



**GUIDE TO HISTORICAL MATERIAL
in the
GERALD R. FORD LIBRARY**

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PART I. INTRODUCTION

1. OVERVIEW

This guide describes the research collections of the Gerald R. Ford Library. It offers the researcher a simple way to learn more about the 20 million pages of papers and one-half of a million audiovisual records now in the library. The guide also provides information about services and procedures for both off-site and on-site researchers.

The Gerald R. Ford Library is part of the Presidential libraries system administered by the National Archives and Records Administration, a federal agency.¹ It is located on the North Campus of the University of Michigan, Gerald Ford's alma mater (B.A., 1935). Unlike other Presidential libraries, the Ford Library's museum component is located in a different city. The Gerald R. Ford Museum is in Grand Rapids, Michigan, 130 miles west of Ann Arbor, in the congressional district that Mr. Ford represented from 1949 to 1973. Despite the physical separation, the library and museum are a single institution sharing one director.

Before he left the Presidency, Gerald Ford donated to the U.S. Government all of his congressional, Vice-Presidential, and Presidential historical materials, including the files of his White House staff. The whole donation filled nine semi-trailer trucks when shipped to Ann Arbor in 1977. The Ford Papers form the core of the research holdings, but the library continues to acquire important additional collections.

U.S. government domestic and foreign policies and national political affairs in the 1970s are the main topics of library collections. Many aspects of American society, business, and culture are also represented.

¹ For more information on the history of the Ford Library and its programs, see David A. Horrocks, "Access and Accessibility at the Gerald R. Ford Library," *Government Information Quarterly*, Volume 11, Number 1, pages 47-65.

2. ANSWERS TO QUESTIONS ABOUT RESEARCH PROCEDURES

2.1 Who may use the library's research collections?

Anyone may use the library's research collections. Scholars, mass media production staff, teachers, journalists, schoolchildren, attorneys, current government officials, and interested citizens are typical users by mail, e-mail, and telephone. On-site users are less diverse overall. Most are faculty and students pursuing academic projects. On-site researchers under the age of 14 must be accompanied by an adult researcher.

2.2 When is the library open?

The research room is open all year, Monday through Friday except Federal holidays, from 8:45 a.m. to 4:45 p.m.

2.3 How do I plan for research at the library?

Write, e-mail, or call the library to ask if we have material on your topic. We will consult our holdings and give you an assessment of the quantity, quality, and accessibility.

Use this guide to identify potentially useful collections, then examine inventories or detailed descriptions of the identified collections. This guide and all inventories are posted on our website <www.fordlibrarymuseum.gov>. They are also available in our research room and on loan by mail.

Once you arrive at the library, an archivist will meet with you to explain our regulations and procedures. (See also "Regulations for the Public Use of Records in the National Archives and Records Administration" [36 CFR 1254]). The archivist also will offer advice about which collections are most likely to contain useful material on your topic. You will be asked to furnish personal photo identification and verification of home address, and to complete a registration form.

2.4 How do I find the documents I need?

Researchers may use a number of techniques. Many researchers begin with this guide, identifying which collections are both asterisked (*) as open and seem promising in content.

Next, they might consult the detailed collection-by-collection "finding aids" that are posted on our website <www.fordlibrarymuseum.gov>. Finding aids also are shelved in the research room and available for loan by domestic mail. Each finding aid gives information about the creation of the collection, types of documents and their arrangement, date span, completeness, and an overview of subject content. Most finding aids conclude with a box-by-box list of all folder titles. (See 2.10 How can I do research by mail?).

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Most researchers also request a search report from our PRESNET database (See 2.5 What is PRESNET?) PRESNET is not available on our website, but we can send search reports via postal mail or as email attachments.

At any stage of the research process, please do not hesitate to ask an archivist for help when you have questions.

2.5 What is PRESNET?

PRESNET is an internal automated database operated for researchers by Ford Library staff. PRESNET facilitates subject access to about 90 percent of the open materials at the Ford Library. It can generate lists of folders (with estimates of the number of pages in each) in response to queries for materials on any topic. PRESNET describes only "open" collections. Although a few "open" collections are not yet in the database, this guide will alert you to such instances. *See the Appendix for an example of a PRESNET report.*

The PRESNET database can be searched by either free-text searching of folder titles and other finding aid text or through the use of a controlled vocabulary of about 1,400 subject index terms in a master thesaurus. Based upon information you provide, archivists will do PRESNET searches for you. Archivists can tell you more about the system if you are interested. You can use our subject thesaurus if you like.

PRESNET is powerful, but there are things you must know to be an informed consumer. First, we assign only the most apt index terms to a folder, not every term that would fit every document. Second, a PRESNET search will guide you only to folders, and most folders will contain material on several topics. Third, broad topic searches will omit folders devoted to narrower topics; thus, searches under the index terms "Middle East Conflicts," "Sinai Accord," and "Egypt" will each yield overlapping but different results. Fourth, some files and topics do not lend themselves to folder-level subject indexing—your own creativity may be the key to finding what you need.

2.6 Are all the papers open to research?

No. In this guide, ***an asterisk [*] marks each collection that is at least partly processed and open.*** The great majority of domestic policy and political affairs materials are processed and open to research. Many very significant defense and international affairs collections also are open. Some collections, however, are wholly or partly closed as processing backlog. If a collection entry does not show an asterisk (*), then that collection was unprocessed and closed at the time of printing.

Most open collections will have some items that are temporarily restricted from public use. "Pinksheets" in the collections identify these withdrawn items and mark their file locations. Most closed items are national security classified or of such a nature that their release would be an unwarranted invasion of an individual's privacy. The National Archives and Records Administration temporarily restricts these and a few other categories of historical material regardless of source. Occasional other restrictions derive from specific agreements between the library and those who have donated materials.

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Researchers may formally appeal the restriction of items closed for privacy or other reasons unrelated to national security. Researchers may use the “Mandatory Declassification Review” program to seek access to specific, identified items closed as national security classified.

The Freedom of Information Act does not apply to donated historical materials, including the Ford Papers. The act does apply to a few groups of federal records placed at the library, and these are clearly identified in the collection entries.

2.7 Must I make advance arrangements to see certain "open" collections?

Yes. This guide's entries will tell you which open collections require advance consultation with an archivist. These collections are well-arranged and have accurate public finding aids, but Library staff have not completed review for privacy, national security, or other restrictable information. During the advance consultation, you and an archivist will plan for the review of the folders that you will want to see. A sufficient advance consultation might be two days or several months, depending upon the volume and complexity of the material, and our other workload.

2.8 May I see items in "unprocessed/closed" collections?

No. The library will release only files it has archivally processed, *i.e.* arranged, described, reviewed for restricted information, and inventoried to identify for researchers every item withdrawn for restriction. There is a partial exception which applies to unprocessed segments of White House files donated by President Ford. Under this exception, a researcher may suggest selective processing of any few items of unprocessed Ford Presidential Papers that a researcher might describe concretely and an archivist might locate readily.

2.9 How can I request declassification?

Systematic review for declassification is a high priority of our archival program. We have released many tens of thousands of pages in recent years, mostly as a result of declassification review by archivists and visiting teams from the State Department. In addition, we have digitized over 200,000 pages of classified material and referred the digital copies to CIA, Defense Department and other agencies for their systematic review.

As a supplement to systematic review, our “mandatory review” program allows researchers to seek declassification of specific items. We provide a special form for making the request. The requested items must be individually identified by the requester and readily locatable by an archivist. Typically, but not always, the requester draws upon citation information found on pinksheeted withdrawal notices that we have prepared during archival processing.

Most mandatory reviews require us to refer the documents to one or more Federal agencies with “equity” in the contents. We will strive to submit the first 35 documents of your request within 30 days of receipt of your forms. Thereafter, we will submit the balance of your request in increments as other workload permits, according to a queue

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with other requesters. You may, therefore, want to prepare your request forms accordingly.

After we refer a mandatory review to an equity agency, we typically wait months, or even over one year, for a response. When we do have a response, we will notify you within 30 days.

2.10 How can I do research by mail or hire a research assistant?

You can receive PRESNET search reports by mail or email upon request. You can read and download our detailed finding aids to individual collections at our web site <www.fordlibrarymuseum.gov>. You also can borrow finding aids by mail, up to 6 at one time for 2 week periods, by writing to us Attention: Finding Aid Loans. Any of these tools might help you select and purchase reproductions for mailing to you (see 2.11 on reproduction ordering, below.)

You may wish to find and hire a local research assistant. You could, for example, email a "job proposal" to the discussion groups for University of Michigan graduate students in history (historians@umich.edu) or political science (psgrad@umich.edu). The Library cannot become involved in any aspect of recruiting, evaluating, hiring, instructing, or paying research assistants, however.

You may use the formal interlibrary loan system of your local library to borrow the collection "Grand Rapids Oral Histories" or the microfilm versions of the scrapbook collections of Gerald Ford, Thomas Ford, and Richard Ford respectively.

2.11 How can I order reproductions?

The National Archives sets standard fees for photocopy reproduction services, and a price hike is under active consideration. Current (March 2007) rates are: \$0.15 per page for self-service copying; and \$0.50 per page for staff-assisted copying with a minimum charge of \$10.00. Billing is made upon completion of the order, and shipment is made upon receipt of payment.

Mail-order researchers face obvious difficulty in locating and selecting the items to be copied. We will be happy to provide consultation about files, via telephone or email, but ultimately the researcher is the only person who can effectively locate and select the files to be photocopied. Library staff will conduct limited searches for specific items, but they will not presume to select the "good" items interfiled with related items. Usually, for mail-order copying in textual materials, this means that we will photocopy the entire contents of folders that have been selected by the researcher from our finding aids, PRESNET reports, or reference guidance. Of course, we also will photocopy any requested item that we can easily find and readily recognize.

For audiovisual materials and fees, contact the library's audiovisual unit.

2.12 Where will I find President Ford's written work?

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The Presidential Paperwork Log and the Presidential Handwriting File show the large volume of paperwork that President Ford handled. Most of President Ford's annotations are brief records of query, decision, acknowledgement, or instruction. Longer passages in his handwriting are few and scattered. In addition, documents stamped "The President Has Seen" may be found scattered in many collections, especially the White House Central Files' Subject File. Many senior advisers' files have folders reserved for their memorandums to the President.

President Ford relied extensively on meetings with a wide range of advisers to receive and gauge their views, communicate his own, and explore issues. The records of the President's national security and foreign relations meetings are extensive. These are found mostly in the National Security Adviser's Memoranda of Conversations subcollection. The library has only sporadic and scattered notes and minutes from Presidential meetings on domestic and political affairs. They are found especially in the collections of John Carlson, Kenneth Cole, James Connor, John Marsh, Ron Nessen, Michael Raoul-Duval, J. W. "Bill" Roberts, Margita White, and Robert Wolthuis. Minutes of Cabinet meetings and National Security Council meetings are on our website.

2.13 How does copyright law affect research?

The United States copyright law (Public Law 94-553, effective January 1, 1978) extends statutory rights of authorship to unpublished works, which were previously protected by literary property rights under common law. Such works do not have to be registered with the Copyright Office to receive protection under the law.

In general the law provides copyright protection for a term of the life of the author plus 50 years. Works in the public domain and works prepared by U.S. government officials and employees as part of their official duties are not protected by copyright.

Researchers are advised that copyright gives to the author and his or her heirs the sole right of publication for the term of the copyright, regardless of the ownership of the physical embodiment of the work. Persons wishing to publish any unpublished writings included in the holdings of the library should obtain permission from the holder of the copyright. Permission to reproduce copyrighted materials in the library's still photograph, audiotape, videotape, motion picture, and other special format collections must also be obtained from the copyright holder.

If the name of a copyright holder is known to the library, it will be furnished upon request. Some individuals who have given historical materials to the library also have donated their copyright to the material.

The copyright law provides for "fair use" of copyrighted materials without the permission of the copyright holder. Fair use encompasses scholarship and research, although the extent of such use is bounded by limitations on quotation and reproduction.

Researchers with specific copyright questions should seek legal guidance. National Archives and Records Administration employees are not authorized to provide such guidance.

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2.14 Does the library have bibliographies, books, articles, and other material that I can use?

The library maintains a modest, noncirculating collection of printed works that include:

- most Congressional hearings and reports, and some agency annual reports, 1974-1976. (Use our Congressional Information Service's abstracts and indices to find hearings and reports on your topic. Use photocopied tables of contents, kept in the research room and arranged by Congressional committee, to browse our set of hearings.);
- a small collection of scholarly and popular works in history, political science, and current affairs; student papers; standard reference works; and U. S. Government publications. (Use our card catalog or request Pro-Cite database searches to locate this material);
- microfilm of the *Grand Rapids Press*, *New York Times*, *Newsweek*, and *Time*; and hardcopies of the *National Journal*;
- a reference file of miscellaneous magazine and newspaper articles, and occasional journal articles, conference papers, document photocopies, and other items. (Also called our "Vertical File," it is available in the research room in two oak file cabinets.);
- Gerald Ford's 1949-1973 personal collection of Republican Party publications, congressional and other government publications, and comparable material. (Use a title list that is part of the finding aid to the Ford Congressional Papers.);

Selected bibliographies are available from our Pro-Cite database. The relatively small database primarily serves basic needs of undergraduate researchers, but others may find it useful as well. A special bibliographic handout, "*Mostly Ford, Mostly Memoirs*" is available in the research room along with the books it describes.

2.15 What research grants are available?

The **Gerald R. Ford Foundation Travel Grant** program awards grants of up to \$2,000 each to support travel to the Ford Library for significant research in Library holdings. A grant defrays the cost of travel to the Library from points within North America, local living expenses, and reproduction fees. Application postmark deadlines are September 15 and March 15. See the appendix section of this guide for a research application and instructions. If you have further questions, contact the Library's coordinator for this grant, Helmi Raaska, at 734-205-0559 or helmi.raaska@nara.gov.

In addition, the Library annually awards "**The Gerald R. Ford Scholar Award in Memory of Robert M. Teeter.**" This \$5,000 award supports dissertation research and writing on any aspect of the U.S. political process during the latter part of the 20th century. The research should make some use of Robert Teeter's 1972-2004 papers. For details contact the Library's coordinator for this grant, Stacy Davis, at 734-205-0563 or stacy.davis@nara.gov.

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2.16 How shall I cite material found at the library?

Citations should identify items with enough specificity that they can be retrieved easily. Most citations will be for manuscripts and contain these elements:

Type of document; names of sender and recipient, or title of document; date; folder title or Central File code; box number; collection title; Gerald R. Ford Library.

For example:

Memo, Marsh to Cannon, 14 July 1975, folder: Drug Task Force, box 10, James Cannon Papers, Gerald R. Ford Library.

Briefing paper, President's meeting with Ambassador Smith, 22 March 1976, folder: FO 3-1 Executive, White House Central Files, Gerald R. Ford Library.

PART II.
COLLECTIONS OF PAPERS, RECORDS,
and INTERVIEWS, A-Z

EXPLANATORY NOTES

All Ford Library manuscript and other non-audiovisual collections are listed here alphabetically by title. Most collections are technically subgroups of the Gerald Ford Papers, but many other donations and deposits are included as well. When you read these collection entries, please bear in mind these points:

- An asterisk [*] means that a collection has been wholly or partly opened to research.
- A person's "*Files*" are materials left in the White House to become part of the Ford Papers. A person's "*Papers*" are materials that he or she held privately and later donated to the library. The difference in content can be very small.
- Every collection that is open to research has its own finding aid--a narrative explanation and summation of contents plus a list of folder titles. On-site researchers may borrow the finding aids overnight. Off-site researchers may borrow them by mail or read them on our web site. This guide's introduction gives details.
- Collection topics are mentioned selectively in order to illustrate contents. They are not comprehensive listings.
- A parenthetical date, such as (1971) 1974-76, means that a small body of material is dated earlier or later than the bulk of the material.
- Quantities (expressed here in linear feet of shelf space) can be translated roughly into 1 foot equals 2,000 pages.

