthur W. Hummel	Approve ✓	Disapprove _____
For Luxembourg	James G. Lowenstein	Approve ✓	Disapprove _____

We expect to receive additional recommendations on some of the major countries from the Advisory Board as a result of their last meeting in the next few days.

Attachment

J.C.

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for Preservation Purposes

THE WHITE HOUSE
WASHINGTON

April 5, 1977

Hugh Carter

The attached was returned in the President's outbox. It is forwarded to you for appropriate handling.

Rick Hutcheson

Re: Presidential/White House Papers

THE WHITE HOUSE
WASHINGTON

To Hugh Carter
Assess & implement
where possible.
Tabulate & give
me report & questions
if necessary

J. C.

Electrostatic Copy Made
for Preservation Purposes

THE WHITE HOUSE

WASHINGTON

Miss Carroll Hart, Director
Department of Archives and History
330 Capitol Avenue
Atlanta, Georgia 30334

Dear Miss Hart:

This is to advise that all my files on deposit with the Archives are closed except the Governor's papers previously opened.

The only members of my staff who have authority to make exceptions are:

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

PRESIDENTIAL LIBRARY

Enclosed paper gives a complete background of establishment, holdings, operation and costs of Presidential Libraries.

Like many other governmental activities, there is a proliferation of papers that continue to increase the cost and effort to operate these activities.

Recommend you consider the following actions as a first step in eliminating the excesses ---

A. Photographs --

There are 528,435 photographs in the Johnson Library. The next largest number is 112,822 in the Roosevelt Library and there are 67,934 in the Truman Library. While history cannot be dictated by numbers, it appears that 100 to 125 thousand photographs would amply document a four year term of an Administration.

Another Problem Many photographs of past administrations were not identified and are of no use and emphasis should be placed on photographing events.

Recommend

a. Notify the White House Photographic Office to pace their photographic effort so that:

(1) The number of photographs prepared for inclusion in the Archives should not exceed 35,000 each year.

(2) Photographs will be identified at the time they are made.

(3) Give priority to a photographic record of events.

B. Government Printing Office Publications

A law required the Government Printing Office to set aside two copies of every government publication for inclusion in the Presidential Library. Based on current rates of accumulation, over 1300 cubic feet will accumulate during a four year term.

In addition to printing, supplies and storage costs, it takes years of expensive labor to prepare the material for use in a Presidential Archives.

Recommendation --

The Government Printing Office be advised to discontinue accumulating one set of publication and the second set be reduced to that deemed critical by the Office of Presidential Libraries.

C. VIDEO TAPE

During the Ford Administration 8/9 video tapes were accumulated for deposit in the Ford Presidential Library - some tapes contain only football games.

Cost of blank tapes at this rate of accumulation is $278,203 for a four year term.

Problems

(1) Video tapes do not have Archival quality. The emulsion wears off and the images fade with use.

(2) There are no facilities in the Presidential libraries to use 2" video tapes without purchasing a 1/4 million dollar machine. The cost to convert to an archival usable form by the government is $65,925 and outside the government, over one half million dollars. One Library has converted from 2" to 3/4" tapes, placed them on Cassetts which makes them useful while they fade away.

All the information recorded on the video tapes by White House Communications Agency is recorded on motion picture film by the Navy Photographic Center except TV news of Presidential Activities. Most of these latter activities are more fully covered by the Navy Photographic Center. The only exception is the "Fireside Chat"

Recommendations

That WHCA discontinue depositing video tapes with the National Archives for inclusion in the Presidential Library.

This does not apply to temporary storage of material on video tape needed as reference material by the White House Staff for current operations.

Recommendations (cont.)

This will save $278,203 during the current term

Also, that Navy Photographic Center and White House Communications Agency develop a system to capture the motion picture film from video tapes. This can be done within the current state of the art.

Results: Lower but acceptable quality of film

Savings of personnel space, travel and per diem expenses.

These two agencies must work closely together. For example the fireside chat is not recorded on motion picture film.

D. Diary

The log of Presidential activity is a valuable historical document and is an invaluable reference document for the Staff. The keeper does not have access to total data to compile the document, especially Presidential activity away from Washington.

Recommendation

Assignment of responsibility for securing data needed for a more complete record.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

E. Computer File

There are no substantive reasons to continue the Computer operation.

Recommendation

Notify Mr. William F. Matthews to discontinue use of the computer for record keeping purposes.

F. Presidential Referral Mail

Copies of Presidential correspondence referred to Departments and Agencies for direct reply are made and filed in the Central Files. Each letter shows date and agency to which referred.

729,160 is average number of letters referred annually over the past eight years. Letters average two pages.

Estimated number during Carter Administration --- 1,000,000, (past two week average projected for a 12 month period is 1.56 Mil)

Implications

8,000,000 pages will accumulate for Presidential Library each four years.

Cost for copying - $117,784

Personnel required to copy and file 3 = $130,000.00

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

There are occasional calls for reference/copies/ used to show letter was referred and date.

Other cost = 1. Larger Presidential Library

2. $4.00 a square foot per year in perpetuity.

Recommendation

Notify Mr. Frank Matthews to discontinue practice of copying and filing Presidential correspondence referred to Agencies for reply.