**** indicates the collection is open at least in part***

AD HOC ADVISORY GROUP ON PUERTO RICO

See U.S. AD HOC ADVISORY GROUP...

*** AMERICA SINCE HOOVER:**

Selected documents from the Presidential libraries, 1929-1980 (5 feet)

This is a compilation of letters, diary entries, diplomatic cables, memos, and transcripts selected and reproduced by Presidential libraries from their holdings in 1991. The items were assembled for high school instructional use at each library as an archival sampler. Topics range from the 1931 Japanese invasion of Manchuria to the 1967 Detroit riot and Carter administration concerns about ozone depletion.

AMERICAN AGENDA, INC.:

Records, 1988 (32 feet)

***AMERICAN CITIZENS CONCERNED FOR LIFE, Inc.:**

Records, 1972-1986 (50 feet)

The ACCL was a national membership organization with early ties to the National Right to Life Committee. It undertook an advocacy and educational mission regarding abortion, maternal and child health programs, death and dying issues of the elderly, and other health care issues. Nearly half of the collection is available with sufficient advance notice; the balance remains wholly unprocessed and unavailable. *See Introduction, 2.7 Must I make advance arrangements to see certain "open" collections?*
NOT FULLY DESCRIBED IN PRESNET.

*** ANDERSON, GWEN A.:**

Files, 1974-1977 (12 feet)

Assistant to Presidential Counsellors Dean Burch and Robert Hartmann. White House Editorial Staff. Editor, Presidential Messages and Research.

Anderson was a liaison with local, state, and national Republican Party organizations. Most of her files concern routine aspects of Presidential messages and trip planning, interspersed with reports and comments on the political scene. The files of Robert Hartmann and John Calkins are closely related.

ANDERSON, GWEN A.:

Papers, 1972-1984 (14 feet)

ANDERSON, ROBERT:

Papers, (1948) 1966-1994 (15 feet)

State Department: Posts include Press Spokesperson and Special Assistant for Press Affairs to Henry Kissinger; and Ambassador to Dahomey, Morocco, and the Dominican Republic.

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*** ANDERSON, STANTON:**

Papers, (1972) 1975-1976 (one foot)

President Ford Committee: Republican National Convention Operations Director.

President Ford's annotated original reading copy of his nomination acceptance address to the Republican National Convention is the collection highlight. Other files concern convention scheduling, communication facilities, assignments, budget, security, space allocation, and White House liaison are the main topics.

*** ARANDA, THOMAS, JR.:**

Files, 1975-1977 (5 feet)

Office of Public Liaison: Special Assistant to the President for Hispanic Affairs.

Aranda was a White House liaison with Hispanic Americans. Immigration, community development, federal employment, and senior appointments were major concerns. Related material is in predecessor Fernando De Baca's files and in Reynaldo Maduro's files.

AREEDA, PHILIP

See SCHMULTS, EDWARD.

*** ARMENTROUT, RUSSELL H.:**

Files, 1974-1977 (30 feet)

First Lady's Staff: Director of the Social Entertainments Office.

Material pertaining to social events at the White House, Camp David, aboard the yacht *Sequoia*, and occasionally during State visits abroad. Also includes material about White House Christmas cards and events, and about public requests for acknowledgement of birthdays, anniversaries, and graduations. *See Introduction, 2.7 Must I make advance arrangements to see certain "open" collections?*

*** ARMSTRONG, ANNE:**

Files, 1973-1974 (1 foot)

Counselor to the President.

This is a fragmentary file of speeches, memos, and courtesy correspondence.

***ASMUS, LARRY and PAULINE:**

Papers, 1975-1977 (2 feet)

California-based members of the Bicentennial Wagon Train

Memos, maps, souvenirs, photos, clippings, and correspondence from the Asmus family's participation in one of the Bicentennial wagon trains that converged at Valley Forge, Pennsylvania on July 4, 1976.

*** ASSASSINATION RECORDS REVIEW BOARD:**

Photocopy of diary of Gerald R. Ford, November 22, 1963 to September 27, 1964.

(less than one foot)

The Board acquired from Gerald Ford a photocopy of his personal diary for the period between the assassination of President Kennedy and the release of the Warren

**** indicates the collection is open at least in part***

Commission's report. The Board then made this copy for the Ford Library.

*** BAILAR, BENJAMIN:**

Papers, 1974-1978 (2 feet)

Deputy Postmaster General; Postmaster General.

Scrapbooks of clippings and memorabilia form the bulk of this collection.

BALES, SUSAN FORD:

Papers, 1974-1994 (1 foot)

Daughter of President and Mrs. Ford

BALLENGER, WILLIAM S., III:

Papers, 1973-1978 (6 feet)

Department of Health, Education and Welfare: Assistant for Special Projects; Deputy Assistant for Legislation.

*** BARNES, DENNIS:**

Files, 1976 (2 feet)

Domestic Council: Assistant Director for Energy and Science.

Barnes accumulated files especially on earthquake prediction, energy issues, and National Medal of Science awards. Barnes was an assistant to Glenn Schleede, whose files are much more complete on science, technology, and energy issues.

BARNUM, JOHN:

Papers, 1971-1978 (81 feet)

Department of Transportation: Undersecretary and Deputy Secretary.

*** BAROODY, WILLIAM J., JR.:**

Files, 1974-1975 (1976) (21 feet)

Public Liaison Office: Assistant to the President.

The Public Liaison Office, headed by Baroody, fostered better communication between the White House and voluntary organizations and interest groups concerned with social or economic issues. Special White House briefings and conferences were a major part of the office's work.

BAROODY, WILLIAM J., Jr.:

Papers, (1948) 1964-1996 (202 feet)

BARRETT, ROBERT E.:

Papers, 1979-1988 (3 feet)

Friend and associate of Gerald Ford.

*** BECKER, BENTON:**

Papers, (1967) 1973-1976 (1980) (1 foot)

Attorney. Friend and adviser to Gerald Ford.

These fragmentary but informative papers mostly concern Becker's role in Ford's Vice Presidential confirmation hearings, the pardon of Richard Nixon, the disposition of Nixon's papers, and the 1976 campaign.

BELIN, DAVID:

Papers, 1963-1988 (28 feet)

Warren Commission: counsel; Rockefeller Commission: executive director; author, *Final Disclosure*.

BENNETT, DOUGLAS P.

See WHITE HOUSE PERSONNEL OFFICE: FILES

*** BENNETT-ALEXANDER, DAWN:**

Files, 1974-1977 (4 feet)

Domestic Council: Assistant Director for Justice, Civil Rights, Drugs, Consumer Affairs.

Bennett-Alexander, an assistant to Richard Parsons, created files on privacy protection and illegal aliens. She also inherited Kathleen Ryan's responsibilities and most of Ryan's files on consumer protection issues.

BLASER, DOUGLASS

See ROSENBERGER, ERIC.

*** BRANDON, RON:**

Papers, 1975-1976 (less than one foot)

President Ford Committee chairman for Bell County, Texas.

Newsclippings, correspondence, and press releases concerning the Republican primary and the November general election in Bell County, Texas.

**** indicates the collection is open at least in part***

*** BUCHEN, PHILIP W.:**

Files, 1974-1977 (47 feet)

Counsel to the President.

Ford's longtime friend and former law partner, Buchen directed the White House legal staff. He advised and assisted the President, his family, and White House staff, on constitutional and statutory powers and duties, campaign law, conflict of interest, judicial appointments, legislation, legal documents, and contacts with regulatory agencies, among other matters. Selected subjects include: the Nixon papers and pardon, the Vietnam War and the War Powers Resolution, and the nomination of John Paul Stevens to the Supreme Court. A file series on congressional investigations of the intelligence community is closed.

*** BUCHEN, PHILIP W.:**

Papers, (1962) 1973-1992 (2 feet)

Friend and former law partner of Gerald Ford; Counsel to the President.

Speeches, clippings, correspondence, souvenirs, and other material on both social and official matters. Includes some of Mrs. Buchen's desk calendars and her sporadic diary notes early in the Ford presidency.

*** BUCKLES, ANDRE:**

Files, 1974-1975 (2 feet)

Domestic Council: Staff Assistant for Community Development.

Buckles monitored District of Columbia affairs including legislation, Presidential appointments, Bicentennial planning, mass transit development, and Congressional Black Caucus interests.

*** BURCH, DEAN:**

Files, 1974 (3 feet)

Counsellor to the President for Political Affairs.

Although uneven in quality and fragmentary in scope, the files document Burch's political advice from August to December 1974, including White House relations with the Republican Party, the 1974 elections, and other matters.

*** BURNS, ARTHUR F.:**

Papers, 1969-1987 (239 feet)

Counsellor to President Nixon, 1969-1970. Federal Reserve System Board of Governors: Chairman, 1970-1978. Ambassador to Federal Republic of Germany, 1981-1985.

Most materials are from Burns' tenure on the Federal Reserve Board, although one important segment concerns domestic policy development in the first year of the Nixon Presidency. The Board was deeply involved in international and domestic monetary affairs, and the Burns Papers are an exceptional resource for both. Other prominent topics include, on the domestic side, innovations in banking practices, regulatory issues, inflation, the federal government's role as an emergency loan guarantor for corporations and municipalities, and an increased congressional role in Federal Reserve Board operations. Selected international topics include balance of payments, floating exchange rates, recycling of dollars earned by oil exporters, and multilateral financial assistance. Federal Open Market Committee materials, 1970-1978, are among the open files and include verbatim transcripts of meetings and telephone conferences March 1976 - March 1978. Burns' papers as ambassador to West Germany, his private journals, his own copies of correspondence with living former Presidents, and some lesser files, are currently closed to research. A useful supplement to this collection is Wyatt Wells, *Economist in an Uncertain World: Arthur Burns and the Federal Reserve, 1970-78*, (1994).

*** BUTTERFIELD, KEENEY and AMBERG, ATTORNEYS:**

Papers, 1943-1964 (less than one foot)

Gerald Ford joined this Grand Rapids firm upon discharge from the Navy in 1946. Most of the collection is Ford's correspondence with friend Philip Buchen and others in the firm, 1945-1952. The correspondence, most concerning routine matters, comes from the office of a successor firm.

*** BUTTERFIELD, ALEXANDER:**

Collected items, 1973 (less than one foot)

Deputy Assistant to President Nixon.

Butterfield revealed the existence of the Nixon White House taping system during a private interview with Senate staff on July 13, 1973. Included here are the stenographer's notes and a copy of the interview summary with Butterfield's annotations.

*** CABINET MEETINGS:**

Collected items, 1974-1976 (2 feet)

Cabinet meeting agendas, attendees' meeting notes and minutes, and closely related items are scattered through many Ford Library collections. In 1994, Ford Library staff attempted to locate and photocopy these core items in order to create this artificial collection for the convenience of researchers. Background papers on individual meeting topics were not copied for this collection. This set of reproductions is not subject-indexed in PRESNET, but most of the scattered originals were previously indexed. ***SPECIAL NOTE:*** *Minutes of many Cabinet meetings, contemporaneous biographies of Cabinet members, and more, are available online via the Ford Library web site.*

**** indicates the collection is open at least in part***

*** CALKINS, JOHN T.:**

Files, 1975-1976 (2 feet)

Executive Assistant to Robert T. Hartmann.

Calkins assisted primarily in White House relations with local, state, and national Republican Party organizations from January 1975 to January 1976.

*** CALLAWAY, HOWARD H. "BO":**

Papers, 1972-1977 (1979) (2 feet)

Department of the Army: Secretary, 1973-1975. President Ford Committee: Chairman, 1975-1976.

Included are miscellaneous materials from Callaway's posts in government and the 1976 campaign, and a detailed legal file on the Crested Butte Resort ethics controversy.

*** CANNON, JAMES M.:**

Files, 1975-1977 (36 feet)

Assistant to the President for Domestic Affairs. Domestic Council: Executive Director.

The collection provides a good, top-level view of most domestic policy issues, and it is a key source on management of the Domestic Council's staff and operations. Also, portions can be helpful on domestic program budget reviews, Cannon's limited role in the 1976 campaign, and Vice President Rockefeller's role in the administration. Cannon was an assistant to Rockefeller when Ford selected him as domestic affairs assistant.

*** CANNON, JAMES M.:**

Papers, 1974-1979 (16 feet)

The Cannon Papers are closely related to the Cannon Files, albeit less comprehensive in the scope of domestic policy issues covered. Notable here are segments on Vice President Rockefeller, the 1976 and 1977 State of the Union Addresses, the fiscal year 1978 budget process, and Ford's Puerto Rican statehood proposal.

CANNON, JAMES M.:

Research interviews for *Time and Chance* (2 feet)

CARGILL, R. MASON and TIMOTHY HARDY:

Files, 1975-1976 (3 feet)

Staff Assistants to Counsellor Marsh.

Gerald R. Ford Library Guide: Collections, A-Z

*** CARLSON, JOHN G.:**

Files (1972) 1974-1977 (4 feet)

Press Secretary's Office: Assistant Press Secretary for Domestic Affairs; Deputy Press Secretary to the President.

Carlson assisted Press Secretary Ron Nessen, often acting as his representative at meetings. This collection is significant for informal notes and minutes from 1976 Cabinet meetings, and meetings with congressional leaders and others. The notes reflect a variety of campaign, domestic, defense, and foreign affairs topics.

*** CASSELMAN, WILLIAM E.:**

Files, 1974-75 (2 feet)

Office of Counsel to the President: Counsel to the President.

The files represent only a fragment of Casselman's work and concern such topics as crime policy, privacy law, the Nixon-Ford transition, and the Interagency Classification Review Committee. Many more of Casselman's workproducts may be found in the Kenneth Lazarus Files.

*** CAVANAUGH, JAMES H.:**

Files, 1974-1976 (2 feet)

Domestic Council: Associate Director for Human Resources; Deputy Director for Operations. Deputy Assistant to the President for Domestic Affairs.

For most of his Ford White House tenure, Cavanaugh was deputy to Domestic Council executive directors Kenneth Cole and James Cannon. This collection is a daily file of his outgoing correspondence, primarily memos to other White House staff.

CAVANEY, BYRON M. "RED":

Files, 1974-1977 (89 feet)

Scheduling and Advance Office: Special Assistant to the President. Advance Office: Director.

CAVANEY, BYRON M. "RED":

Papers, 1974-1977 (18 feet)

*** CHANOCK, FOSTER:**

Files, 1975-1976 (2 feet)

White House Operations Office: Staff Assistant to Richard Cheney.

Chanock was a liaison with the President Ford Committee's polling operation. His files include his analyses of such issues as "Presidentiality" and Gerald Ford's and Ronald Reagan's electability versus Jimmy Carter.

**** indicates the collection is open at least in part***

*** CHAPMAN, DUDLEY:**

Files, 1974-1976 (6 feet)

Office of the Counsel to the President: Associate Counsel to the President.

Most of the materials concerns Chapman's work on Civil Aeronautics Board decisions and airline regulatory reform. Chapman's other work is reflected in more fragmentary files on such miscellaneous topics as domestic nuclear industry security, coyote control, document declassification requests. See the Kenneth Lazarus Files for additional material created by Chapman and his peers in the Counsel's office.

*** CHENEY, RICHARD B.:**

Files, 1974-1977 (8 feet)

White House Operations Office: Deputy Assistant to the President; Assistant to the President.

As an assistant to Donald Rumsfeld and then as his successor, Cheney worked at the center of White House activities. His files concern domestic issues, foreign affairs, White House management, congressional investigations of the intelligence community, Supreme Court and other appointments, and the 1974 and 1977 Presidential transitions. Extensive material on the 1976 campaign includes weekly reports from the Ford campaign organization, plus Ford's notes from telephone calls to Republican convention delegates. There is an October 1976 planning memo for Ford's second term, should he have won the election.

*** CHERNE, LEO:**

Papers, 1973-1977 (1986) (4 feet)

President's Foreign Intelligence Advisory Board: Member, 1973-1976; Chair, 1976-1977.
Intelligence Oversight Board: Member, 1976-1977.