MEMORANDUM

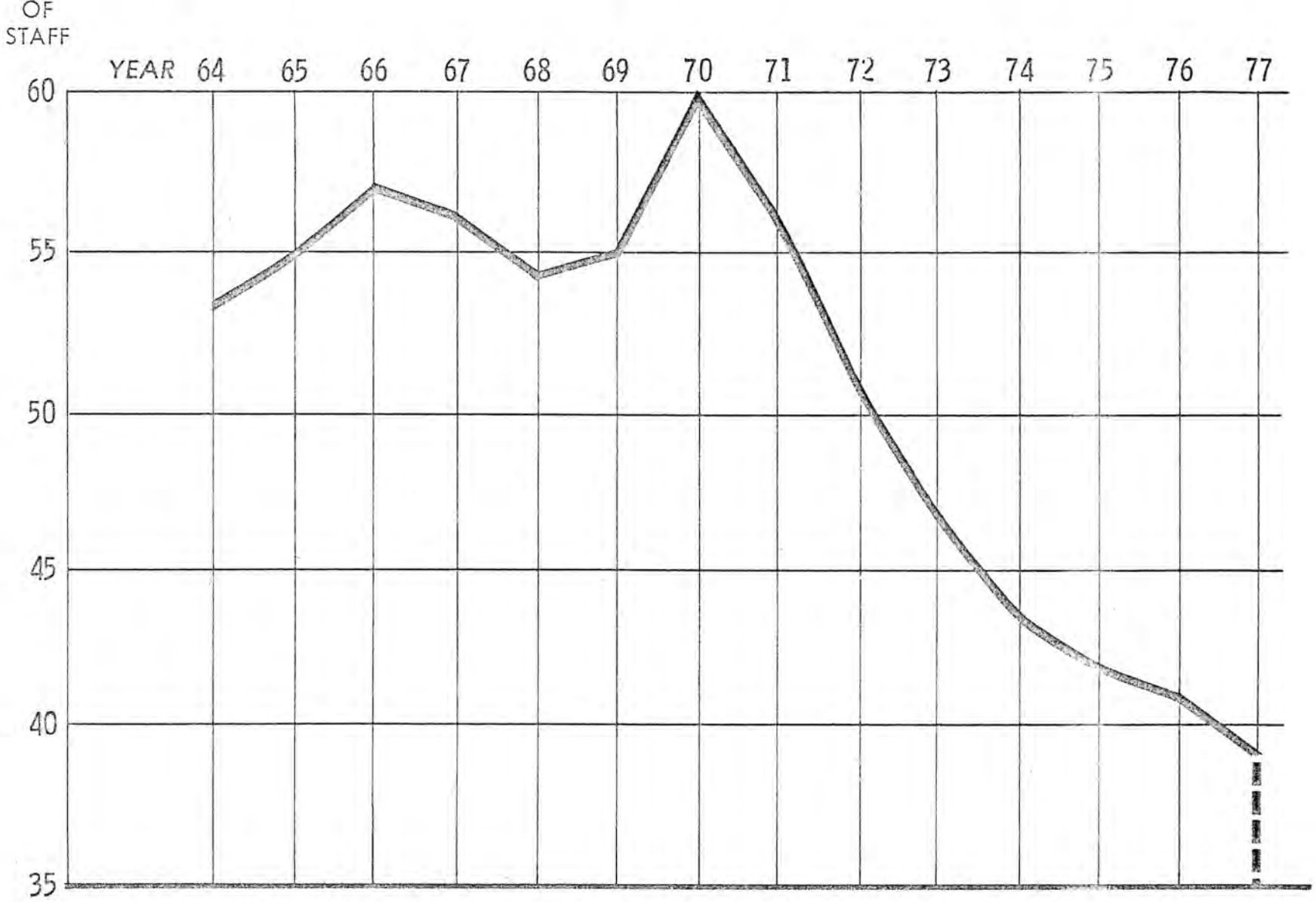
THE WHITE HOUSE

WASHINGTON

G. Staffing of Central Files

Mr. Frank Matthews and his staff should be commended for an outstanding operation. His staffing has continually declined since 1970 due primarily to seeking improved and more efficient methods of operation. SEE Enclosure.

A further reduction of four is recommended by attrition. This is possible due to eliminating computer file and copying of referred correspondence.



Notes: - - - - - Proposed Reduction Based on Workload Reduction.
Not included are 4 temporary employees. These are hourly employees - - called in for emergency workloads - - a total of one manyear now being used for this purpose.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

H. Disposal of Presidential Records

a. There are approximately 182 cubic feet of Transition B ulk Mail at the Washington National Records Center. These records have no archival value.

b. There will accumulate during your first term approximately:

Cubic Feet	File Description	Recommended Retention Period
800	Correspondence acknowledged by card	1 year
500	Children's letters acknowledged by card	1 year
2,000	Unacknowledged correspondence including: prolific writers, form and duplicated letters - clippings	2 months
300	Greetings - Holiday, birthday, illness	1 year

This material is placed in 1 cubic foot boxes in chronological order. It has no archival value and would be terribly costly to place in a usable arrangement in a Presidential Library.

Recommendations:

a. Mr. James B. Rhoads, Archivist of the United States be notified that approximately 182 cubic feet of bulk mail records now stored at Washington National Records Center be destroyed rather than stored for future inclusion in a Presidential Lib rary.

b. Mr. Frank Matthews, Central Files, be notified to dispose of files listed in paragraph b. in accordance with indicated retention period.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

Memorandum for: The President

From: John Dunn

Subject: White House Office Papers.

Enclosed memorandum sets forth general policies concerning White House Office papers.

The policies enunciated represent a compromise between President Ford who did not permit a staff member to keep copies of any recommendations made to the President and President Nixon who was quite liberal in this regard.

Detailed procedures can be issued later, however, these general provisions need to be issued now.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

Subject: White House Office Papers

TO: White House Staff

FROM: Counsel to the President

1. By custom and tradition, all White House Office papers are regarded as the personal property of the President and subject to such control and disposition as he may determine. At the close of the Administration, the entire collection of papers now being created may be expected to be deposited in a Presidential library similar to the libraries that preserve the papers of past presidents.

2. Upon termination of employment with the staff, each staff member will turn over his entire files to Central Files with the exception of any personal files he might have maintained.

3. Personal files include: correspondence unrelated to any official duties performed by the staff member, personal books, pamphlets, periodicals, daily appointment books or log books, folders of newspaper or magazine clippings and copies of records of a personal nature relating to a person's employment or service. Personal files should not include any copies, drafts or working papers that relate to official business, or any documents or records, whether or not adopted, made or received in the course of official business.

4. A staff member may make a copy or may retain an extra copy of a document which embodies original intellectual thought contributed by the staff member or any of his assistants, such as the product of research, the notes or drafts of speeches delivered by the staff member, and drafts of proposed legislation; and the copy of any other document written or signed by the staff member that is included in his or her chronological files, along with a duplicate of each related incoming letter or memorandum, may be retained if the original incoming document remains in the Presidential papers; provided, however, no copies may be retained of any documents which come within any of the following categories:

(a) Material classified for reasons of the national security under Executive Order 11652;

(b) Restricted data under the Atomic Energy Act of 1954, as amended;

(c) Information supplied to the government under statutes which make the disclosure of such information a crime; or

(d) Memoranda of all types written to the President; other documents that contain recommendations or advice made directly or indirectly to the President; proposed drafts of speeches or statements for the use of the President; schedule proposals to the President;

briefing papers used in duscussions with the President and records made of such discussions; minutes of meetings of the EPB, ERC, and similar cabinet-level organizations; personnel recommendations or evaluations, and the like.

(e) No exceptions will be made for materials listed in paragraphs (a) through (c). Exceptions to instructions in paragraph (d) can be made with the express consent of the Counsel to the President.

(f) The discretionary authority granted in (e) is expected to be exercised sparingly on a document by document basis and should never exceed a few documents.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

DISPOSITION OF PRESIDENTIAL PAPERS

A study commission was established by Senate Bill 4016 on December 19, 1974 to determine status of records of the President, Vice President, members of Congress and Federal Judges.

Commission consisted of:

Senate - 2	House - 2
State Dept. - 1	White House - 1
Justice - 1	Defense - 1
Library of Congress - 1	Archivist - 1

Chairman - Honorable Herbert Brownell

General Conclusion # 1

a. "Records accumulated in connection with official duties should be the property of the United States Government."

b. The officeholder should have a specified and limited interval over access to his papers and records.

c. Not retroactive

General Conclusion # 2

a. Same as a. above.

b. A group headed by former Attorney General Brownell thinks the Freedom of Information Act should apply rather that paragraph b. above.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

Recommendation

Approve legislation that reflects conclusion # 1. The Archivist wants all the papers -- even if we must wait awhile to get them.

Note -- We did this in Georgia 3 years ago without this expense and delay.