The papers include informal correspondence with people prominent in the intelligence community and material on the origins and duties of the intelligence boards. There is little or no material on specific intelligence operations.

*** CODY, THOMAS:**

Papers, 1972-1976 (2 feet)

Equal Employment Opportunity Commission: Executive Director. Department of Housing and Urban Development: Assistant Secretary for Administration.

Fragmentary materials, both manuscript and nearprint, concerning management issues and procedures within Cody's agencies.

*** COLE, KENNETH, JR.:**

Files, 1974-1975 (1 foot)

Assistant to the President for Domestic Affairs. Domestic Council: Executive Director.

Cole headed Nixon's Domestic Council staff, remaining to serve Ford until early 1975. Although Cole's files are incomplete, the collection is significant for his notes from various Presidential meetings and for brief but regularly-made notes and checklists from White House senior staff meetings.

*** COLLINS, HELEN M.:**

Files, (1974) 1976-1977 (1 foot)

Press Secretary's Office: Television Coordinator.

Collins provided day-to-day production support for Presidential television appearances. The file is largely routine but contains a few items on 1976 campaign media evaluations and strategy. Robert Mead was Ford's television advisor and Collins's supervisor, but he left no files among the Ford Papers.

COLODNY, LEONARD

Papers: 1971-1996 (3 feet)

Author, *Silent Coup*

*** COMPOSITE GENERAL ACCESSIONS, 1964-present** (2 feet)

Miscellaneous items relating to Gerald Ford or his administration form this collection. Donors include citizens, former officials, scholars and others.

*** COMPOSITE GRAND RAPIDS ACCESSIONS, 1925-present** (2 feet)

Miscellaneous items relating to Gerald Ford and donated by Grand Rapids area residents form this collection. Donors include Ford's scoutmaster, associates in his 1948 campaign, constituents, and others.

*** COMPOSITE ORAL HISTORY ACCESSIONS, 1978-present** (less than 1 foot)

Some researchers have donated tapes or transcripts of their research interviews with former President Ford and other administration officials. When a donation involves a single interview or a very few, that donation may be added to this collection. New researchers should credit interview donors when citing this material. Larger donations appear in this guide as separate collections.

*** CONNOR, JAMES E.:**

Files, 1974-1977 (23 feet)

White House Staff Secretary. Secretary to the Cabinet.

As Cabinet Secretary, Connor organized Cabinet meetings, facilitated Cabinet member access to Ford, and mobilized Cabinet members on behalf of Presidential initiatives. His files include minutes of selected Cabinet meetings, October 1974-October 1975. As a protege of Chief of Staff Donald Rumsfeld, Connor accumulated files on management of the White House Office, especially personnel levels; Presidential scheduling; and early planning for the 1976 campaign. As Staff Secretary, Connor accumulated files of issue and personnel documents that went to Ford and files of memoranda that communicated to staff Ford's decisions. The collection also relates to reform and oversight of the intelligence community, the White House Fellows program, and Connor's special interest in energy policy.

**** indicates the collection is open at least in part***

***DANNENHAUER, JANE:**

Files, 1974-1977 (65 feet)

Office of the Counsel to the President: Staff Assistant.

Open to research is a sanitized version of the extensive 1974 FBI background investigation of Vice President-designate Nelson Rockefeller. All other portions of this collection are unprocessed/closed.

*** DE BACA, FERNANDO:**

Files, 1974-1976 (7 feet)

Office of Public Liaison: Special Assistant to the President for Hispanic Affairs.

De Baca, like his successor Thomas Aranda, was an advocate for Hispanic Americans and a White House spokesman to them. The files document his role as communicator more than policymaker in such areas as bilingual education, employment opportunity, community development, and immigration.

*** DENISON, GEORGE:**

Papers, 1976-1977 (1 foot)

White House Editorial Office: Presidential speechwriter.

Drafts, notes, and texts of various Ford speeches and remarks.

*** DEVLIN, L. PATRICK:**

Research interviews, 1976-1977 (less than one foot)

Professor of Speech Communications

Transcripts of interviews with Ford campaign advertising advisers Bruce Wagner and Doug Bailey, and Democratic media consultant Tony Schwartz; and a related article by Devlin.

*** DOMESTIC COUNCIL COMPUTER OFFICE:**

Files, 1975-1976 (11 feet)

Domestic Council administrative staff tracked memos, letters, and enrolled bills by computer after November 1975. In box 1 are computer printouts that inventory these documents and provide cumbersome access to succeeding boxes of document copies and control sheets, all arranged by control number. The control numbers approximate chronological order. Much of this material is duplicated in collections of Domestic Council staff. *See Introduction, 2.7 Must I make advance arrangements to see certain "open" collections?*

*** DOWNS, MARIA:**

Files, 1974-1977 (12 feet)

First Lady's Staff: Social Secretary.

The Social Secretary planned official and private social events hosted by the President or Mrs. Ford. She and Mrs. Ford selected entertainment, menu, and decor for state dinners, holiday events, special receptions, and smaller private gatherings. Most were held in the White House, but some were at Camp David, U.S. embassies, and aboard the U.S.S. *Sequoia*. Downs and her predecessors, Lucy Winchester and Nancy Lammerding Ruwe, worked closely with Mrs. Ford, the President's staff, and the State Department Chief of Protocol.

*** DOWNS, MARIA:**

Papers, 1975-1977 (1 foot)

Included is an unpublished, upbeat book manuscript, "Mostly Wine and Roses," and other drafts and articles related to Downs's work.

*** DOWNTON, DOROTHY E.:**

Files, (1972) 1974-1977 (2 feet)

President's Office: Personal Secretary to the President.

Downton assisted the President and First Family with personal correspondence and records of living and entertainment expenses. She also accumulated a few files on official and political matters, including a 1976 campaign strategy book and related media plan.

ELLIOTT, ROLAND:

Files, 1974-1977 (20 feet)

Editorial/Speechwriting Staff: Director of Correspondence.

ERICSON, CLIFFORD:

Bicentennial album, 1976 (less than one foot)

*** EVES, JEFFREY P.:**

Files, 1974-1976 (12 feet)

Office of Public Liaison: Director of White House Conferences.

Eves organized White House conferences, briefings, and field conferences for representatives of business, labor, student, women's and other interest groups. Most events were town hall-type forums on major domestic and economic issues. Arrangements and proceedings are much better documented than policy impact. The collection includes the files of John Shlaes, Eves's assistant and successor.

**** indicates the collection is open at least in part***

*** FALK, JAMES:**

Files, 1974-1975 (1976) (14 feet)

Domestic Council: Associate Director for Intergovernmental Affairs.

Falk handled White House relations with U.S. territorial, state and local government officials and their organizations and lobbies. Renewal of the general revenue sharing program and the economic impact of military base closings are typical and prominent concerns.

FARRELL, MICHAEL J.:

Files, 1974-1977 (29 feet)

Staff Secretary's Office: Director of the White House Visitors Office.

*** FELTNER, RICHARD L.:**

Speeches, 1974-1977 (less than one foot)

Department of Agriculture: Assistant Secretary for Marketing and Services.

Texts, notes, and drafts of Secretary Feltner's speeches.

*** FIELD, H. JAMES, JR.:**

Files, 1976 (less than one foot)

White House Operations Office: Staff Assistant to Richard Cheney.

Field responded to routine campaign requests for Presidential messages, endorsements of candidates, and fundraising letters. Also included is a small file on campaign telephone calls made by Mrs. Ford.

FINK, JUDITH:

Papers, 1972-1977 (20 feet)

Pro-life activist.

*** FISHER, WILLIAM L.:**

Papers, (1974) 1976-1977 (2 feet)

Department of the Interior: Assistant Secretary for Energy and Minerals.

This is primarily a file of outgoing memos and letters from 1976, arranged by date, on such topics as energy and mineral leases on public lands and the continental shelf, ocean mining, mine health and safety, and mineral and energy stockpiles. Two 1974 briefing books concern a variety of Interior Department issues.

*** FLETCHER, ARTHUR:**

Files, 1976 (3 feet)

Deputy Assistant to the President for Urban Affairs.

Fletcher advised and represented the President on such matters as urban affairs, minority businesses, and black colleges and universities.

*** FORD LIBRARY PROJECT FILE ON THE PRESIDENT KENNEDY ASSASSINATION RECORDS ACT: Photocopies of documents, 1959-1992** (2 feet)

Included here are duplicate photocopies of those Ford Library documents that were released by the President Kennedy Assassination Records Review Board and which are now, in photocopy form, part of the Center for President Kennedy Assassination Records at the National Archives in College Park, Maryland. Because the source or master copies of these documents are scattered in numerous Library collections, several of which are currently unprocessed and closed, this Project File affords the public with a convenient alternative means of access.

*** FORD LIBRARY PROJECT FILE ON PINOCHET/CHILE: Photocopies of documents, 1970-1976** (less than one foot)

Included here are duplicate photocopies of those Ford Library documents that were released under a Clinton Administration program concerned with human rights and U.S. relations with Chile. Because the source or master copies of these documents are scattered in many Library collections, several of which are currently unprocessed and closed, this Project File affords the public with a convenient alternative means of access.

*** FORD, BETTY:**

Papers, 1973-present (142 feet)

Trip and local event case files for the White House period outline Mrs. Ford's activities, including political travels, ceremonies, and White House dinners and entertainments. Also open is a select collection of popular magazine articles about Ford family members. Other segments are closed to research. For closely related collections, see the White House Social Office Central Files in Part III and the listing of First Lady's Staff files in Part IV of this guide.

**** indicates the collection is open at least in part***

*** FORD, GERALD R.:**

Congressional papers, 1948-1973 (921 feet)

Ford's campaigns, voting record, bill sponsorship, speeches, newsletters, and press releases are documented, 1948-1973. Ford's work on House committees to 1965, and as Minority Leader thereafter, is thinly documented with the exception of his membership on the President's Commission on the Assassination of President Kennedy (Warren Commission). The Ford office routinely destroyed many noncurrent files until 1964, when the University of Michigan approached Ford about the archival deposit of the papers now at the Ford Library. As a result, constituent and interspersed political correspondence, House Republican circulars and press releases, Republican Party publications and other reference material, special subject files, and travel and office administration files are extensive (or even extant) only from the early 1960s. See also especially the Ford Vice-Presidential Papers, which include congressional-era materials gathered during the confirmation process, and the Robert Hartmann Papers.
NOT FULLY DESCRIBED IN PRESNET.

*** FORD, GERALD R.:**

Material from the writing of *A Time to Heal*, 1977-1979 (15 feet)

Open to research are Ford's handwritten reflections (42 pages) on twenty-seven topics such as "How I make decisions," "What religion means to me," and "Richard Nixon's place in history." Ford prepared them at the request of Trevor Armbrister, a journalist who assisted in the research and writing of *A Time to Heal*. The bulk of this collection, which includes no White House-era files, is unavailable to research.

*** FORD, GERALD R.:**

Papers relating to his U.S. Navy service, 1941-1975 (less than one foot)

A copy of Lieutenant Commander Ford's official Navy personnel file, his own file of orders and fitness ratings, and materials received from former shipmates. During World War II, Ford served in the Pacific on a light aircraft carrier as director of physical training, a gunnery officer, and an assistant navigator.

FORD, GERALD R.:

Personal financial records, 1942-1992 (2004) (99 feet)

FORD, GERALD R.:

Personal papers, 1913-2006 (26 feet)

FORD, GERALD R.:

Post-Presidential office files, 1977-2006 (596 feet)

*** FORD, GERALD R.:**

Reproductions from other Presidential libraries, 1949-1968 (less than one foot)

The Ford Library has acquired reproductions of miscellaneous Ford-related items at other presidential libraries. Limited searches in obvious file locations yielded these miscellaneous materials about Ford in the Truman, Eisenhower, and Johnson Libraries. Included are tape recordings and transcripts of telephone and other conversations by President Johnson concerning the Warren Commission and the assassination of President Kennedy.

FORD, GERALD R.:

Sanitized version of F.B.I. investigatory report on Gerald Ford, nominee for Vice President, 1973 (1 foot)

*** FORD, GERALD R.:**

Scrapbooks, 1929-2006 (36 feet and 73 volumes)

From 1929-1978, Gerald Ford, his family, and later his staff, compiled 73 scrapbooks documenting his activities. The first 37 volumes, extending to Ford's Vice-Presidential nomination, are an especially useful biographical resource. The scrapbooks primarily include newspaper and magazine articles, but also programs, invitations, newsletters, other memorabilia and occasional correspondence. After 1978, Ford Library volunteers undertook the task of clipping articles from periodicals accumulated by Ford's staff. The 1929-1978 scrapbooks are available on microfilm through interlibrary loan; a duplicate non-circulating set is available in the Grand Rapids Public Library.

*** FORD, GERALD R.:**

Vice-Presidential Papers, (1948) 1973-1974 (105 feet)

The collection dates from October 12, 1973, when President Nixon nominated Gerald Ford to become Vice President. The Robert Hartmann segment, however, includes material culled from Ford's Congressional Papers for use during Ford's confirmation hearings. The Vice-Presidential Papers are relatively complex and hard to use, in part because of the suddenness of events and re-organization of Ford's staff.

The collection includes material on Ford's congressional career and Vice-Presidential confirmation; miscellaneous domestic and foreign policy issues; Ford's scheduling, travel, and speeches; office organization; and constituent casework and public opinion mail. However, material on the Watergate affair and relations with the Nixon White House is scattered, and material on the Presidential transition is very limited.

*** FORD, RICHARD A.:**

Ford Paint & Varnish Company scrapbook, 1929-1962 (2 feet)

Brother of Gerald Ford; Grand Rapids businessman.

Scrapbook primarily of newsclippings, photos, and advertisements related to the Ford family business. The scrapbook was kept by Gerald R. Ford, Sr., as company founder, and continued by son Richard as his successor. A microfilm copy is available on interlibrary loan.

**** indicates the collection is open at least in part***

*** FORD, THOMAS:**

Papers and family books, 1880-1978 (5 feet)

Brother of Gerald Ford; legislator and official, Michigan state government.

Included are a few early letters from Gerald Ford, Jr., to family, souvenir items, and a scrapbook on Thomas Ford's career in government. The bulk of the collection comprises books that belonged to the Ford family. A microfilm copy of the scrapbook is available on interlibrary loan.

*** FRENCH, JAY T.:**

Files, 1974-1975 (3 feet)

Office of the Counsel to the President: Assistant Counsel to the President.

The files primarily concern the Presidential Clemency Board and the amnesty program for Vietnam-era draft evaders and military absence offenders.

*** FRIEDERSDORF, MAX L.:**

Files, 1974-1977 (6 feet)

Congressional Relations Office: Assistant to the President for Legislative Affairs.

Friedersdorf assisted, then succeeded, William Timmons as head of the Congressional Relations Office. A subject series contains a small amount of material on Congress and each of the many domestic and foreign issues before it. Other files include extensive sets of standard briefing papers for Presidential-congressional meetings, personnel clearance records, and social invitations to members of Congress. Friedersdorf conducted much of his business in person on Capitol Hill, often reporting orally to Ford. This collection is most useful when read with the files of office colleagues and John Marsh. See the Loen-Leppert collection for Friedersdorf's 1974 files as an assistant for liaison with the House of Representatives.

*** FRIEDERSDORF, MAX L.:**

Papers, 1974-1977 (4 feet)

Miscellaneous scheduling, appointments, correspondence, trip, and subject folders supplementing the Friedersdorf Files above. *See Introduction, 2.7 Must I make advance arrangements to see certain "open" collections?*

FUHS, HENRY GEORGE (HANK), Jr.:

Papers, (1950) 1979-1988 (8 feet)

Official, Kent County and State of Michigan Republican Party

GERALD R. FORD COMMEMORATIVE COMMITTEE:

Records, 1977-1984 (9 feet)

The committee oversaw fundraising and construction of the Ford Museum.

GERALD R. FORD MUSEUM RE-DEDICATION COMMITTEE:

Records, 1996-1997 (1 foot)

**GERALD R. FORD PRESIDENTIAL MUSEUM DEDICATION COMMITTEE
INC.: Financial records, 1981-1982 (2 feet)**

*** GERGEN, DAVID R.:**

Files (1973-1975), 1976 (12 feet)

Special Assistant to Richard Cheney. Communications Office: Director; Special Counsel to the President for Communications.

Gergen assisted in the 1976 campaign. He compiled debate briefing material on Jimmy Carter's positions, drafted some Presidential speeches independently of Robert Hartmann's speechwriting staff, and handled some media relations independently of Ron Nessen's Press Office. Gergen also coordinated the nomination process for the Medal of Freedom awards. There is no documentation for Gergen's relationship with the President Ford Committee, however, and the standing functions of the Communications Office are better documented in the Gerald Warren and Margita White Files.

*** GOLDWIN, ROBERT A.:**

Files, 1974-1976 (2 feet)

White House Operations Office: Special Consultant to the President.

The Goldwin Files supplement the Goldwin Papers described below.

*** GOLDWIN, ROBERT A.:**

Papers, 1973-1977 (12 feet)

A self-proclaimed "outsider on the inside," Goldwin sought ideas from scholars working outside the government to pass on to officials within the government. He organized a series of White House seminars, assisted in drafting speeches for President Ford and Secretary of Defense Rumsfeld, and identified scholars for possible positions within the administration. The papers reflect Goldwin's extensive contact with prominent intellectuals nationwide on such issues as education, the humanities, crime, and the philosophy of limited government. The papers also include material on President Ford's November 1975 reorganization of senior personnel.

*** GOODELL, CHARLES E.:**

Papers, 1973-1977 (9 feet)

Presidential Clemency Board: Chairman. Attorney, lobbyist, and former U.S. Representative and Senator.

The clemency program for Vietnam War draft evaders and military absence offenders is extensively documented in Clemency Board minutes, case summaries, and internal memorandums. Also documented is Goodell's attorney/lobbyist work on such issues as privacy legislation, auto emissions, and Concorde SST landing rights.

**** indicates the collection is open at least in part***

*** GORDON, SHANA:**

Papers, 1975-1977 (less than one foot)

Department of Health, Education, and Welfare: Assistant Commissioner for Public Affairs (Office of Education); Assistant Secretary for Public Affairs.

The main topic is HEW's overall public relations efforts, especially the planning and execution of the Office of Education's public information program.

*** GOROG, WILLIAM F.:**

Files, 1975-1976 (4 feet)

Office of the Presidential Assistant for Economic Affairs: Deputy Assistant to the President for Economic Affairs. Economic Policy Board: Deputy Director.

The 1976 amendments to the Clean Air Act and Gorog's activities as an economic spokesman are focal points of this fragmentary, diverse file.

*** GRAND RAPIDS ORAL HISTORY COLLECTION** (less than one foot)

Seven people who knew Ford as a young man discuss their acquaintanceships, Grand Rapids politics in the 1930s and 1940s, and Ford's 1948 congressional campaign. Interviewees are Arthur Brown, Philip Buchen, Kay Clark, Margaret and Paul Goebel, Dorothy Judd, Willard Ver Meulen, and Niel Weathers. National Archives staff conducted the interviews in 1980. The transcripts are available on interlibrary loan.

*** GRAND RAPIDS SOUTH HIGH SCHOOL:**

Publications, 1927-1931 (less than one foot)

Student yearbooks and magazines from Ford's South High years.

GRASSMUCK, GEORGE:

Papers, 1977-1990 (2 feet)

Political Scientist. Gerald R. Ford Foundation officer.

GREENE, JOHN ROBERT:

Research interviews and papers, 1986-2003 (9 feet)

Historian. Author, *Gerald R. Ford: A Bibliography* (1994); *The Presidency of Gerald R. Ford* (1995); *Betty Ford: Candor and Courage in the White House* (2004).

*** GREENER, WILLIAM I., Jr.:**

Papers, 1975-1976 (7 feet)

Press Office: Deputy Press Secretary. Department of Defense: Assistant Secretary for Public Affairs. President Ford Committee: Director of Communications.

The papers in part concern press briefings, media liaison during trips, the organization and operation of White House and Defense Department press offices, and the advocates program of the 1976 Republican campaign.

*** HAIG, ALEXANDER M.:**

Files, 1973-1974 (3 feet)

White House Operations Office: Assistant to the President.

An August-September 1974 file of communications with White House staff concerns the Nixon-Ford transition: personnel, selection of a new Vice President, Richard Nixon's transition to private life, and scheduling for the new President. A file dating to 1973 has invitations, congratulations and other routine social correspondence. Haig briefly reviewed his weeks in the Ford White House in his memoir *Inner Circles* (1992).

*** HALPER, SAMUEL:**

Files, 1974-1976 (1 foot)

Domestic Council: Consultant on Puerto Rico.

The collection consists primarily of Norman Ross's and James Falk's files from their work on the Ad Hoc Advisory Group on Puerto Rico. Halper, a journalist, inherited and used the files while serving as a part-time consultant.

*** HAMPTON, ROBERT E.:**

Papers, 1960-1977 (16 feet)

Civil Service Commission: Commissioner and Chairman. Federal Labor Relations Council: Member and Chairman.

Hampton's speeches and trip case files are the bulk of the collection. Labor-management issues within the federal government and Hampton's membership in the National Academy of Public Administration are prominent topics in the modest subject files.

*** HANZLIK, RAYBURN:**

Files, 1975-1976 (11 feet)

Domestic Council: Coordinator of Public Forums on Domestic Policy; Associate Director for Intergovernmental Relations.

Vice President Rockefeller conducted a series of meetings around the country to gauge public domestic policy concerns. Hanzlik handled the logistics, staff, and records of proceedings but not policy evaluation or follow-up. A small portion of this file concerns Hanzlik's work as an assistant to Stephen McConahey.

HARDY, TIMOTHY

See CARGILL, R. MASON

**** indicates the collection is open at least in part***

*** HARTMANN, ROBERT T.:**

Files, 1974-1977 (38 feet)

Counsellor to the President.

Hartmann was senior staff adviser and speechwriter to Representative and Vice President Ford. He remained a senior adviser in the White House, where his formal duties included direction of the Editorial and Speechwriting Staff and relations with national, state, and local units of the Republican Party. Hartmann personally drafted many important Ford speeches, including those on the Bicentennial of American independence and Ford's acceptance of the Republican Presidential nomination. His files are useful on many other topics, for example, the 1974 nomination of Nelson Rockefeller as Vice President, but overall this collection does not fully reflect Hartmann's senior role.

See especially the Hartmann personal papers described below. See also the Ford Congressional and Vice-Presidential Papers for Hartmann materials 1968-74, the files of White House Editorial and Speechwriting Office staff, and the files of political liaison assistants Gwen Anderson and Jack Calkins.

*** HARTMANN, ROBERT T.:**

Papers, (1884) 1934-1983 (96 feet)

Journalist. Senior adviser to Ford as House Minority Leader, Vice President, and President.

In 1966, Hartmann left a successful journalism career to work for the Republican Party in the House of Representatives. Thus began a close and long association with Gerald Ford, who was then Minority Leader. Topics in Hartmann's papers include Republican opposition to Great Society programs, speechwriting and press relations, and liaison between House Republicans and the Nixon White House, including minutes of 1969-71 leadership meetings. Subsequent material concerns the Ford vice presidency, operation of the Ford White House, the 1976 campaign, and Hartmann's important memoir, *Palace Politics: An Inside Account of the Ford Years* (1980).

The collection also richly documents Hartmann's earlier life and journalism career. There is material on Hartmann's youth and public schooling in Beverly Hills, California, and at Stanford University during the Great Depression, a 1938 post-college trip to Japan and occupied Manchuria and thence to Europe, World War II service in the Pacific, and Hartmann's career as a *Los Angeles Times* reporter and bureau chief.

In 1994, the Library received an additional shipment of chronologically and topically diverse papers. These are currently unprocessed.

*** HASEK, ELISKA A.:**

Files, 1974-1977 (3 feet)

Editorial and Speechwriting Staff: Director of Presidential Messages.

Hasek, after screening requests from the public, drafted messages of commendation, greetings, and good will to individuals and groups or to mark such special occasions as National Hobby Month. In 1976 assistant Michael Johnson answered politically-oriented message and article requests.

HENDRIKS, WARREN K.:

Files, 1976 (4 feet)

Gerald R. Ford Library Guide: Collections, A-Z

Scheduling and Advance Office: Director, Office of Presidential Spokesman.

HENKEL, WILLIAM

See CAVANEY, BYRON

*** HILLS, CARLA:**

Speeches, 1975-1977 (1 foot)

Secretary of Housing and Urban Development

A complete set of speeches from her HUD service.

HILLS, RODERICK

See SCHMULTS, EDWARD.

*** HOFFMANN, MARTIN R.:**

Papers and scrapbooks, (1962) 1971-1977 (1991) (26 feet and 9 volumes)

Atomic Energy Commission: General Counsel; Department of Defense: General Counsel, then Secretary of the Army; member, Defense Secretary's Commission on Base Realignment and Closure (1988).

Material primarily from Hoffmann's work as General Counsel under James Schlesinger at both the Atomic Energy Commission (1971-1973) and the Defense Department (1973-1975); and his work, mostly under Donald Rumsfeld, as Secretary of the Army (1975-1977). Hoffmann's 1988 work on military base realignment is significantly documented also.

*** HOLLOWAY, EVERETT RAY:**

Papers 1971-1976 (less than one foot)

U.S. Navy serviceman, participant in clemency program

Materials concerning his Vietnam-era military service and participation in the Ford administration's clemency program.

HOLM, JEANNE

See LINDH, PATRICIA.

**** indicates the collection is open at least in part***

*** HOOPES, DAVID C.:**

Files (1972) 1974-1977 (26 feet)

Staff Secretary's Office: Special Assistant to the President.

Materials primarily related to daily administration of White House Office spending, personnel actions and allocations, office space, passes, equipment, perquisites, and comparable matters. Some material relates to other Executive branch personnel matters or to administration of the Executive Office of the President. Additionally, there is an extensive chronological set of briefing papers for Presidential meetings and events. *See Introduction, 2.7 Must I make advance arrangements to see certain "open" collections?*

NOT FULLY DESCRIBED IN PRESNET.

*** HOPE, JUDITH:**

Files, 1974-1977 (18 feet)

Domestic Council: Consultant; Associate Director for Transportation.

Prominent topics include domestic and international aviation, Department of Transportation budgets, highways, railroads, trucking, mass transit, domestic waterways, and motor vehicle safety and energy efficiency. There is a small file on federal paperwork reduction.

*** HORN, ROBERT J.:**

Papers, 1974-1975 (9 feet)

Presidential Clemency Board: Executive Secretary.

Material on administration and decisions of the Board, including meeting minutes, training manuals, decision records, and budget and other documents. *See Introduction, 2.7 Must I make advance arrangements to see certain "open" collections?*

*** HULLIN, TOD R.:**

Files, 1974-1976 (1 foot)

Domestic Council: Associate Director for Housing and Community Affairs.

Hullin's chronological correspondence file is here, but successor F. Lynn May inherited his subject files.

*** HUMPHREYS, GEORGE:**

Files, 1975-1977 (12 feet)

Domestic Council: Associate Director for the Environment.

Environmental protection, climate change, oceanic resources, national parks, clean air, and wildlife protection are illustrative topics.

*** HUTCHINSON, EDWARD:**

Papers, 1959-1976 (181 feet)

Michigan state government, 1947-1962. U.S. Representative, 1963-1976. Ranking Republican Member, House Judiciary Committee, 1973-76.

Of special interest are files on the House inquiries into impeachment of Justice William O. Douglas in 1970 and President Richard Nixon in 1973, and files on the Vice-Presidential confirmation hearings of Gerald Ford and Nelson Rockefeller. Other files relate to bills considered by the Judiciary Committee, the House Ethics Committee, the Commission on Revision of the Federal Court Appellate System, and the 1961-1962 Michigan Constitutional Convention. The collection is on deposit from Michigan Historical Collections--Bentley Library.

See Introduction, 2.7 Must I make advance arrangements to see certain "open" collections?

NOT FULLY DESCRIBED IN PRESNET.

*** HYDE, JAMES F.C., Jr., and STEPHEN WAYNE:**

Research interviews, 1975-1977 (less than one foot)

Political scientists.

Between 1975-1977, Hyde and Wayne interviewed 20 Ford staff members as part of a research project on legislative clearance, enrolled bills, and legislative programming. Many interviews also discussed work relationships and job stresses. Interviewees included Domestic Council and Congressional Relations staff members, Donald Ogilvie of OMB, Richard Cheney, James Connor, Robert Hartmann, and others.

HYLAND, WILLIAM G.:

Printed material and papers, ca. 1975-1992 (48 feet)

Deputy Assistant to the President for National Security Affairs, 1975-1977, and other government posts. Editor, *Foreign Affairs*, 1984-1992.

JENCKES, JOSEPH

See O'DONNELL, PATRICK.

*** JOHNSON, SPENCER:**

Files, 1976-1977 (5 feet)

Domestic Council: Associate Director for Health, Social Security, and Welfare.

The collection covers such issues as food stamps, swine flu immunization, national blood supply policy, and physical fitness and sports.

JOHNSON, U. ALEXIS:

Diary transcript, 1974-1977 (less than one foot)

Ambassador-at-large and chief U.S. delegate to Strategic Arms Limitation Talks, 1973-77.

**** indicates the collection is open at least in part***

*** JOHNSTON, JUDITH:**

Files, 1973-1977 (1 foot)

Domestic Council: Staff Secretary.

Johnston tracked personnel levels, compiled budget figures, kept payroll and leave records, and provided daily administrative support. Administrative files are open, but individual personnel files are closed.

*** JONES, JERRY H.:**

Files, 1974-1977 (24 feet)

White House Staff Secretary. Scheduling and Advance Office: Deputy Assistant to the President.

Jones's files are especially informative on administration of the White House Office, the 1976 Presidential nomination, and general election campaigns, media relations, and the purposes and planning of Presidential trips and schedules. Jones worked under the immediate direction of Donald Rumsfeld and Richard Cheney.

*** JONES, SIDNEY L.:**

Papers, (1954) 1969-1992 (1995) (8 feet)

Economist; Department of the Treasury, Assistant Secretary for Economic Policy; other senior government positions; academic positions .

Jones held a variety of important economic policy positions in the Nixon, Ford, Reagan, and Bush, senior, administrations. The collection spans his government and non-government career and includes highly substantive policy memoranda, academic papers, speeches, and other material.

JUREY, PHILOMENA SPARANO:

Papers, 1961-1989 (11 feet)

Voice of America White House correspondent and division editor-in-chief.

KAMSTRA, ANNE F.:

Files, 1974-1977 (7 feet)

President's Office: Staff Assistant.

KEESLING, KAREN

See LINDH, PATRICIA and JEANNE HOLM

Gerald R. Ford Library Guide: Collections, A-Z

*** KENDALL, WILLIAM:**

Files, (1971) 1974-1977 (7 feet)

Congressional Relations Office: Deputy Assistant to the President for Legislative Affairs (Senate).

Kendall, with assistants Patrick O'Donnell and Joseph Jenckes, handled White House relations with senators. He succeeded Thomas Korologos, whose materials dating from 1971 are scattered in this collection. Topics include the Vietnam War, military spending, intelligence community oversight, and energy issues. Other files concern confirmation of appointees, courtesies, and scheduling.

*** KILBERG, BOBBIE GREENE:**

Files, 1974-1977 (10 feet)

Office of the Counsel to the President: Associate Counsel to the President.

Prominent topics include busing for school desegregation, the Arab boycott of U.S. firms dealing with Israel, the Vietnam-era clemency program, Secret Service protection, and the Cabinet Committee to Combat Terrorism. Other, smaller, files range from abortion to implementation of the Helsinki agreements.