General Conclusion

As a result of its study, the Commission realizes that the laws, regulations, and practices which currently govern the disposition of the records and papers of Federal officials have led to the preservation and availability of much significant documentary material. In addition, the Commission is agreed that the primary reasons for this preservation should be 1) to aid in the continuing operations of the government, 2) to provide evidence for the public accountability of elected and appointed officials, and 3) to make it possible for scholars to analyze and reconstruct history.

In order to achieve these goals, the Commission believes that the records accumulated in connection with the official duties of the President, Vice President, Members of Congress, and Federal Judges should be the property of the United States Government. But, because the papers of the officials in the different branches of government vary as much as the mandated functions of the officials, the Commission feels that the papers need not, and indeed should not, be treated in exactly the same manner.

Thus, for example, a great deal of attention was given to the practical problems associated with collecting, cataloging, and housing the papers of all Members of Congress. While no one disputed the value to history of a small proportion of each of these collections, the Commission reluctantly concluded that the practical problems and costs inherent in handling the enormous mass of material probably outweighed the value of the individual papers. Thus, the Commission recommends incentives for the preservation of this material. For different reasons, the same conclusion has been readied for the papers of Federal judges.

TAB--

The Commission is not unmindful of the fact that Presidents and all other federal officials have a legitimate interest in preventing premature disclosure of documents of a sensitive nature. Accordingly, the Commission believes it is necessary to assure the officeholder an interval of control over access to his papers and records. Without such assurance, the self-protection which animates all persons, and especially those exposed to the uncertainties of political life, could lead to a limited record of activity. Naturally, however, any interval of control should be specified and limited.

Furthermore, it should be noted that the Commission's recommendations are wholly prospective and are not meant to apply to records and documents created prior to the adoption of any legislation which results from this report.

Extract: Thus, a number of Senators expressed the opinion that, as Senator Ervin put it, "when an official...makes records at the expense of taxpayers,... in equity and good conscience those records belong to the public."

Key enclosed document setting forth position of attorney General and Executive.

Document Guardians Split Over Ex-Presidents' Access

United Press International

After a year and a half of study, a special commission is proposing a law to establish that the papers a President generates belong to the people of the United States and are not his personal property.

But the Public Documents Commission, created by Congress in reaction to former President Richard Nixon's continuing effort to keep his White House tape recordings, has reached no agreement on whether a retiring Chief Executive should be permitted to restrict access to papers he generated.

As a result, Chairman Herbert Brownell Jr., Attorney General in the Eisenhower Administration, announced when the commission met Thursday to draft its March 31 report that he would submit a separate report to Congress and President Carter.

Under Brownell's plan, a citizen could use the Freedom of Information Act to demand and sue for instant access to many of the documents created by presidents and their staffs, members of Congress and judges. Internal documents—memos from an official's staff, for example—would remain private.

The act now applies only to documents generated by government agencies.

Most of the panel's 17 government officials, members of Congress and historians argued that the Brownell proposal would result in the public learning less, not more.

Rejecting compromise overtures, Brownell said the division is "irreconcilable."

His opponents said his proposal would deter officials from committing controversial matters to paper. Said one member privately, "The paper shredders really would operate."

Lucius D. Battle, a former ambassador and State Department official, said he did not see how the White House could function if its records were subject to immediate public access.

Brownell argued, "Congress has created a Freedom of Information Act that has worked for 10 years. The time has come to extend it throughout government."

Both sides will recommend legislation declaring the papers of presidents public property, with only personal papers exempted.

The panel's draft report also treats papers of judges and members of Congress that way, but congressional members may resist that proposal. Presidents always have treated their papers as personal property.

NOTE: The archivist wants ALL the records even if we wait awhile to get them.

WASHINGTON POST

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

PAPERWORK MANAGEMENT COMMISSION

The Commission is doing an excellent job of solving as many major problems as possible while identifying problems areas and recommending solutions.

The savings have greatly exceeded the investment. It is a refreshing approach to the old method of "Study and Recomment".

The Commission expires on October 3, 1977.

The Commission has had unlimited funds and has been able to assemble a very distinguished group. Their problem identification and problem solutions would be substantially beyond the ability of the average government employee to understand and translate into action programs.

Recommend that one/two key members of the Commission be moved to the Federal Records Management Office and be given primary responsibility for getting the recommendations implemented.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

OVERSIGHT COMMITTEE

Senators Nunn, Byrd and Percy in the Regulatory Reform Act of 1977 provide for Oversight Committee review of agency/department rules and regulations before they are published. This is listed as a solution to a major paperwork problem by the Commission on Federal Paperwork (Copy enclosed). This only adds another layer of Bureaucracy and will further delay program implementation/ delivery of services to the people. What is needed is to remove layers of requirements, not add more and more.

Recommend that you veto any such legislation that should reach your office.

PROBLEMS: VAGUE LAWS, REGULATIONS, STANDARDS AND TIME-FRAMES, WHICH LEADS TO DEFENSIVE PAPERWORK AND RED TAPE

Solutions - CONGRESSIONAL OVERSIGHT OF LAWS, REGULATIONS AND OPERATIONS
- NATIONAL OR REGIONAL STANDARDS
- PERFORMANCE STANDARDS AND COMPLIANCE CRITERIA
- AVOIDANCE OF PROCESS REPORTING; RELIANCE ON RESULTS REPORTING
- FIXED POINTS OF ACCOUNTABILITY/RESPONSIBILITY

- - -

Illustrative Recommendations

- Recommend the Social Security Administration Central Office set nationally uniform standards in lieu of the present vague, and conflicting standards developed by multiple offices and agents

- Department of Labor should review the reporting requirements of the CETA program to eliminate any requirements that exceed the Congressional mandate for a "flexible and decentralized system of manpower programs"

- Department of Labor should develop criteria for "levels of effectiveness" against which State performance can be more readily assesed in the OSHA program

NATIONAL RECORDS MANAGEMENT EFFORT

Buried 2 levels below GSA

$3.4 mil. effort

(2.4) Appropriated
(1.) Reimbursable

Several of the important positions are occupied by historians who are ill-prepared to conduct a managerial program. Also supervised by historians.

There is a mix of cultural-managerial and service functions

The entire program including the agencies is marginal at best.

Proposed Nat'l Records Mgt effort.

This proposal is predicated on the fact that excessive paperwork, red tape and delays can be eliminated even though no one has ever been able to do it before.

Proposed organization and a dedicated group of people working full time will provide a sound basis for Government service to reach the people in an efficient, economical and effective manner.

INCL 5

SUGGESTED NATIONAL RECORDS MANAGEMENT EFFORT

1. Establish a separate National Records Management office that would be responsive to the President. (It is now under the Archivist of the U. S.--~~Dr. Rhodes--he would not object.~~) DOES OBJECT POLITICAL APPOINTEE BY ADMINISTRATOR GSA

a. It could serve as a separate commission or be attached to the Office of Management and Budget (OMB).

b. In addition to current records management responsibilities, the office would also be responsible for:

(1) Phase-in and assumption of duties of the Commission on Federal Paperwork as the commission expires and,

(2) Monitor and take corrective actions in the delivery of services within the Government, but primarily at the ten regional offices in the United States where services usually flow to the people. See Enclosure 5 for organizational chart for records management. (3) OMB functions

2. Staffing.

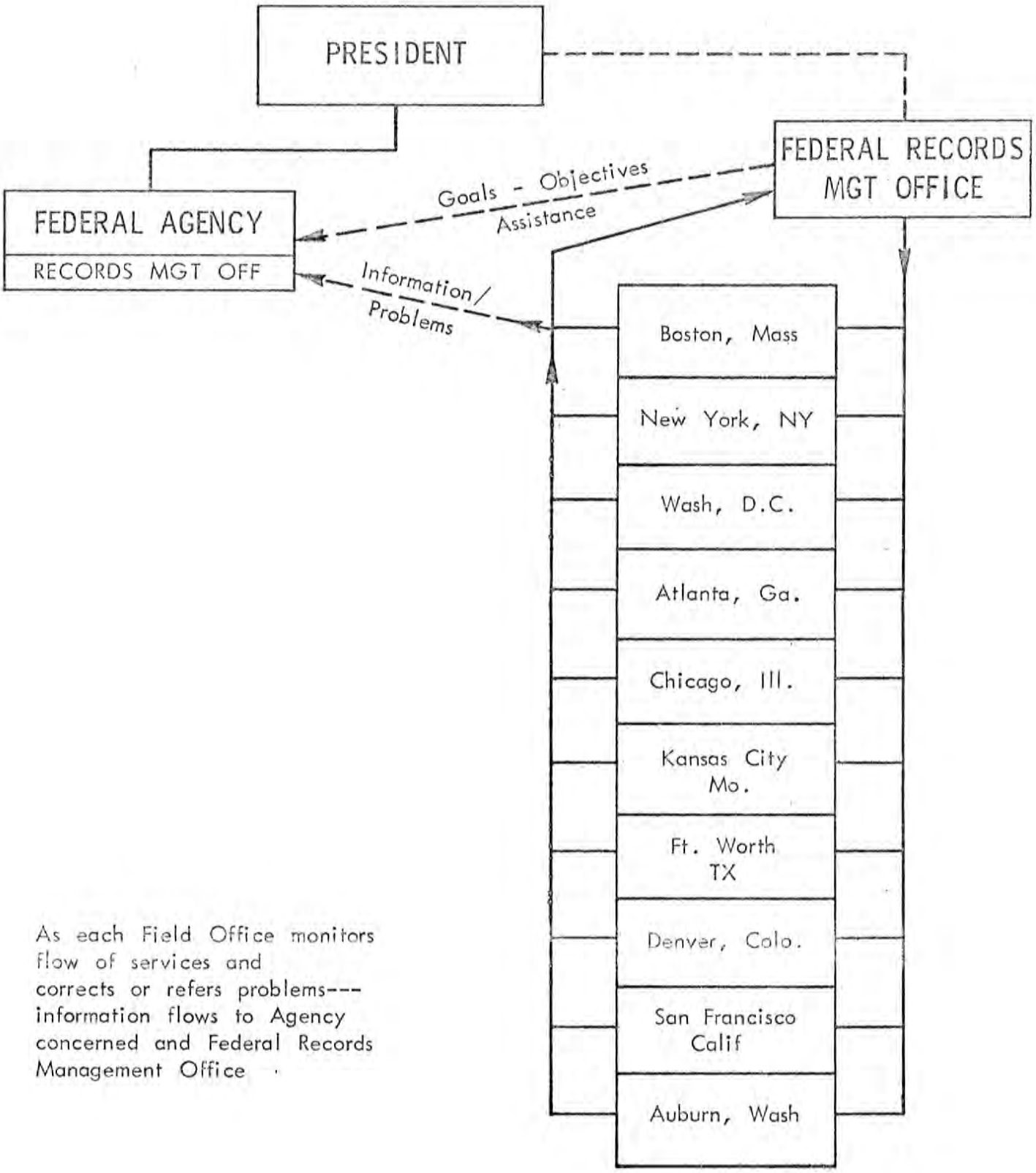
a. The National Records Management staff is 100 in the Washington area and 50 in the records offices of the regions. These figures are exclusive of the agency/department records management staffs.

b. The agencies/departments will need to supplement their records management staff with management analysts and systems personnel from within the department. Likewise, the regional records offices will need some increased staff from departments/agencies in the area (management analysts--systems personnel--auditor).

c. The National Records Management staff will need a space for an outstanding records manager from industry and two or three personnel from the Commission on Paperwork Management. The full 100 staff may not be needed at the national level. The key to success is a strong agency/department staff.

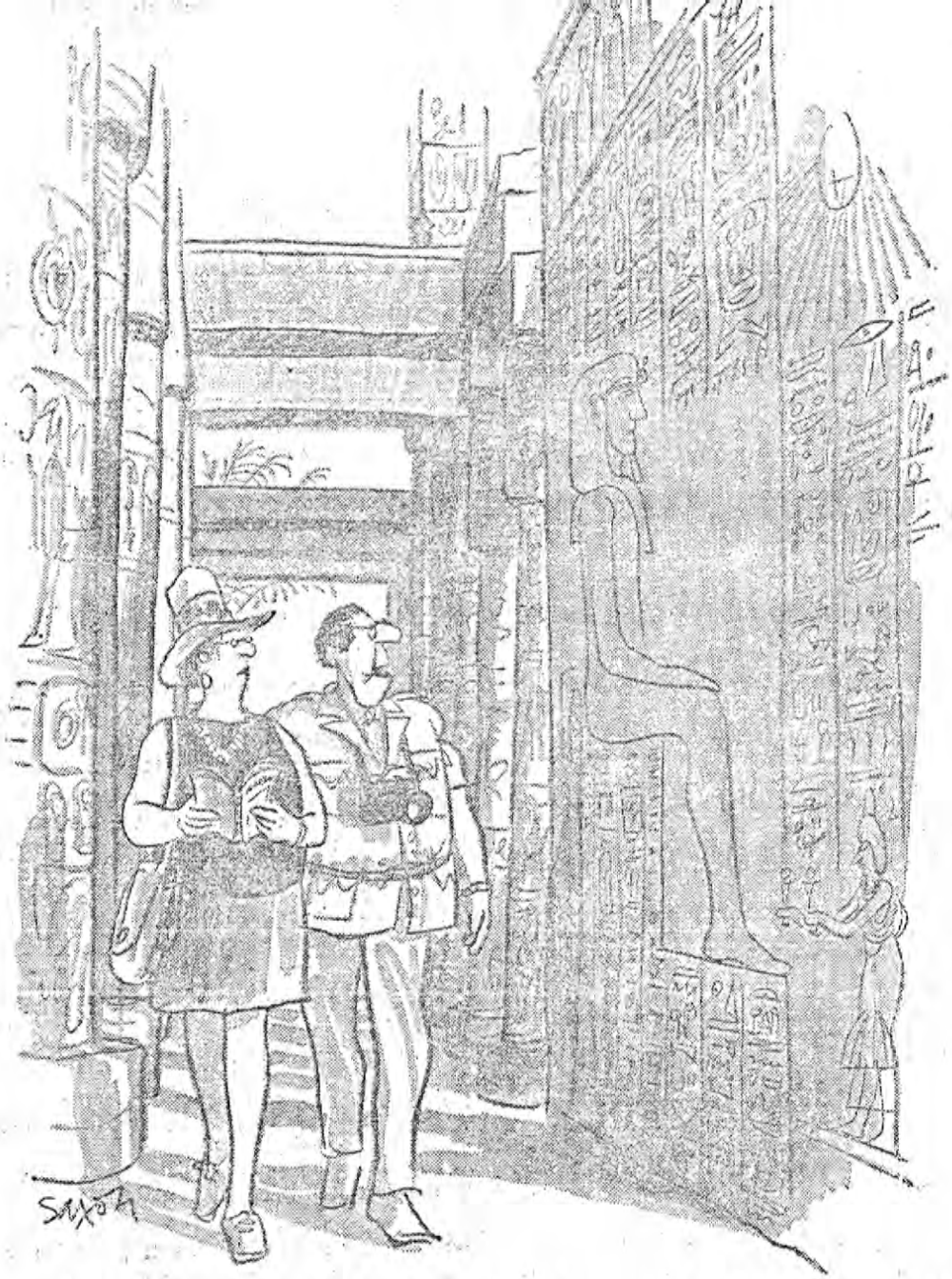
NOTE: The Federal Paperwork Commission plans to submit recommendations, similar to para 1 above.