KISSINGER, HENRY A.:

Photocopies of selected files from the Kissinger Papers at the Library of Congress, 1974-1977 (6 feet)

Secretary of State. Assistant to the President for National Security.

KISSINGER, HENRY A.

See also NATIONAL SECURITY ADVISER

KNAUER, VIRGINIA H.:

Files, 1969-77 (28 feet)

Public Liaison Office: Special Assistant for Consumer Affairs.

*** KONTOS, C. WILLIAM:**

Papers, 1976-1982 (less than one foot)

Sinai Support Mission (SSM): Director and Special Representative of the President.

The SSM managed an early warning system in support of a United Nations buffer zone between Egyptian and Israeli armed forces in the Sinai. Included are Kontos's remarks to International Peace Academy seminars and other groups and SSM reports to Congress. The use of sensor technology as a peacekeeping tool is a collateral topic.

**** indicates the collection is open at least in part***

*** KOSTERS, MARVIN:**

Files, 1974-1975 (2 feet)

Office of the Presidential Assistant for Economic Affairs: Consultant.

Main topics are the creation of the Economic Policy Board, the board's March 1975 quarterly policy review, and relations with the Office of the Special Representative for Trade Negotiations during a period of upheaval in OSTR personnel and responsibility.

*** KUROPAS, MYRON B.:**

Files, 1976-1977 (5 feet)

Office of Public Liaison: Special Assistant for Ethnic Affairs.

Kuropas was a liaison with ethnic community leaders and voluntary organizations during 1976. The collection includes a generally routine reference file for such groups as the American Latvian Association and the Japanese-American Citizens League.

KUROPAS, MYRON B.:

Papers, 1976 (9 feet)

LACLAIRE, DAVID:

Papers, (1965) 1975-1995 (one foot)

Grand Rapids photographer, associate of Gerald Ford, and Gerald R. Ford Foundation trustee.

*** LAIRD, MELVIN R.:**

Papers, (1941) 1953-2004 (124 feet, plus 231 microfilm cartridges and reels)

U.S. Representative, 1953-68; Secretary of Defense, 1969-1973; Counsellor to President Nixon, 1973-74; senior counselor, *Reader's Digest*, 1974-present.

This rich collection spans Laird's distinguished career, especially after 1960. Prominent topics include the 1964 Republican Party platform; the 1964, 1968, and 1972 presidential campaigns; Congressional Republicans in the 1960s; the Vietnam War; a wide range of Defense Department policy, procurement, and planning issues and actions, both regional and global; many domestic policy topics; Nixon White House efforts to avoid impeachment; and Laird's post-government activities. The collection includes files held by assistant William J. Baroody, Jr.

See Introduction, 2.7 Must I make advance arrangements to see certain "open" collections?

NOT FULLY DESCRIBED IN PRESNET.

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*** LAZARUS, KENNETH A.:**

Files, 1974-1977 (24 feet)

Office of the Counsel to the President: Associate Counsel to the President.

The breadth of topics in this collection and the variety of staff who contributed to it suggest that these files may have been shared by several attorneys in the White House Counsel's Office. Illustrative topics include: John Paul Stevens' nomination to the Supreme Court, sex discrimination and the Title IX program, claims of executive privilege or legislative encroachment, standards of conduct for White House staff, the death penalty, public access to government information, and the pardon of Iva Toguri ("Tokyo Rose").

*** LEACH, PAUL C.:**

Files, 1974-1976 (16 feet)

Domestic Council: Associate Director for Agriculture, Economic Development, and Commerce.

Leach worked on agriculture, world food supplies, capital markets and financial institutions, small businesses, and regulatory reform.

*** LEHMANN, WOLFGANG J.:**

Papers, 1973-1979 (1999) (one foot)

U.S. Consul General, Can Tho, South Vietnam; U.S. Minister to the Republic of Vietnam

Includes oral histories, memos, and published and unpublished commentary on the fall of Saigon; memorabilia such as maps, an embassy directory, and issues of the *Saigon Post*; papers on administrative matters in the wake of the evacuation; and photos from the period preceding the fall of Saigon.

LEONARD, MILDRED V.:

Files, 1974-1976 (5 feet)

President's Office: Personal Assistant to the President.

*** LEONARD, MILDRED V.:**

Papers, 1965-1991 (1993) (2 feet)

Personal secretary to Gerald R. Ford, 1949-77.

Includes a scrapbook, miscellaneous personal notes and messages, a 1973 Rolodex, and other memorabilia.

LEPPERT, CHARLES

See LOEN, VERNON.

**** indicates the collection is open at least in part***

*** LEVI, EDWARD H:**

Speeches and scrapbooks, 1975-1977 (6 feet)

U.S. Attorney General.

A bound volume of speeches and 13 scrapbooks of mostly newspaper and magazine clippings.

*** LINDH, PATRICIA S.:**

Papers, (1970) 1973-1977 (less than one foot)

Special Assistant to President for Women's Programs. Deputy Assistant Secretary of State for Cultural and Educational Affairs.

Speeches, clippings, occasional memos, and other items related primarily to her White House work.

*** LINDH, PATRICIA, and JEANNE HOLM:**

Files, 1974-1977 (21 feet)

Office of Public Liaison: Special Assistants to the President for Women's Programs.

Lindh, her successor Holm, and their assistant, Karen Keesling, served as liaisons between the White House and women's organizations. The Equal Rights Amendment, International Women's Year, presidential appointment of women, and issues affecting the civil and economic rights of women are prominent topics.

*** LISSY, DAVID:**

Files, 1974-1977 (19 feet)

Domestic Council: Associate Director for Education, Labor and Veterans. Special Assistant for Domestic Affairs.

Includes files of Lissy's predecessor, Roger Semerad. Numerous and varied issues including, for examples, Ford's "Work and Education" proposal, training and benefits for the unemployed, medical care for veterans, and the Civil Service. Lissy also had major role in White House liaison with Jewish groups.

LYNN, JAMES T.:

Papers, 1974-78 (31 feet)

Department of Housing and Urban Development: Secretary; Office of Management and Budget: Director.

*** LOEN, VERNON, and CHARLES LEPPERT:**

Files, 1974-1977 (18 feet)

Congressional Relations Office: Deputy Assistants to the President for Legislative Affairs (House).

Max Friedersdorf, Loen, and Leppert successively handled White House relations with the House of Representatives. Their files are intermingled here along with files of their assistants. A subject file includes about 2,000 pages on the House Select Committee on Intelligence, but more typical are single folders on House issues ranging from startling control to the 1975 Sinai Agreement. A chronological file on Presidential meetings with Representatives provides standard briefing papers and, sometimes, additional information. Another file documents the routine personnel clearance process with the House Minority Leader.

*** McCALL, CHARLES H.:**

Files, 1974-1977 (82 feet)

Editorial and Speechwriting Staff: Director of Research.

McCall and predecessor Agnes Waldron supervised a staff that checked the factual accuracy of draft Presidential speeches, messages and other statements. The staff also gave reference support to the speechwriters. An extensive reference file of newspaper articles, press releases, newsletters and similar material is open to research. Fact-checked drafts and administrative files are unprocessed.

*** McCONAHEY, STEPHEN G.:**

Files, 1975-1977 (17 feet)

Domestic Council: Associate Director for Transportation. Special Assistant to the President for Intergovernmental Affairs.

McConahey handled liaison and policy coordination with state, local, and territorial governments, and with related organizations such as the National Governors' Conference and the National League of Cities. Community development, energy and environmental policies, revenue sharing, the 1976 campaign, and federal aid are typical issues. A smaller portion of the collection derives from McConahey's work on such transportation issues as no-fault insurance and highway projects.

*** McCRACKEN, PAUL W.:**

Files, 1974 (2 feet)

White House staff: Consultant to Counsellor Kenneth Rush.

McCracken, a distinguished economist, served a three-week appointment to help with the Conference on Inflation and Ford's subsequent special economic address.

**** indicates the collection is open at least in part***

*** MACDONALD, DAVID R.:**

Papers, 1973-1976 (1978) (14 feet)

Treasury Department: Assistant Secretary for Enforcement, Operations, and Tariff Affairs. Defense Department: Undersecretary of the Navy.

The papers are substantive and relate especially to foreign trade and tariff matters, and Treasury Department law enforcement responsibilities. There is scant material from Macdonald's Navy post.

*** MADURO, REYNALDO P.:**

Files, 1976 (1 foot)

Office of Public Liaison: Deputy Special Assistant for Hispanic Affairs.

Maduro was a White House liaison with voters of Cuban and Puerto Rican descent in the closing weeks of the 1976 Presidential election. Much of the collection is routine travel and schedule information.

*** MARRS, THEODORE C.:**

Files, 1974-1976 (46 feet)

Office of Public Liaison: Special Assistant to the President for Human Resources.

Marrs handled relations with about 160 widely varied interest groups, accumulating files of substantial research value. Prominent topics include matters affecting Native Americans, veterans, retirees, health care professionals, refugees from Indochina, and families of servicemen taken prisoner or missing in action in Indochina.

*** MARSH, JOHN O.:**

Files, 1974-1977 (48 feet)

Counsellor to the President.

Ford had known Marsh as a conservative Democratic Representative from Virginia, then as Nixon's Assistant Secretary of Defense for Legislative Affairs, 1972-73.

Marsh joined Ford's Vice-Presidential staff and emerged as a key White House adviser, directing the White House Congressional Relations and Public Liaison Offices.

Marsh worked on a wide range of domestic and foreign policy issues and handled special assignments. The latter included coordination of White House responses to congressional investigations of the intelligence community, celebration of the Bicentennial of American independence, and transition matters related to former President Nixon. Congressional relations are especially well documented, sometimes including minutes of Republican and bipartisan leadership meetings with Ford. There is little Public Liaison Office material. A file series on intelligence matters is closed.

MARTIN, GRAHAM

See NATIONAL SECURITY ADVISER. SAIGON EMBASSY FILES KEPT BY AMBASSADOR MARTIN

MARTIN, ROBIN B.:

Papers, 1972-1976 (4 feet)

Scheduling and Advance Office: Advanceman for Vice President and President Ford.

*** MASSENGALE, SARAH:**

Files, 1974-1977 (15 feet)

Domestic Council: Assistant Director for Health, Social Security, and Welfare.

Topics include abortion, problems of the aging and the handicapped, child welfare, health care, and medical research. The files also reflect Massengale's work on historic preservation, fine arts, and other cultural issues.

*** MATHEWS, DAVID:**

Microfilm of papers, 1975-1977 (25 reels)

Secretary of Health, Education, and Welfare (HEW).

Mathews's communications with the White House, Members of Congress, governors, Cabinet colleagues, and HEW staff are here along with related materials and publications. Originals are part of the collections of the University of Alabama Library. Advance written permission to use the microfilm is required and may be sought through the Curator of Special Collections, Main Library, University of Alabama, University, AL 35486.

MAUPIN, JOYCE:

Correspondence with Sara Jane Moore, 1977-1983 (less than one foot)

San Francisco-area social activist.

*** MAY, F. LYNN:**

Files, 1974-1977 (18 feet)

Domestic Council: Assistant Director for Justice, Civil Rights, Drugs, and Communications; Associate Director for Housing, Community Affairs, and Communication.

This wide-ranging collection includes clusters of files on drug abuse, housing, telecommunications, the Postal Service, privacy protection, regulatory reform, Olympic sports, the Commerce Department, small businesses, and illegal aliens.

*** MEEKER, DAVID O.:**

Papers, 1971-1984 (10 feet)

Department of Housing and Urban Development: Assistant Secretary for Community Planning and Development.

This is primarily a personal reference collection of reports, memos, speeches, and briefing and study material from Meeker's HUD tenure. Major topics include housing, community development, disaster assistance national growth policy, urban policy, and celebration of the Bicentennial. There are some materials from Meeker's work with the city of Indianapolis and the American Institute of Architects.

MIECZKOWSKI, YANEK:

Research interviews, 1994-2002 (one foot)

Historian; Author, *Gerald Ford and the Challenges of the 1970s* (2005).

**** indicates the collection is open at least in part***

*** MILTICH, PAUL A.:**

Files, 1974-1975 (1 foot)

Press Secretary's Office: Special Assistant to the President for Public Affairs.

The file contains miscellaneous and generally routine material.

*** MILTICH, PAUL A.:**

Papers, (1972) 1973-1977 (4 feet)

Press Secretary to Congressman and Vice President Ford, 1965-74. Special Assistant to the President for Public Affairs, 1974-75. Postal Rate Commission: member, 1975-77.

News clippings, wire stories, and press releases comprise the bulk of the collection. Also included are correspondence, position papers, and vice-presidential interviews and speeches.

*** MITLER, MILTON E.:**

Files, 1972-1977 (17 feet)

Office of Public Liaison: Deputy Assistant to the President for Human Resources.

Some material concerns Mitler's relations with the National League of Families of American Prisoners and Missing in Southeast Asia. The bulk, however, reflects his role as White House representative to individuals and groups celebrating the Bicentennial of American independence.

MOORE, SARA JANE

See MAUPIN, JOYCE

*** MOORE, W. ALLEN:**

Files, 1975-1977 (2 feet)

Domestic Council: Associate Director for Policy and Planning; Associate Director for Operations.

The files chiefly concern Social Security, welfare reform, office reorganization, and a May 1976 detailed status report on Ford administration policy initiatives.

*** MORTON, ROGERS C. B.:**

Files (1975), 1976 (2 feet)

Counsellor to the President for Political Affairs.

The collection focuses on the organization of the President Ford Committee (PFC) and its early efforts to secure the Republican Presidential nomination for Ford. Morton left the White House in April 1976 to become PFC chairman.

MUELLER, MERRILL

See STILES, JOHN R.

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*** MYER, PAUL:**

Files, 1974-1976 (6 feet)

Domestic Council: Assistant Director, Associate Director for General Revenue Sharing.

Myer helped coordinate efforts to renew the general revenue sharing program, which disbursed federal funds to state and local governments.

NATIONAL COUNCIL FOR UNITED STATES-CHINA TRADE

See UNITED STATES-CHINA BUSINESS COUNCIL.

NATIONAL SECURITY ADVISER: Files, (1969) 1974-1977 (340 feet)

President Ford's donated papers include the following subcollections created by National Security Advisers Kissinger and Scowcroft, their immediate staff, and the National Security Council staff. An asterisk () indicates if any part of the subcollection has been processed and opened.*

* _____. **BACKCHANNEL MESSAGES, 1974-1977** (4 feet)

The file series "Martin Channel," for especially sensitive communications between the White House and Ambassador Martin in Saigon, is open. *The subcollection is otherwise closed pending processing.*

* _____. **KISSINGER REPORTS ON USSR, CHINA, AND MIDDLE EAST DISCUSSIONS, 1974-1976** (2 feet)

The subcollection is fully processed. It includes memoranda of conversations, discussion summaries, and related material reporting to President Ford on Secretary Kissinger's overseas meetings with Soviet, Chinese, and Middle Eastern officials. Also includes memoranda of conversations from President Ford's meetings with Soviet leaders at Vladivostok and Helsinki, and Chinese leaders at Beijing.

* _____. **KISSINGER-SCOWCROFT WEST WING OFFICE FILES, 1974-1977** (16 feet)

Vietnam War files are open. *The subcollection is otherwise closed pending processing.*

* _____. **LEGISLATIVE INTERDEPARTMENTAL GROUP FILES, 1971-1974 (1976)** (one foot)

The LIG, which was most active 1971-1972, coordinated the efforts of key agencies to deal with Congress on foreign affairs and defense matters. Only Vietnam War files are processed and open. *The subcollection is otherwise closed pending processing.*

* _____. **MEMORANDA OF CONVERSATIONS, 1973-1977** (8 feet)

This subcollection is fully processed. The National Security Adviser's staff created, from handwritten notes, over 1,000 transcript-like records of President Ford's conversations with foreign officials, senior U.S. national security officials, and occasional others. The collection includes similar records for some of President Nixon's conversations in 1973.