ORGANIZATIONAL CHART FOR RECORDS MANAGEMENT



As each Field Office monitors flow of services and corrects or refers problems--- information flows to Agency concerned and Federal Records Management Office

Recommend that someone be assigned records management responsibilities within the White House



"I'll tell you why the ancient Egyptians wrote their history on walls. It's because they were smart enough to know that, if they put it in the files, it would be lost forever."

The chaotic state of business files dates all the way back to prehistoric times. Yet most big-time executives continue to simply rage and fume.

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FOR A 24 PAGE BROCHURE "COMMON SENSE SOLUTIONS TO YOUR FILING PROBLEMS", SEND $1.00 TO HARRY DION, OXFORD PENDAFLEX CORP., CLINTON ROAD, GARDEN CITY, N. Y. 11530.

DO NOT RE [illegible] White House

Dr. Ruth Thomas is an educator, a member of the Board of Regents of the Institute of Records Managers, a former consultant, Certified Records Manager, a former member of the National Records Management effort and currently Chief of Information Management for the Bureau of Immigration and Naturalization.

She is well respected by her colleagues in the Records Management profession. Her assessment of Records Management in the Federal Government is enclosed.

OPTIONAL FORM NO. 10
JULY 1973 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

TO : [redacted] DATE: March 18, 1977

FROM : Ruth Thomas

SUBJECT: Records Management in the Federal Government

Your offer to consider my views on Records Management in the Federal Government is appreciated. It is particularly heartening to know that the new administration recognizes the importance and need to revitalize efforts in this area.

Probably the first concern, and by no means the most important, is the title Records Management. The title is not only limiting, but a misnomer in relation to what is going on in the field today. Actually we need a title similar to "Information Management." Such a title would describe the scope of our activities and would enhance public relations (if for no other reason than to change the visual imagery created by the title "Records Management").

The most important concern to Records Management professionals in the Federal Service is to impress upon Federal administrators, the Congress, and the Executive the importance and urgency of the paperwork problem of the Federal Government. We know that in industry the fourth largest expense is information management--following in this order (1) personnel expense, (2) materials, and (3) transportation. (Actually information management is approaching third place rapidly.) We also know that materials and transportation are lesser expenses in the Government than in industry; therefore, information management is surely the second largest expense in the Federal budget. We have only documented the expenditure of $20 billion a year for Federal paperwork management, but most of us who are familiar with that documentation know that we see only the tip of the iceberg. Given the political clime in which we bureaucrats operate, it follows that the most expedient means to getting our message across is through the White House.

Next, it would be good to examine the current effort in this endeavor. Each agency has its own unique records management program--usually fragmented with various responsibilities in every conceivable component of the organization. And the records management program itself is usually considered a file and storage operation--regardless of what the functional

5010-110

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

statements show. To compound the woes of the Federal records manager, Records Management is considered to be the most expendable function of the organization and is therefore the first component hit with reductions in force and cut budgets. Further, when efforts are made (usually in response to some crisis) to upgrade records management, it is seldom approached as a systems effort but rather a patchwork attempt to allay the current brush fire.

The Records Management leadership role is lodged with the National Archives and Records Service under the General Services Administration--an unlikely alliance if ever there was one. It would be difficult to give a logical explanation for the placement of a management function in an organization whose major function is property management.

As if Federal records management problems were not insurmountable enough due to the magnitude of our paperwork, we find that the internal Federal Records Management leadership role has historically been subjugated to that of archival interests--this despite the fact that only 5 percent of the paperwork with which we are concerned is of archival or historical value. Nationwide the Federal Government has allocated approximately 150 positions to grapple with the internal Government leadership role associated with the second largest expense in the Federal budget and has placed the function in an organization, National Archives and Records Service, that devotes approximately 5 percent of its total budget to this endeavor, while devoting 69 percent of its budget to archival interests (FY 1977).

If we are ever to reverse trends in Federal paperwork management, we must come to grips with the root cause of the problem. It is my firm conviction that while most Federal Government administrators are well-intentioned, their management capability is mediocre at best. This is not due to either the intelligence or motivation of the individuals administrators, but rather to a set of circumstances that preclude their attaining high levels of achievement. Federal Government managers on the whole have come up through the Civil Service ranks and have been promoted, via the Peter Principle, to positions of incompetency. This because (1) they do not have the educational background required of management in today's highly technological work, (2) the training they have received is hit-and-miss, (3) they are

more often than not misplaced in relation to their experience and background, (4) they have little or no guidance, and (5) there is practically no penalty or discipline for those who cannot produce.

According to the charter of the Office of Management and Budget (OMB), this agency is to (1) "....aid the President to bring about more efficient and economical conduct of Government service, (2) .... promote ....administrative management, and advise the executive departments and agencies of the Government with respect to improved administrative organization and practice, and (3) keep the President informed of the progress of activities by agencies of the Government with respect to work proposed, work actually initiated, and work completed...." With this in mind, it is difficult to understand why internal Records Management, surely an administrative function, is in General Services Administration.

To the best of my knowledge, OMB has given scant attention to the improvement of management practices. Therefore, it appears that Records Management or Information Management would be the ideal vehicle for the President to use to launch a management improvement program across the board. And if the President were to decide to make an all-out effort to improve Government management practices, it would appear that he would have two logical choices for its structure--to develop a separate organization reporting directly to the White House or place all management functions together in OMB with reporting responsibility to the White House (keeping in mind that OMB now has responsibility for records management related to public reporting).

I think that it is of utmost importance to place all management and records management improvement functions together. If Records Management improvement is made a separate entity, it could operate optimally and still have no impact unless it had not only the backing of records managers but all administrators who are assigned policy-setting and decision-making responsibilities.

As for the structuring of Archives and Records Management--I have no problem with the continued alliance if it were put into perspective--that is placing Archives in an adjunct role as it is found in the entire business world. Archives is a small (5 percent) interrelated part of Records Management and I would be opposed to its becoming a separate entity. We simply need to put the positions, finances, and backing in the order of the magnitude of the problem--otherwise neither

Records Management nor Archives can flourish. Certainly, we can no longer afford the assignment of the leadership role of the second largest financial outlay in Federal Service (information management) to an organizational element whose personnel haven't the experience, background, or interest to deal effectively with the problem.

In the end, four influences must be brought to bear on the Federal paperwork problem--that of the agency records managers, the agency administrators, the organizational element responsible for management leadership, and the President and/or Congress.

We must revert to the original intent of the Federal Government--to provide service to the citizens of this country and to do so as effectively and at as little cost to the taxpayers as possible. There is no doubt in my mind that the public can be served and that it can be served far more efficiently at less expense than is now being done.

F. Lee Thomas

Tim 3-31

I left my report and recommendations with the president. I omitted enclosed papers. Please put them with the report.

John Dean

Par H of report

sub par a--

--represents over ½ mil documents

sub par b--

represents over 10 mil documents.

For Mr. Carlson

COMPARATIVE STATISTICAL SUMMARY OF PRESIDENTIAL LIBRARIES

FISCAL YEAR ENDING JUNE 30, 1976

	HOOVER	ROOSEVELT	TRUMAN	EISENHOWER	KENNEDY	JOHNSON
			GROWTH pattern			
ze of Building						
Gross sq. ft.	28,461	53,474	80,550	83,627 2/	---	150,000
Net Usable ft.	25,751	42,545	55,330	70,694 3/	9,000	103,000
te						
Land Area (acres)	33 1/	16	13	13.4	10	14
				17½ acres originally	* Recommendation to reduce by half	
ldings						
Manuscript on Paper (pgs.)	5,262,106	21,937,021	11,904,000	17,927,714	20,594,775	* 34,077,737 ?
Manuscript on Microfilm (pgs.)	---	913,834	---	84,500	2,511,200	4/2 6,450,131
Photographs	12,694	112,822	67,934	88,680	65,900	528,435 ?
Motion Picture Film (ft.)	127,774	284,253	249,586	589,930	4,426,881	691,347
Sound Recordings (discs & tapes)	697	4,782	2,411	2,366	2,961	8,554
Oral History Transcripts (pgs.)	9,478	939	19,901	16,574	25,296	17,560
Museum Objects	4,013	21,855	13,102	17,728	12,804	35,810
Books	21,392	35,615	43,428	24,985	22,051	12,378
Other Printed Items	21,284	60,594	59,416	23,162	21,195	16,820
ference Services, (FY 1976)						
Researcher Visits	754	1,770	1,299	625	728	1,055
Items Furnished	8,060	15,159	33,045	8,189	18,606	9,199
Reproductions Furnished	21,728	114,780	74,044	84,410	35,269	50,258
seum Visitors (FY 1976)	97,342	213,766	351,210	199,099	---	683,810
st of Operation (FY 1976)						
Appropriated Funds	$277,000	$485,100	$415,000	$457,000	$570,000	$655,000
Trust Fund	$111,664	$189,845	$422,921	$244,422	$ 13,357	$170,369
Positions Authorized (as of June 30, 1976)	31	29	36	41	31	42

1/ Hoover Park now administered by National Park Service.

2/ Library Building, 55,000; Museum Building, 28,677.

3/ Library Building, 44,784; Museum Building, 25,910.

* Recommendations submitted will reduce the 34 mil to half

GERALD R. FORD
HISTORICAL MATERIALS

Summary Estimates

	Number of Items	Cubic Feet
PAPERS		
Congressional		
NARS		140
Bentley		630*
Vice-Presidential		160
Presidential		
Non-Classified		6,792
Classified in vault		276
SUBTOTAL		7,998
PUBLISHED AND PRINTED MATERIALS		
Congressional		166
GPO		641
Gift Books	1,825	73
Acquired by purchase		3
SUBTOTAL		883
A-V MATERIALS		
Congressional		23*
Presidential		
Still Photographs		188**
Motion Picture Film		255**
Video Tapes		220**
Audio Tapes		128**
Campaign Media		126**
SUBTOTAL		940
MUSEUM OBJECTS		
Congressional		106
Vice-Presidential		120
Presidential		
Foreign		330
Domestic		770
Bicentennial		360
SUBTOTAL		1,686
TOTAL		11,507

*Located at Bentley Historical Library, University of Michigan

**Located at National Archives and Records Service, Washington, D.C.

CARTER PRESIDENTIAL HISTORICAL MATERIALS

National Archives and Records Service
General Services Administration
March 16, 1977

ENCL I

CARTER PRESIDENTIAL HISTORICAL MATERIALS

Introduction

Early in his administration, President Carter should begin to consider plans for eventual disposition of his Presidential historical materials. This paper outlines the history and current status of Presidential papers, the option for eventual deposit in a Presidential library, and services that should be performed by archivists working in the White House complex.

Decision

The National Archives and Records Service recommends that President Carter approve the concept of depositing his Presidential historical materials in a Presidential library established for them. The following actions should be taken early in the Carter administration in support of this decision:

1. The President should receive and consider alternative proposals by interested groups in the State of Georgia for development of suitable library facilities. An early decision should be made concerning arrangements for a library structure to permit timely planning and construction and to avoid damaging local competition.

2. The President should approve assignment of a small staff of National Archives and Records Service personnel in the White House complex to help assure that a full record of the administration is organized and preserved and to coordinate planning for a Presidential library.

I don't see the need for the rush.
Jack Brooks

PRESIDENTIAL LIBRARIES ACT

The Presidential Libraries Act (44 U.S.C. 2107-8) authorizes the Administrator of General Services to

--accept for deposit the papers and other historical materials of a President or former President of the United States, together with the papers of other persons relating to or contemporary with him.

--accept and take title on behalf of the United States to any land, buildings, and equipment offered as a gift for the purposes of establishing a Presidential library.

--enter into agreements with any state, university, institute, or foundation to use as a Presidential archival depository land, buildings, and equipment made available without transfer of title.

--maintain, operate, and protect such land, buildings, and equipment as a Presidential archival depository, part of the national archival system.

--open to the public exhibit rooms or museum space in a Presidential archival depository.

--provide reasonable office space in a Presidential archival depository for the personal use of the former President.

The Presidential Libraries Act permits the Government to preserve Presidential historical materials and to make them available for research and educational use, irrespective of questions concerning their ownership.

OWNERSHIP OF PRESIDENTIAL PAPERS

While Presidential papers traditionally have been considered private property of the President, they have also been recognized as a form of property in which the Federal Government has a legitimate interest.

--Presidential historical materials form an irreplaceable part of our nation's historical heritage.

--They include classified documents and sensitive materials whose protection is essential to the nation's security.

Ownership and control of Presidential papers are now the subjects of active public debate.

--The status of Presidential materials recently has received wide attention in the news media.

--The original agreement concerning the Nixon tapes and papers caused public outcry and precipitated passage of the Presidential Recordings and Materials Preservation Act, which required GSA to take custody and control of the Nixon papers. The law is now the subject of a suit before the Supreme Court.