_____. **MICROFILM APERTURE CARDS: Documents filed in PA and WHCF, 1974-1977** (3 feet)

Finding aids on the Ford Library web site –
<http://www.fordlibrarymuseum.gov/library/guide.asp>

**** indicates the collection is open at least in part***

Closed pending processing.

_____. **NSC DOCUMENT TRACKING SYSTEM: Printouts of tracking logs, 1974-1977** (6 feet)

Closed pending processing.

* _____. **NSC EAST-ASIA AND PACIFIC AFFAIRS STAFF: Files, (1969) 1973-1976** (17 feet)

Micronesia, Mariana Islands, and Vietnam War-related folders are open. *The subcollection is otherwise closed pending processing.*

* _____. **NSC EUROPE, CANADA, AND OCEAN AFFAIRS STAFF: Files, 1974-1977** (31 feet)

Folders titled "Conference on Security and Cooperation in Europe" are open. *The subcollection is otherwise closed pending processing.*

* _____. **NSC INFORMATION LIAISON WITH COMMISSIONS AND COMMITTEES: Files, 1974-1977** (16 feet)

Vietnam War files are open. *The subcollection is otherwise closed pending processing.*

* _____. **NSC INTERNATIONAL ECONOMIC AFFAIRS STAFF: Files, (1973) 1975-1976** (6 feet)

Files of Robert Hormats and his staff re the Rambouillet and Puerto Rico economic summits, various bilateral economic relationships, and international economic policy. Subject files are open, but chronological correspondence files are unprocessed.

* _____. **NSC LATIN AMERICAN AFFAIRS STAFF: Files, 1974-1977** (6 feet)

The subcollection is fully processed and is comprised of the working files of NSC staff Stephen Low and David Lazar.

* _____. **NSC MEETING MINUTES, 1974-1977** (one linear foot)

The subcollection is fully processed and includes detailed minutes, agendas, and/or background material for the 39 meetings of the National Security Council during the Ford administration. Topics include, for example, SALT, Middle East, southern Africa, Vietnam, the *Mayaguez* incident, defense policy, Panama Canal negotiations, and the intelligence community.

NOTE: All declassified minutes are posted on our website at

<www.fordlibrarymuseum.gov/library/document/nscmin/nscmin.htm>.

_____. **NSC MIDDLE EAST and SOUTH ASIAN AFFAIRS STAFF: Files, 1974-1977** (34 feet)

Closed pending processing.

* _____. **NSC PLANNING AND COORDINATION STAFF: Files, 1972-1975** (2 feet)

Only Vietnam War files are open. *The subcollection is otherwise closed pending processing.*

* _____. **NSC PRESS AND CONGRESSIONAL LIAISON STAFF: Files, 1973-1976** (3 feet)

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The subcollection is fully processed. These files of Leslie Janka and Margaret Vanderhye primarily concern press guidance given daily to the White House press secretary 1973-1976, a background subject file for mostly 1976, and memoranda of conversations and briefing papers from several Presidential-Congressional meetings.

* _____. **NSC PROGRAM ANALYSIS STAFF: Files, 1969-1977** (26 feet)
Only Micronesia files and a folder on naval force requirements are open. *The subcollection is otherwise closed pending processing.*

_____. **NSC STAFF SECRETARY: Files, 1974-1977** (4 feet)
Closed pending processing.

* _____. **NSC VIETNAM INFORMATION GROUP: Intelligence and other reports, 1967-1975** (5 feet)
The subcollection is fully processed. It primarily includes State Department and CIA cables concerning the Vietnam War; relations with the Saigon government; South Vietnam's political climate, opposition groups, religious and ethnic groups, labor unions, corruption, and censorship; peace negotiations; North Vietnam's military and economy; and events in Laos and Cambodia.

* _____. **NATIONAL SECURITY STUDY MEMORANDA AND DECISION MEMORANDA, 1974-77** (one foot)
The subcollection is fully processed. A Study Memorandum initiated a formal study of a U.S. national security concern. NSSM 238, for example, initiated a study of U.S. policy toward the Persian Gulf region. A Decision Memorandum, by contrast, articulated the basic tenets of U.S. national security policy on a given topic or area. NSDM 314, for example, addressed worldwide population growth. Over half of the NSSMs and NSDMs of the Ford administration have been declassified.
NOTE: All declassified NSSMs and NSDMs are available on the Ford Library website at <www.fordlibrarymuseum.gov/library/document/nsdmnssm/nsdmnssm.htm>.

* _____. **"OUTSIDE THE SYSTEM" CHRONOLOGICAL FILE, 1974-1977** (2 feet)
The subcollection is fully processed. It consists of documents, primarily copies, that were not logged into the NSC tracking system. They remained outside the system for reasons, apparently, of sensitivity, time, or simple routine convenience. Arranged by date, the file encompasses a wide range of topics.

_____. **PRESIDENTIAL AGENCY FILES, 1974-1977** (8 feet)
Closed pending processing

* _____. **PRESIDENTIAL BRIEFING MATERIAL FOR VIP VISITS, 1974-1977** (9 feet)
Only files on the May 1975 visit of Dutch Prime Minister den Uyl are open. *The subcollection is otherwise closed pending processing.*

* _____. **PRESIDENTIAL CORRESPONDENCE WITH FOREIGN LEADERS, 1974-1977** (2 feet)
The subcollection is fully processed. Included are letters and telegrams exchanged

**** indicates the collection is open at least in part***

between President Ford and the leaders of 64 nations on both matters of substance and routine courtesies. There is often supporting material used in drafting Ford's messages.

* _____. **PRESIDENTIAL COUNTRY FILES FOR AFRICA, 1974-1977** (3 feet)
The subcollection is fully processed. It includes cables between U.S. embassies and the Secretary of State, memos of the National Security Adviser and NSC staff, and comparable material. Arranged primarily by country, with some topical folders.

* _____. **PRESIDENTIAL COUNTRY FILES FOR EAST ASIA and the PACIFIC, 1974-1977** (8 feet),
The subcollection is fully processed. It includes cables between U.S. embassies and the Secretary of State, memos of the National Security Adviser and NSC staff, and comparable material. Arranged primarily by country, with some topical folders.

* _____. **PRESIDENTIAL COUNTRY FILES FOR EUROPE and CANADA, 1974-1977** (9 feet)
The subcollection is fully processed. It includes cables between U.S. embassies and the Secretary of State, memos of the National Security Adviser and NSC staff, and comparable material. Arranged primarily by country, with some topical folders.

* _____. **PRESIDENTIAL COUNTRY FILES FOR LATIN AMERICA, 1974-1977** (3 feet)
The subcollection is fully processed. It includes cables between U.S. embassies and the Secretary of State, memos of the National Security Adviser and NSC staff, and comparable material. Arranged primarily by country, with some topical folders.

* _____. **PRESIDENTIAL COUNTRY FILES FOR MIDDLE EAST and SOUTH ASIA, 1974-1977** (14 feet)
The subcollection is fully processed. It includes cables between U.S. embassies and the Secretary of State, memos of the National Security Adviser and NSC staff, and comparable material. Arranged primarily by country, with some topical folders.

* _____. **PRESIDENTIAL FILES of LOGGED NSC DOCUMENTS: Selected documents arranged by log number, 1974-1977** (26 feet)
Micronesia, Mariana Islands, and Vietnam War files are open. *The subcollection is otherwise closed pending processing.*

* _____. **PRESIDENTIAL NAME FILE, 1974-1977** (one foot)
The subcollection is fully processed. It includes a miscellaneous correspondence on foreign affairs and security matters, received from people outside the U.S. government; and internal memos on personnel and other administrative matters.

* _____. **PRESIDENTIAL SUBJECT FILE, 1974-1977** (10 feet)
There are open files on foreign assistance and military sales programs worldwide, PL-480, Indochina refugees, and Vietnam War MIAs. *The subcollection is otherwise closed pending processing.*

* _____. **PRESIDENTIAL TRANSITION FILE, 1974** (less than one foot)
The subcollection is fully processed. It includes messages to heads of state giving notice of the Nixon-Ford transition; planning for the messages; talking points for the new

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president's first meetings with foreign ambassadors; briefing papers for the new president summarizing foreign relations issues; summaries of world reaction; and a briefing book detailing US-USSR exchanges August 9 – November 5, 1974.

* . **SAIGON EMBASSY FILES KEPT BY AMBASSADOR GRAHAM MARTIN: Copies made for the NSC, 1963-1975 (1976)** (4 feet)

The subcollection is fully processed. Most of the material dates from the Nixon and Ford administrations, but there are earlier materials, including a file on the Diem coup in 1963. A chronological run of Backchannel cables between Ambassadors Bunker and Martin in Saigon and national security adviser Kissinger comprise most of the collection. Also included are briefing material for and reports about meetings with South Vietnamese officials, military situation and intelligence reports, and drafts of proposed peace agreements.

 . **SCOWCROFT DAILY WORK FILES, 1974-1977** (31 feet)

Closed pending processing.

* . **STAFF ASSISTANT JOHN K. MATHENY FILES, 1975-1976** (4 feet)

“Mayaguez Performance Evaluation” files are open. *The subcollection is otherwise closed pending processing.*

 . **STAFF ASSISTANT ROBERT McFARLANE FILES, 1974-1977** (3 ft)

Closed pending processing.

* . **STAFF ASSISTANT PETER RODMAN FILES, 1974-1977** (less than one foot)

The subcollection is fully processed. It includes a chronological file and a fragmentary subject file concerning research projects, Rodman's handling of letters addressed to Kissinger or Scowcroft, and reminders to the National Security Adviser about matters requiring his attention. Notable items include a Kissinger-Asad (Syria) memorandum of conversation and maps associated with negotiation of the Sinai Accords.

* . **TEMPORARY PARALLEL FILE OF ITEMS OPENED FROM UNPROCESSED FILE SERIES (1972) 1974-1977** (1 foot)

This artificial collection is composed of miscellaneous items that have been opened from otherwise unprocessed portions of the National Security Adviser Files. Library staff make occasional additions.

 . **TRIP BRIEFING BOOKS AND CABLES OF BRENT SCOWCROFT, 1974-1977** (2 feet)

Closed pending processing.

* . **TRIP BRIEFING BOOKS AND CABLES OF HENRY KISSINGER, 1974-1977** (13 feet)

Material is processed and open for the period June 6-13, 1976, concerning events worldwide, especially in Lebanon, while Secretary Kissinger attended the OAS meeting in Santiago, Chile. *The subcollection is otherwise closed pending processing.*

* . **TRIP BRIEFING BOOKS AND CABLES OF PRESIDENT FORD, 1974-1977** (9 feet)

**** indicates the collection is open at least in part***

Two folders re Iceland are open. *The subcollection is otherwise closed pending processing.*

_____. **WHITE HOUSE SITUATION ROOM. EVENING REPORTS FROM NSC STAFF, 1974-1977** (2 feet)

Closed pending processing.

_____. **WHITE HOUSE SITUATION ROOM. FORMER PRESIDENT NIXON'S BRIEFINGS, 1974-1977** (less than one foot)

Closed pending processing.

_____. **WHITE HOUSE SITUATION ROOM. LOGS OF PRESIDENTIAL ACTIVITIES AND WORLD EVENTS, 1974-1977** (less than one foot)

Closed pending processing.

_____. **WHITE HOUSE SITUATION ROOM. NOON AND EVENING NOTES, 1974-1977** (two feet)

Closed pending processing.

_____. **WHITE HOUSE SITUATION ROOM. PRESIDENTIAL DAILY BRIEFINGS, 1974-1977** (3 feet)

Closed pending processing.

* _____. **WHITE HOUSE SITUATION ROOM. SCOWCROFT'S MORNING NEWSPAPER SUMMARIES, 1976-1977** (1 linear foot)

The subcollection is fully processed. In 1976, the Situation Room staff prepared these daily summaries of foreign affairs and security articles appearing in the *New York Times*, *Washington Post*, and *Baltimore Sun*.

NATIONAL SECURITY COUNCIL: Institutional records from the Ford era
SEE U.S. NATIONAL SECURITY COUNCIL...

* **NEEDHAM, PAMELA:**

Files, 1974-1975 (4 feet)

Domestic Council: Staff Assistant; Associate Director for Health, Social Security, and Welfare.

Social Security financing, welfare reform, health, and consumer protection are the main topics .

* **NESSEN, RON:**

Files, 1974-1977 (32 feet)

Press Secretary to the President.

This collection supplements the richer Nessen Papers described below. Included are case files about press interviews with Ford, transcripts of ter Horst's and Nessen's daily press briefings, a selective subject and name index to the transcripts, and press release drafts.

*** NESSEN, RON:**

Papers, 1974-1977 (120 feet)

This is the key collection on press relations and administration of the White House Press Office. Included are minutes of staff "improvement sessions," notes from meetings, files of correspondence with subordinates and colleagues, subject files, case files and briefing books for press interviews with the President, question-and-answer guidance on expected queries, transcripts of Nessen's daily press briefings, and Nessen's telephone logs and schedule books.

The collection can be valuable for selected domestic policy and foreign affairs topics. It is useful on the 1976 primary and general election campaigns, especially for media relations and information about Ronald Reagan and Jimmy Carter, but less so on campaign planning and strategy.

Nessen recounted his White House experience in *It Sure Looks Different From the Inside* (1978).

NICHOLSON, WILLIAM

See RUSTAND, WARREN.

*** O'DONNELL, PATRICK, and JOSEPH JENCKES:**

Files (1969), 1974-1976 (7 feet)

Congressional Relations Office: Special Assistants to the President for Legislative Affairs (Senate).

O'Donnell and his successor, Jenckes, worked with senators regarding legislation, personnel appointments, and routine courtesies. Brief files on numerous topics comprise much of the collection. Among the larger files are those on the Freedom of Information Act and on uranium enrichment policy. There are several small chronological correspondence files.

O'DONNELL, TERRENCE:

Files, 1974-1977 (12 feet)

Scheduling and Advance Office: Aide to the President.

*** O'NEILL, ELIZABETH:**

Files, 1974-1977 (4 feet)

First Lady's Staff: Director of Correspondence.

The First Lady's correspondence unit answered her mail from the general public on such topics as health, requests for recipes, media interviews, and the Equal Rights Amendment. Reference files on these topics and carbons of outgoing letters are included.

The collection incorporates material from O'Neill's predecessors Gwendolyn King, Marba Perrot, and Thomas McCoy, and material from Mrs. Ford's personal assistant, Nancy Howe.

**** indicates the collection is open at least in part***

*** O'NEILL, PAUL H.:**

Papers, 1975-1977 (3 feet)

Office of Management and Budget: Deputy Director

Copies of O'Neill's outgoing correspondence, arranged by date, with the President and his staff; federal, state, and local government officials; and others.

ORBEN, ROBERT

See also THEIS, PAUL and ROBERT ORBEN.

ORBEN, ROBERT:

Papers, 1974-1977 (10 feet)

Editorial and Speechwriting Staff: Special Assistant to the President

*** OVERMAN, DEAN:**

Files, 1975-1977 (3 feet)

Domestic Council: White House Fellow assisting Vice President Rockefeller; Associate Director for Policy and Planning.

Materials on Puerto Rico, including drafts of the 1977 statehood bill, are the most notable feature of this collection. Overman also accumulated material on the fiscal health of state and local governments, and the 1977 State of the Union Address.

PANTLIND, FREDERICKA:

Papers, 1935-1938 (less than one foot)

Grand Rapids friend of Gerald Ford.

*** PARSONS, RICHARD:**

Files, 1974-1977 (10 feet)

Domestic Council: Associate Director for Justice, Civil Rights, Drugs, Consumer Affairs.

Parsons chaired the Domestic Council's Drug Review Task Force. He was also active in the areas of privacy, gun control, affirmative action, busing to achieve school desegregation, voting rights, sex discrimination by educational institutions, and illegal immigration.

*** PATTERSON, BRADLEY H., JR.:**

Files (1973), 1974-1976 (2 feet)

Special Assistant to the President for Native American Programs.

Native American protest, legislation, and policies of special concern to Native Americans, and Patterson's work as a White House liaison with federal officials and tribal organizations, are the core of this collection. Patterson's files as Assistant Director of Operations, White House Personnel Office, are elsewhere, among that office's records.

***PATTERSON, BRADLEY H., JR.:**

Papers 1973-1977 (3 feet)

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Supplementing the above collection, this separate donation especially concerns litigation involving Native American land claims, sovereignty issues, and fishing, water, and mineral rights.

*** PEABODY, ROBERT L.:**

Research interview notes, 1964-1967 (less than one foot)

Political scientist.

In the aftermath of the severe setbacks suffered by House Republicans in the 1964 elections, Peabody interviewed in confidence many Republican Members of Congress as their leadership contests unfolded. He conducted more interviews as the new leadership took hold. Most interviews focussed on the contest for House Minority Leader between Ford and Charles Halleck. Others concerned Melvin Laird's election as chairman of the House Republican Conference, Les Arends's election as Minority Whip, and the selections of John Rhodes and Charles Goodell to chair planning and policy committees. The interviews were the basis for a journal article, later reprinted as a chapter in *Leadership in Congress: Stability, Succession, and Change* (1976). These detailed interview notes may not be quoted for publication except by advance written permission of Professor Peabody.

*** PHELAN, WANDA:**

Files (1971) 1976 (24 feet)

Press Secretary's Office: Staff Assistant for Research.

Phelan maintained research files for the 1976 campaign, concentrating on Jimmy Carter's background and statements, editorial opinions and endorsements, and columnist opinion from state and local newspapers.

*** PORTER, SUSAN:**

Files, 1974-77 (10 feet)

First Lady's Staff: Appointments Secretary.

Porter handled scheduling for Mrs. Ford and the Ford children. She screened invitations, coordinated their plans with the President's staff, and kept records of Mrs. Ford's awards and honorary affiliations.

POTTINGER, J. STANLEY:

Papers, 1970-77 (46 feet)

Department of Health, Education and Welfare: Assistant Secretary for Civil Rights;

Department of Justice: Assistant Attorney, Civil Rights Division.

**** indicates the collection is open at least in part***

*** POWELL, PAMELA A.:**

Files, 1973-1976 (8 feet)

Public Liaison Office: Director for Youth Affairs.

Powell's files relate primarily to White House liaison with youth organizations and adults working with young people, as well as administration of the White House summer intern program. *See Introduction, 2.7 Must I make advance arrangements to see certain "open" collections?*

NOT FULLY DESCRIBED IN PRESNET.

*** PRESIDENT FORD COMMITTEE:**

Records, 1975-1978 (349 feet)

The PFC conducted Ford's campaigns against Ronald Reagan for the Republican Party Presidential nomination and against Democratic nominee Jimmy Carter. Strengths of the PFC collection include campaign law, finances, advertising, implementation of strategy at the state level, volunteer operations, and the collection of polling data. A weakness is the dearth of files from the chairman's office. Some voluminous routine financial records remain closed pending processing. The Ford Library offers a free "Guide to Open Collections on the 1976 Campaign."

*** PRESIDENT'S DAILY DIARY, 1974-1977** (46 feet)

[See also next collection entry.]

The diary is a minute-by-minute log of every individual or group that Ford met, individuals with whom he spoke by telephone, and where he went. The White House compiled it from logs kept by the Secret Service and others and from records kept by Ford's scheduling and appointments staff. The diary is exhaustive, but it may not be authoritative especially regarding telephone calls. There is a small subject file on the creation and use of the diary, including a September 1974 time allocation study.

*** PRESIDENT'S DAILY DIARY ELECTRONIC DATABASE**

The National Archives completed in 1990 an electronic version of the daily diary described above. Powerful software enables statistical studies of Presidential time management, as well as simple name and word searches. Archivists operate the system for researchers, and the library encourages inquiries about potential uses.

*** PRESIDENT'S DAILY NEWS SUMMARIES, 1974-1977** (17 feet)

Press Office staff abstracted and excerpted printed and electronic news media articles, editorial opinion, and even political cartoons. They "published" the resulting daily news summaries for about 130 White House staff and others, eventually under the masthead *News & Comment*. These are the ribbon copies, which went to Ford. He very seldom annotated them, although he reportedly read them regularly. This is an incomplete set, to be supplemented by editors James Shuman's and Agnes Waldron's incomplete sets.

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*** PRESIDENT'S HANDWRITING FILE, 1974-1977 (41 feet)**

This key file contains option and briefing memorandums, reports, articles, and other documents that Ford initialed, otherwise annotated, or occasionally drafted. The subject range is wide, from arms control and sex discrimination to Christmas stamps and beverage container deposits. The quantity may be thin on any one topic, however, and the White House filed elsewhere highly sensitive defense and foreign affairs documents. The White House kept this file in chronological order, but the Ford Library created a duplicate set and arranged it by subject. The duplicate subject set is readily available to research. The original chronological set is available only with advance notice and in limited volume.

*** PRESIDENT'S PAPERWORK LOG, 1974-1977 (2 feet)**

This is a log of all paperwork that went to or from Ford through the normal paper-flow channel administered by the Staff Secretary. The log cites each item delivered to the President for signature, decision, or information.

*** PRESIDENT'S SPEECHES AND STATEMENTS:**

Ford's reading copies, 1974-1977 (17 feet)

Ford delivered over one thousand speeches, veto messages, press conference statements, and other prepared remarks. His large-type delivery texts, usually on cards and often annotated by him, are here along with occasional supporting material. The final texts of presidential speeches, public remarks, press conferences, and campaign debates may be found in many libraries in the multi-volume series U.S. President, *The Public Papers of the Presidents*. These published texts may also be found on the web at <www.americanpresidency.org>; the site is not affiliated with the Ford Library

*** PRESIDENT'S TELEPHONE LOGS, 1974-1977 (1 foot)**

Included are logs of incoming and outgoing telephone calls handled through the White House switchboard and the nonsecurity signal line of the White House Communications Agency. The Ford Library does not have logs of calls over the security line. Almost all log entries are duplicated in the President's Daily Diary.

PUBLIC DOCUMENTS COMMISSION

See U.S. NATIONAL STUDY COMMISSION ON THE RECORDS AND DOCUMENTS OF FEDERAL OFFICIALS

*** PULLEN, FRANCES KAYE:**

Files, 1974-1977 (2 feet)

White House Editorial Office: Associate Editor. First Lady's Staff: Staff Assistant; Speechwriter.

Pullen drafted speeches and remarks for both President and Mrs. Ford. This collection comprises background materials, drafts, and "reading copies" from her work for Mrs. Ford. Pullen's workproducts for President Ford are located in the Theis-Orben Files.

**** indicates the collection is open at least in part***

*** QUERN, ARTHUR:**

Files, 1975-1977 (9 feet)

Domestic Council: Associate Director for Health, Social Security, and Welfare; Deputy Director for Policy and Planning. Deputy Assistant to the President for Domestic Affairs.

Prominent subjects include food stamp reform, Social Security financing, and busing for school desegregation; extensive staff and Vice-Presidential input for the 1976 State of the Union Address; review of FY 1978 domestic program budgets; and general administration of the Domestic Council staff.

RANDALL, EDWARD:

Ford home blueprints, 1977 (less than one foot)

Building contractor

*** RAOUL-DUVAL, MICHAEL:**

Files, 1974-1977 (20 feet)

Domestic Council: Associate Director for Natural Resources and Transportation.

Assistant Counsellor to the President. White House Intelligence Coordinating Group: Executive Director. Special Assistant to the President.

Domestic Council files concern energy policy generally, and particularly fossil fuel production, the 1974 coal strike, auto emissions and strip mining legislation, and domestic transportation and international aviation policies. Duval was active in the 1976 primary and general elections. These files reflect a range of President Ford Committee differences with Reagan Republicans over the party platform. Duval also assisted John Marsh as the White House responded to congressional demands for better oversight of the intelligence community, but these files remain closed.

*** RAOUL-DUVAL, MICHAEL:**

Papers, 1974-1977 (13 feet)

This is a wide-ranging and substantive collection. In domestic policy, it includes notes from miscellaneous Presidential meetings on energy, natural resources, transportation, and the space program. In politics, it includes material on the California Ford-Reagan primary; drafts of a strategy book for the campaign against Jimmy Carter; negotiation, rehearsal, strategy, and study materials for the Ford-Carter debates; and meeting notes on campaign concerns. Smaller segments concern congressional investigations of the intelligence community, transition plans should Ford win the 1976 election, and the Peterson Commission on federal executive pay.

*** REED, NATHANIEL:**

Papers, 1971-1976 (one foot)

Department of the Interior: Assistant Secretary for Fish, Wildlife, and Parks.

Speeches and congressional testimony comprise the collection.

***REICHLEY, A. JAMES:**

Files, 1976 (2 feet)

White House Operations Office: Consultant. Reichley prepared occasional campaign-

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related strategic analyses and long-range observations, and public statements, on topics ranging from Eastern Europe to "Presidential vision." Also included in this qualitatively diverse collection are drafts of a major Ford policy statement on nuclear proliferation.

*** REICHLEY, A. JAMES:**

Research interviews, (1967) 1977-1981 (1 foot)

Scholar. Former White House Operations Office consultant.

This collection includes over 160 short transcripts of interviews with officials of the Nixon and Ford administrations, Members of Congress, participants in the 1980 Reagan-Bush campaign and transition, and occasional others. Reichley made the transcripts from notes taken during the interviews, many of which he used in *Conservatives in an Age of Change: The Nixon and Ford Administrations* (1981). Researchers must secure Mr. Reichley's written permission in order to use direct quotes from the interviews.

REINHARDT, JOHN E.:

Papers, 1971-81 (5 feet)

State Department official

*** ROBERTS, JOHN W. "Bill":**

Papers, 1973-1977 (14 feet)

Deputy Press Secretary to Vice President Ford. Press Secretary's Office: Assistant Press Secretary to the President.

Collection highlights include a taped and transcribed private diary from the Nixon-Ford transition, July-September 1974, and notes from senior staff and other meetings. A chronological case file of the President's schedule and supporting material makes the bulk of the collection. In the White House, Roberts handled daily liaison with radio and television media and still photographers.

*** ROBSON, JOHN E.:**

Papers, 1970-1993 (30 feet)

Government official, including Chairman, Civil Aeronautics Board, 1975-77.

Robson was a vigorous proponent of airline deregulation, and the collection especially concerns his work to that end. The papers also include an extensive 1981 oral history, as well as miscellaneous materials on Robson's other work in economic and transportation issues for the Nixon, Ford, Reagan, and Bush administrations. Researchers may wish to contact the Lyndon Johnson Library for additional Robson papers, which date from his work 1966-68 at the Office of Management and Budget and as head of the Urban Mass Transportation Administration. Note: a 1995 accretion to this collection is currently unprocessed and not available to research. See *Introduction, 2.7 Must I make advance arrangements to see certain "open" collections?*

NOT FULLY DESCRIBED IN PRESNET.

**** indicates the collection is open at least in part***

ROCKEFELLER COMMISSION

See U.S. PRESIDENT'S COMMISSION ON CIA ACTIVITIES WITHIN THE UNITED STATES.

*** ROSENBERGER, ERIC and DOUGLASS BLASER:**

Files, 1974-1977 (19 feet)

Press Secretary's Office: Directors of Press Advance.

Press advance involved logistical planning and support for media covering the President's domestic and foreign trips. A small subject file includes useful folders on the 1976 campaign and advance procedures. Case files for foreign trips are occasionally substantive. Domestic trip files are routine accumulations of schedules, airport diagrams, and the like, with rare, modest exceptions, *e.g.* New Hampshire, 1976.

*** ROSS, NORMAN:**

Files (1972), 1974-1975 (6 feet)

Domestic Council: Assistant Director for Natural Resources.

Ross accumulated significant files on Native American issues and the work of the Ad Hoc Advisory Committee on Puerto Rico, plus less extensive files on miscellaneous agricultural and environmental issues, including oceanic policy and freshwater resources.

***ROTH, BARRY N.:**

Files, 1973-1977 (43 feet)

Office of the Counsel to the President: Staff Assistant, Assistant Counsel, Associate Counsel to the President.

Roth worked on many legal matters, but especially information and access (*e.g.* Freedom of Information, Nixon papers, declassification) and political activity (*e.g.* Federal Election Commission rulings, allocation of trip expenses). He inherited some files from predecessor William Casselman. The collection also includes a set of sundry litigation case files with court opinions, motions, and briefs; and a set of Executive Protective Service visitor appointment slips for the Ford vice-presidential offices in 1973-74, the offices of the Rockefeller Commission in 1975.

See Introduction, 2.7 Must I make advance arrangements to see certain "open" collections?

NOT FULLY DESCRIBED IN PRESNET

ROWAN, ROY

See SEA-LAND SERVICE, INC.

***ROWEN, HOBART:**

Reference materials about Arthur Burns, 1959-1982 (one foot)

Economic affairs journalist, *Washington Post*.

Includes press release texts of Burns speeches, television interviews, and congressional testimony; printed materials; notes from discussions and interviews.

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*** ROZELL, MARK J.:**

Research interviews, 1989-1990 (less than one foot)

Political Scientist.

Included are transcripts of interviews with Gerald Ford and Robert Hartmann, and with Press/Communications Office staff John Carlson, William Greener, Ron Nessen, J.W. "Bill" Roberts, Larry Speakes, Jerald terHorst, Louis M. Thompson, Jr., Gerald Warren, and Margita White. Rozell created the interviews in writing *The Press and the Ford Presidency* (1992). Citations should credit Professor Rozell.

*** RUSH, KENNETH:**

Files, 1974 (less than one foot)

Counsellor to the President for Economic Policy.

This is a fragmentary file on miscellaneous matters, August-September 1974.

RUSTAND, WARREN, and WILLIAM NICHOLSON:

Files, 1974-1977 (33 feet)

Scheduling and Advance Office: Directors of Scheduling. Cabinet Secretary. (Rustand).

*** RYAN, KATHLEEN:**

Files, 1975-1976 (less than one foot)

Domestic Council: Assistant Director for General Government; Assistant Director for Consumer and Cultural Affairs.

This remnant file consists of Ryan's correspondence arranged by date.

Consumer protection proposals are the major topic.

*** SAINT VINCENT'S COLLEGE (PA) U.S.S. MONTEREY COLLECTION:**

Collected items, 1943-1944 (1997). (Less than one foot)

Includes ship newsletters edited by Lt. Ford, a photocopy of a combat diary kept by crew member John Priolette, and related items donated by Mr. Priolette via Saint Vincent's College.

*** SAVAGE, EDWARD J.:**

Files, 1974-1975 (3 feet)

Press Secretary's Office: Assistant Press Secretary for Foreign Affairs.

Savage worked with foreign journalists covering Washington, with U.S. and foreign embassies on press arrangements related to head of state trips and visits, and with the National Security Council's press liaison officer. Amid the press releases and routine correspondence are NSC guidance for answering anticipated queries, and trip/visit briefing material.

**** indicates the collection is open at least in part***

*** SCHAPSMEIER, EDWARD L.:**

Ford-annotated mss of *Gerald R. Ford's Date With Destiny (1989)* (less than one foot)
Historian and biographer.

At the invitation of the author, Ford made brief occasional annotations to the draft manuscript.

*** SCHLEEDE, GLENN R.:**

Files, 1974-1977 (28 feet)

Domestic Council: Associate Director for General Government; Associate Director for Energy and Science.

This is a key collection for legislation and policy affecting the development, production, and environmental impact of nuclear, fossil, and alternative energy sources. Topics include the Alaska pipeline, offshore oil, clean air, coal mining, deregulation of energy pricing, naval petroleum reserves, proliferation of nuclear power technology, and uranium enrichment. Other significant files concern the space program, earthquake prediction, and structures for providing the President with advice on science and technology policy.

*** SCHLEEDE, GLENN R.:**

Papers, 1973-1975 (less than one foot)

Domestic Council: Assistant Director for Natural Resources; Associate Director for Energy and Science.