--The Public Documents Commission, established under Title II of the Presidential Recordings and Materials Preservation Act, has studied and held hearings on control, disposition, and preservation of records and documents of Federal officials, including the President. The Commission's recommendations, due at the end of this month, may affect the future status of Presidential papers.

The Presidential library system evolved as a workable compromise between private ownership of Presidential papers and the legitimate interest of the public and the Federal Government in them. The current debate over ownership and control of Presidential papers tends to confirm the system's value. Without regard to their ownership, Presidential papers may be deposited in a Presidential archival depository established for them. While the Government receives or retains title to the papers, Presidential library facilities, which are donated to the Government, are available to the public in a location the President himself chooses.

PAPERS OF PREVIOUS PRESIDENTS

Papers of previous Presidents are located in various depositories including the Library of Congress, Presidential libraries, and institutions outside the Federal Government.

--Early Presidents removed their Presidential papers as private property; their heirs in some cases donated or sold the papers to the United States. The Library of Congress has 23 collections of Presidential papers. Other collections are in non-Federal repositories.

--Modern Presidents from Herbert Hoover to Lyndon Johnson, acting pursuant to applicable law, have deposited their papers with the National Archives for administration in Presidential libraries. In each case, however, the final transfer of title to the United States was not completed until after the death of the President, by action of a last will or by executors.

--Richard Nixon's Presidential materials are in custody of the U.S. Government as a result of Congressional enactment of the Presidential Recordings and Materials Preservation Act. Former President Nixon is currently challenging the constitutionality of the act in the Supreme Court.

--In December 1976, President Ford donated his Presidential papers to the Government for preservation in a Presidential archival depository in the State of Michigan. He restricted access to portions of these materials for a period not to exceed 13 years (excepting statutory and Executive order requirements). With these provisions, he became the first President to donate outright his materials to the Government while still in office and to prescribe such a short period of restriction.

COST

The Presidential Libraries Act gives the Government authority to accept buildings or enter into agreements for their use as Presidential libraries, not the authority to construct them.

--To provide suitable buildings for Presidential libraries, previous Presidents have turned to private non-profit organizations or to state and local governmental units.

--Under the Presidential Libraries Act, Presidential libraries represent valuable gifts to the American people that have become popular assets to their communities.

--Because Presidential libraries are located throughout the nation, their scholarly resources and museum and education facilities are widely available to the American public.

The cost to the Government of maintaining Presidential papers must be met whether they are housed in National Archives facilities in the Washington area or in a Presidential library elsewhere.

--Presidential files are complex and include security-classified materials as well as other sensitive papers the disclosure of which would be an invasion of the President's, his family's, and associates' personal privacy. Professional staff attention is necessary to preserve and protect, declassify, and process these materials.

--The public demands access to the historical record contained in the President's papers as quickly as possible after the end of his term in office. A Presidential archival depository must have sufficient staff to assure prompt processing of the papers and adequate reference assistance.

--Presidential historical materials include audiovisual materials and three-dimensional objects that also must be preserved and made available as they are increasingly used in depicting recent American history.

--Currently, the average annual program expenditure for a Presidential library is approximately $500,000, while the payment to the Federal Buildings Fund for maintenance of the building is approximately $400,000. The entire annual cost of the Presidential library system is $5.7 million, less than 10 percent of the funding appropriated for the National Archives and Records Service.

A PRESIDENTIAL LIBRARY AND THE UNIVERSITY

Modern Presidential libraries may be associated successfully with a university by being located on campus or nearby. Such an arrangement is desirable both for the library and for the university. The most recent Presidential archival depositories are located or being planned on university campuses.

--The Johnson Library was constructed by the University of Texas on its Austin campus. Through an agreement between the University of Texas system and the United States Government, the building and land remain university property. Federal employees staff, operate, maintain, and protect the building.

--The Kennedy Library is being constructed by the John F. Kennedy Library Corporation on the University of Massachusetts Columbia Point campus. Through agreements between the Kennedy Library Corporation, the University of Massachusetts and the United States Government, the building and land will be deeded to the United States.

--The Ford Library, to be established in Michigan, will consist of two structures. The University of Michigan will construct a research facility on one of its Ann Arbor campuses, which it will make available to the Government for use as a Presidential archival depository. A community organization will provide the Government a museum facility in or near Grand Rapids, Michigan.

MUSEUM

Public exhibit rooms or museum space for display of items relating to a President and his Presidency have been a traditional and prominent part of each Presidential library administered by the National Archives and Records Service under provisions of the Presidential Libraries Act.

--Exhibit rooms and museum space in the Hoover, Roosevelt, Truman, Eisenhower, and Johnson Presidential libraries are located in or adjacent to the libraries' research facilities. This arrangement has been successful in each case. The planned Kennedy Library Building also will include both research and museum facilities.

--The planned Ford Library museum and archival facilities will be located in separate communities. This as yet untried arrangement may prove difficult and costly to administer.

--Depending on the President's wishes, an exhibit and educational program would be appropriate for a Carter Presidential library.

ARCHIVAL STAFF IN THE WHITE HOUSE COMPLEX

Depending on President Carter's wishes, National Archives personnel might be assigned to the White House complex to undertake some or all of the following projects in support of a future Presidential library:

1. Within the White House

--Develop briefings and circulars, supplemented as appropriate by personal contacts, to assure that White House staff understand the importance of preserving Presidential papers.

--Establish check-out procedures so that departing staff leave White House files in good order.

--Conduct "exit interviews" of departing officials to identify the scope and content of their White House roles to aid future study of the administration.

--Provide continuing liaison to White House Central Files, the Staff Secretary's office, the White House Gift Unit, and units creating audiovisual documentation of the President.

2. Outside the White House

--Arrange for transfer and courtesy storage in National Archives facilities of non-current Presidential materials; perform reference, preservation, and description activities on these materials as needed.

--Monitor creation, life, and termination of Presidential commissions, task forces, and advisory boards to assure that each follows good record-keeping practices and that its permanently valuable records are preserved.

--Acquire current publications relating to the administration as the core of a reference collection in a future Presidential library.

3. Preparation for a future archival depository

--Assist in evaluating proposed arrangements and locations for a future Presidential library.

--Assist in development of necessary legislative proposals for a Presidential library.

--Make long-range plans for transfer of Presidential materials to a permanent archival facility.

3. (continued)

--Formulate a program for solicitation of personal papers relating to the Carter administration that may have permanent historical value.

--Plan for the conduct of an oral history program to be undertaken at a later time.

STEPS IN THE ESTABLISHMENT OF A PRESIDENTIAL LIBRARY

The Presidential Libraries Act (44 U.S.C. 2107-8) permits the Administrator of General Services to accept on behalf of the United States or to enter into an agreement to use land, buildings, and equipment as a Presidential archival depository. The Administrator may not take title to the property or enter an agreement until he has submitted a report to Congress and observed a 60-day waiting period or received Congressional approval of his plan. His report must include

--a description of land, buildings, and equipment offered as a gift or made available for the use of a Presidential archival depository.

--a statement of terms of the proposed agreement, if any.

--a description of papers, documents, and other historical materials offered for deposit in the proposed Presidential library.

--an estimate of annual cost to the Government to operate the library.

A series of written exchanges forms the legal basis of the offer and the acceptance and provides documentation for the report to Congress. The series would normally include

--a letter offering to donate land and building or enter an agreement for use of property in lieu of transfer for the purpose of establishing a Presidential library.

--a letter from the Administrator accepting the offer pending the 60-day waiting period.

--a letter from the President to the Administrator offering to donate his papers and other historical materials for the purpose of establishing a Presidential library. This letter should include or append a statement of terms and conditions affecting preservation and use of the materials, such as restrictions, and eventual disposition of literary property rights.

--a letter from the Administrator to the President accepting the offer.

--letters from the Administrator to the presiding officers of the Congress reporting on the offers as required.

After the 60-day waiting period or upon Congressional affirmation, the Administrator may proceed with actions to take title and begin operation.

APPENDIXES

Projected FY 1977 Presidential Libraries Operating Expenses

Comparative Statistical Summary of Presidential Libraries

Gerald R. Ford Historical Materials (Summary Estimates)

PROJECTED FY 1977 PRESIDENTIAL LIBRARIES
OPERATING EXPENDITURES

	Program Expenditures	Building Expenditures	Total
Hoover	$284,000	$132,000	$416,000
Roosevelt	$454,000	$312,500	$766,500
Truman	$482,000	$384,500	$866,500
Eisenhower	$513,000	$451,500	$964,500
* Kennedy	$614,000	*	$614,000
Johnson	$655,000	$803,700	$1,458,700
* Ford	$380,000	** $70,000	$450,000

* NIXON

*Located in temporary quarters in Waltham FARC. No costs are specifically identifiable for the library.

**Located in temporary quarters provided by the University of Michigan at Ann Arbor.

* NO OPERATIONAL LIBRARY

COMPARATIVE STATISTICAL SUMMARY OF PRESIDENTIAL LIBRARIES

FISCAL YEAR ENDING JUNE 30, 1976

	HOOVER	ROOSEVELT	TRUMAN	EISENHOWER	KENNEDY	JOHNSON
Size of Building						
Gross sq. ft.	28,461	53,474	80,550	83,627[2]	---	150,000
Net Usable ft.	25,751	42,545	55,330	70,694[3]	9,000	103,000
Site						
Land Area (acres)	33[1]	16	13	13.4	10	14
Holdings						
Manuscript on Paper (pgs.)	5,262,106	21,937,021	11,904,000	17,927,714	20,594,775	34,077,737
Manuscript on Microfilm (pgs.)	---	913,834	---	84,500	2,511,200	[illegible]
Photographs	12,694	112,822	67,934	88,680	65,900	528,435
Motion Picture Film (ft.)	127,774	284,253	249,586	589,930	4,426,881	691,347
Sound Recordings (discs & tapes)	697	4,782	2,411	2,366	2,961	8,554
Oral History Transcripts (pgs.)	9,478	939	19,901	16,574	25,296	17,560
Museum Objects	4,013	21,855	13,102	17,728	12,804	35,810
Books	21,392	35,615	43,428	24,985	22,051	12,378
Other Printed Items	21,284	60,594	59,416	23,162	21,195	16,820
Reference Services (FY 1976)						
Researcher Visits	754	1,770	1,299	625	728	1,055
Items Furnished	8,060	15,159	33,045	8,189	18,606	9,199
Reproductions Furnished	21,728	114,780	74,044	84,410	35,269	50,258
Museum Visitors (FY 1976)	97,342	213,766	351,210	199,099	---	683,810
Cost of Operation (FY 1976)						
Appropriated Funds	$277,000	$485,100	$415,000	$457,000	$570,000	$655,000
Trust Fund	$111,664	$189,845	$422,921	$244,422	$ 13,357	$170,369
Positions Authorized (as of June 30, 1976)	31	29	36	41	31	42

1/ Hoover Park now administered by National Park Service.
2/ Library Building, 55,000; Museum Building, 28,677.
3/ Library Building, 44,784; Museum Building, 25,910.

January 28, 1977

GERALD R. FORD
HISTORICAL MATERIALS

Summary Estimates

	Number of Items	Cubic Feet
PAPERS		
Congressional		
NARS		140
Bentley		630*
Vice-Presidential		160
Presidential		
Non-Classified		6,792
Classified in vault		276
SUBTOTAL		7,998
PUBLISHED AND PRINTED MATERIALS		
Congressional		166
GPO		641
Gift Books	1,825	73
Acquired by purchase		3
SUBTOTAL		883
A-V MATERIALS		
Congressional		23*
Presidential		
Still Photographs		188**
Motion Picture Film		255**
Video Tapes	879	220**
Audio Tapes		128**
Campaign Media		126**
SUBTOTAL		940
MUSEUM OBJECTS		
Congressional		106
Vice-Presidential		120
Presidential		
Foreign		330
Domestic		770
Bicentennial		360
SUBTOTAL		1,686
TOTAL		11,507

*Located at Bentley Historical Library, University of Michigan

**Located at National Archives and Records Service, Washington, D.C.

VP papers in alleged in Athens and Ford some in personal [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible]

THE WHITE HOUSE

WASHINGTON

Mr. Billy B. Shaddix
White House Photographic Office
West Wing

Please follow these guidelines in carrying out the White House Photographic activities.

The number of photographs prepared for inclusion in the Archives should not exceed 35,000 each year.

Photographs will be identified at the time they are made.

Give priority to a photographic record of events.

42 Instructions Books 1-3
Teacher Diary

THE WHITE HOUSE

WASHINGTON

Dr. Bert Rhoads
Archivist of the United States

Please advise the Government Printing Office to discontinue accumulating one complete set of publications for the Presidential Library and to reduce the second set to that deemed critical by the Office of Presidential Libraries.

There are approximately 182 cubic feet of bulk mail records now stored in the Washington National Records Center. Please take action to have these records destroyed rather than preserved for inclusion in the Presidential Library.

THE WHITE HOUSE

WASHINGTON

Mr. William F. Matthews
Central Files

Please discontinue the practice of:

Use of computer for record keeping purposes and

Making and filing copies of Presidential mail referred to Departments and Agencies for direct reply.

You and your staff are to be commended in conducting an outstanding operation while reducing your staff from a high of 60 in 1970 to a low of 39 at the present time. Please accept my thanks for a job well done.

Because of discontinuing above practices your strength should be further reduced by four spaces by attrition.

Request you take action to dispose of records listed in enclosure in accordance with the retention period indicated.

Files described below will be disposed of in accordance with the retention period indicated.

File Description	Retention Period
Correspondence acknowledged by card	1 year
Children's letters acknowledged by card	1 year
Unacknowledged correspondence including: prolific writers, form and duplicated letters - clippings	2 months
Greetings - Holiday, birthday, illness	1 year

THE WHITE HOUSE

WASHINGTON

Mr. Jack Horton
Naval Photographic Center

I am taking action to discontinue the placing of video tape in the Archives for deposit in the Presidential Library.

Please work with the White House Communications Agency to develop a system to make motion picture film from video tape with minimum loss of image resolution yet realize considerable savings over current expenditures.