The collection consists of weekly briefing papers on current activities, produced by Domestic Council staff for Nixon presidential adviser Melvin Laird, then for Vice Presidents Ford and Rockefeller.

SCHMIDT, ALEXANDER M.:

Papers, 1969-1991 (47 feet)

Food and Drug Administration: Commissioner.

*** SCHMULTS, EDWARD C.:**

Files, 1974-1977 (16 feet)

Office of the Counsel to the President: Deputy Counsel to the President. Domestic Council Review Group on Regulatory Reform: cochair.

Included are the files of Schmuls and his predecessors, Philip Areeda and Roderick Hills. They were involved in legal aspects of such varied issues as antitrust, the Arab boycott of firms dealing with Israel, the Task Force on Questionable Corporate Payments Abroad, executive privilege and "legislative encroachment," sex discrimination by educational institutions, and New York City finances. Hills and Schmuls were deeply involved in wide-ranging federal deregulation efforts. These included, for example, the trucking and telecommunications industries and revision of the 1936 Robinson-Patman Act.

*** SCOTT, STANLEY S.:**

Papers, (1969) 1971-1977 (20 feet)

Assistant to the White House Director of Communications; White House Office of Public Liaison; Special Assistant to the President for Minority Affairs; Agency for International Development; Assistant Administrator for Africa.

Scott was a leading White House representative to and advocate for African Americans. The bulk of the collection spans the late Nixon and early Ford administrations and concerns such topics as the Congressional Black Caucus, the role of African Americans in the Republican Party and the Administration, civil rights, and equal employment opportunity.

SCOWCROFT, BRENT

See NATIONAL SECURITY ADVISER

*** SEA-LAND SERVICE, INC.:**

Collected materials re the *Mayaguez*, 1975 (less than one foot)

Included are transcripts and audiotapes of interviews with the officers and crew of the *Mayaguez*. Sea-Land Service Inc., the crew's employer, conducted the interviews in the days immediately after recovery of the ship and crew from the Khmer Rouge. Sea-Land has donated the tapes, and Dartmouth College Library has provided annotated transcripts and related notes from the papers of Roy Rowan, who had used the tapes in writing *The Four Days of the Mayaguez*.

*** SEIDMAN, L. WILLIAM:**

Files, 1974-1977 (128 feet)

Assistant to the President for Economic Affairs. Economic Policy Board; Executive Director.

This is a key collection for domestic and international economic policies and issues. It includes most records of the Economic Policy Board (EPB), an interagency body chaired by Treasury Secretary William Simon. The EPB was the administration's primary forum for coordinating economic policy development and oversight. Topics range from the larger issues of inflation, taxation, energy, and trade, to such narrower problems as Iranian investment in Pan American Airlines and product liability.

Most file segments are easy to use, but a careful researcher may also want to gain access to EPB minutes and memorandums through a subject index in box 19, and to Seidman's computer-numbered correspondence through a log in box 213. Sometimes overlooked are Seidman's political affairs file and his files on trips to international economic summits, the Middle East, Eastern Europe, and the U.S.S.R. Seidman's assistant, Roger Porter, described and analyzed the EPB in *Presidential Decision Making: The Economic Policy Board* (1980). See also Seidman's informal memoir of his work for Ford, Reagan, and Bush in *Full Faith and Credit* (1993).

SEIDMAN, L. WILLIAM:

Papers, 1974-1977 (46 feet)

**** indicates the collection is open at least in part***

*** SEMERAD, ROGER:**

Papers, 1974-1976 (1 foot)

Domestic Council: Staff Assistant for Education, Labor and Veterans Affairs; Executive Director, President's Advisory Committee on Refugees.

Primarily copies of outgoing correspondence, arranged by date and usually routine. See also David Lissy Files.

*** SHEPARD, GEOFFREY:**

Files, 1974-1975 (3 feet)

Domestic Council: Associate Director for General Government.

Shepard primarily handled issues requiring liaison with the Justice Department. Well-documented subjects include drug abuse, law enforcement, campaign finance reform, civil rights, and the Vietnam War amnesty program.

SHLAES, JOHN

See EVES, JEFFREY P.

*** SHISKIN, JULIUS:**

Papers (1934), 1955-1978 (11 feet)

Bureau of the Census: Chief Statistician, 1945-69. Office of Management and Budget: Chief Statistician, 1969-73. Bureau of Labor Statistics: Commissioner, 1973-78.

Shiskin was a leader in the development of modern statistical methods for national economic measurement and forecasting. His books, articles, speeches, and testimony form the core of this collection.

*** SHUMAN, JAMES B.:**

Files, 1974-1976 (54 feet)

Press Secretary's Office: Editor of the President's Daily News Summaries; Associate Director of Communications.

Ford's briefing books for press conferences, interviews, and trips are filed here. They anticipated queries, recommended answers, and offered background; they were often supplemented by profiles of participants, the event, and the political context. Ford very rarely annotated them. The collection also includes news clippings, drafts, and final issues of daily summaries of print and television news coverage, which Shuman published for about 130 White House staff members. For the period after July 1976, see the Agnes Waldron Files for news summaries and the David Gergen Files for briefing books.

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*** SIMON, WILLIAM E.:**

Microfiche of papers, 1972-1977 (9 feet, or ca. 4,000 fiche and ca. 1000 pages)

Treasury Department: Deputy Secretary, 1973-74; Secretary, 1974-77.

Simon was a major figure in the Ford administration, and this extensive and substantive collection treats most of the trade, fiscal, monetary, energy, and economic issues facing the U.S. government at the time. The law enforcement, customs, presidential protection, and currency and coinage responsibilities of the Treasury Department are also documented. Simon articulated his conservative views and offered some recollections in *A Time for Truth* (1978), and he completed a thousand-page interview in the process of writing the book. The interview is available in paper form.

The John M. Olin Foundation, with the support of Mr. Simon, funded this microfilm edition of the original Simon Papers. For information on the original papers and possible interlibrary loan of microfiche in modest quantity, contact Special Collections, Skillman Library, Lafayette College, Easton, Pennsylvania 18042.

SLIGHT, FREDERIC W.:

Files, 1976-1977 (8 feet)

Press Secretary's Office: Staff Assistant; Deputy Special Assistant.

***SORUM, PETER H.:**

Papers, 1973-1977 (5 feet)

Ford Vice-Presidential Reception Committee member; Advanceman for Vice President Ford; Advanceman for First Family.

Primarily briefing, planning, and related materials for events and domestic and foreign trips of First Family members, especially Mrs. Ford. Also includes a series related to a reception honoring Ford as vice-president designate. *See Introduction, 2.7 Must I make advance arrangements to see certain "open" collections?*

STAPLES and CHARLES, LTD.:

Gerald R. Ford Museum exhibit design records, 1977-1982 (11 feet)

*** STENECK, NICHOLAS H.:**

Research materials for *The Microwave Debate* (1984). (4 feet)

Historian.

Included are government documents received under the Freedom of Information Act, articles from science journals, the press, and other sources, and related material, on the microwave bombardment of the U.S. embassy in Moscow.

**** indicates the collection is open at least in part***

*** STEVER, H. GUYFORD:**

Papers, (1930) 1936-1990 (121 feet)

Scientist, university and government administrator, and consultant to government and industry.

The collection spans Stever's career: a physics student before World War II, various positions at M.I.T. and with the military 1941-65, president of Carnegie Institute and Carnegie-Mellon University 1965-72, director of the National Science Foundation 1972-76, director of the White House Office of Science and Technology Policy 1976-77, and consultant to government and industry. In the 1980s, Stever was very active with the National Academy of Sciences while also holding various advisory positions related oceanographic and atmospheric research, the superconducting super collider, the space shuttle, space policy, and other topics. Also included is Stever's participation in such professional bodies as the American Institute of Aeronautics and Astronautics.

Stever's main interests were aviation, guided missiles and space craft, outer space, engineering, and technology development. He was unusually assiduous in saving his papers. In consequence, and despite his apparent care in leaving, as much as practical, "official" records with the agencies and universities that employed him, Stever's papers include useful material from all stages of his career.

In 1994, Stever donated to the Ford Library additional material concerning his more recent professional and consulting work. This material remains unprocessed and unavailable to research.

*** STILES, JOHN R. and MERRILL MUELLER:**

Files, 1974-1976 (9 feet)

Consultants to Counsellor Marsh.

Most of the collection relates to fundraising and construction for a new White House swimming pool. Stiles and Mueller were coordinators for the project. There also is material from Stiles's interest in housing issues and the Bicentennial celebration.

*** SYERS, WILLIAM:**

Research interviews, 1984-1985 (less than one foot)

Political scientist.

Syers interviewed Ford's associates about his congressional career and his approach to congressional liaison as President. Included are transcribed interviews with former congressional colleagues, White House Congressional Relations Office staff and others: William Baroody Jr., Philip Buchen, Pat Butler, Richard Cheney (closed), Barber Conable, Glenn Davis, Max Friedersdorf, Charles Goodell, Bryce Harlow, Robert Hartmann, Joseph Jenckes, William Kendall, Thomas Korologos, Melvin Laird, Charles Leppert, Thomas Loeffler, Patrick O'Donnell, Roger Porter, Patrick Rowland, Hugh Scott, and L. William Seidman.

*** TEETER, ROBERT M.:**

Papers, 1967-2004 (114 feet)

Survey research analyst; political strategist for the Republican Party and Republican candidates.

The collection documents Teeter's work as a leader in survey research and as a key campaign strategist for Republican gubernatorial, senatorial, and presidential candidates, especially Richard Nixon in 1972, Gerald Ford in 1976, and George H. W. Bush in 1980, 1988, and 1992. The collection also documents his work at Market Opinion Research and Coldwater Corporation, including public opinion surveys conducted for NBC News/The Wall Street Journal, The Council for Excellence in Government, and the Educational Testing Service. Significant portions of the collection are closed pending processing.

See Introduction, 2.7 Must I make advance arrangements to see certain "open" collections?

NOT FULLY DESCRIBED IN PRESNET

- *The Gerald R. Ford Scholarship in Memory of Robert Teeter supports research in late twentieth century political affairs that include use of the Teeter Papers. For details, see Introduction, 2.15 "What research grants are available?."*

*** TerHORST, JERALD F.:**

Files, 1974 (1 foot)

Press Secretary to the President.

TerHorst, in preparation for his press briefings August 9-September 6, 1974, gathered such material as schedules, draft announcements, and guidance prepared by the National Security Council and other staff. Also included is courtesy correspondence with well-wishers. There is no documentation concerning the Nixon pardon or TerHorst's resignation over it. Some office files from the period are in the Nessen Files and the Nessen Papers.

TerHORST, JERALD F.:

Papers, 1957-1981 (17 feet)

Washington Bureau Chief, *Detroit News*. Press Secretary to the President. Author.

TERRY, SUE:

Letters from Sara Jane Moore, 1977-82 (under one foot)

**** indicates the collection is open at least in part***

*** THEIS, PAUL, and ROBERT ORBEN:**

Files, 1974-1977 (41 feet)

Editorial and Speechwriting Staff: Executive Editor (Theis); Special Assistant to the President (Orben).

Theis and his successor, Orben, were the immediate supervisors of the speechwriters. Theis also directed the research and messages staffs. Case files with drafts of many of Ford's speeches and statements make the core of the collection, but the series is incomplete overall and inconsistent in content. From August 1974 to November 1975, this office sent the bulk of the speech case file material to White House Central Files, where it can be found in Subject File category SP3. Researchers should also see the Robert Hartmann Files and Papers, and the David Gergen Files. Robert Hartmann's *Palace Politics* (1980) and John J. Casserly's *The Ford White House: Diary of a Speechwriter* (1977) are useful related memoirs.

***THEIS, PAUL:**

Papers, (1949) 1960-1975 (1990) (8 linear feet)

Director of Public Relations, Republican National Congressional Committee; Executive Editor, White House Editorial and Speechwriting Staff.

Primarily an extensive reference file of 1960s and early 1970s Republican Party campaign literature, advertising packets, and training materials. There is a fragmentary file of 1975 Presidential Mail-sample Reports.

*** TIMMONS, WILLIAM E.:**

Files, (1969) 1974 (9 feet)

Congressional Relations Office: Assistant to the President for Legislative Affairs.

Timmons was Nixon's head of congressional relations, staying to serve under Ford, August-December 1974. Miscellaneous legislative issues, personnel appointments, routine courtesies, scheduling, the 1974 elections, and administration of the office are central themes of this collection. Timmons's routine social correspondence, 1969-1974, is also included.

TRAIN, RUSSELL:

Copy of private journal, 1974-1977 (less than one foot)

Environmental Protection Agency: Administrator.

*** UNITED STATES-CHINA BUSINESS COUNCIL:**

Records, 1973-1988 (302 feet)

The USCBC is an organization of businesses united to expand commercial relations with the People's Republic of China. The U.S. government encouraged its formation in the wake of President Nixon's 1972 visit to China. The USCBC has sponsored exchanges of trade delegations, facilitated participation in trade fairs, provided advisory services on Chinese business practices and cultural expectations, and served as a clearinghouse for information on all aspects of China's economy and commercial relations with all nations. Initially named the National Council for U.S.-China Trade, the USCBC changed its name to reflect its growing involvement in investment, joint ventures, and other aspects of commercial relations. *Only 1973-1982 records are open.*

NOT FULLY DESCRIBED IN PRESNET.

*** U.S. AD HOC ADVISORY GROUP ON PUERTO RICO:**

Records, 1973-75 (3 feet)

Federal records: part of National Archives Record Group 220.

The Group was established by charter in 1973, and membership was announced jointly by President Nixon and Commonwealth of Puerto Rico Governor Hernandez Colon. The Group explored ways to expand self-government and self-determination within the framework of Commonwealth, and it issued a final report in October 1975. Included are meeting minutes, position papers, proposals, correspondence, public hearings transcripts, and report drafts.

*** U.S. COUNCIL OF ECONOMIC ADVISERS:**

Records (1969), 1974-1977 (70 feet)

Federal records: part of National Archives Record Group 459.

The CEA under chairman Alan Greenspan was an important player in Ford administration economic policy making. The CEA provided economic analysis and advice to Ford on such issues as agricultural and food policy; housing construction; environmental and energy policies; supplies of strategic materials; exploitation of sea resources; management of timber resources; transportation problems and policies; functioning of the labor market and problems of the unemployed; proposals for health insurance and income maintenance; and needed improvement in the government's economic statistics.

The papers of two earlier CEA members and chairmen, Gardner Ackley (1962-1968) and Paul McCracken (1956-1959 and 1969-1971), are available to research at the Bentley Historical Library, which neighbors the Ford Library.

*** U.S. DEPARTMENT OF DEFENSE:**

News articles, 1974-1977 (15 feet)

Part of the Gerald Ford Papers.

White House copies of several Defense Department periodicals that reprinted or summarized defense-related articles. Titles include *Current News*, *Radio-TV Dialog*, *Equal Opportunity-Current News*, and *Friday Review of Defense Literature*.

***U.S. DEPARTMENT OF DEFENSE. HISTORICAL OFFICE:**

Public Statements of Secretary Donald Rumsfeld, 2001-02 (1.6 feet)

NOT FULLY DESCRIBED IN PRESNET

**** indicates the collection is open at least in part***

**U.S. DEPARTMENT OF JUSTICE. FEDERAL BUREAU OF INVESTIGATION:
Special agent application file of Gerald R. Ford, 1941-42 (1976) (less than one foot)**

*** U.S. DEPARTMENT OF THE ARMY. MILITARY DISTRICT OF
WASHINGTON. DIRECTORATE OF CEREMONIES AND SPECIAL EVENTS:**

Photocopies of selected records re President Kennedy, 1963-1965 (2 feet)

Non-record copies of Federal records in National Archives Record Group 338.

Included are photocopies of files on the transport of President Kennedy's body from Dallas to Bethesda Naval Hospital, his funeral and interment, and administration of the gravesite. The originals are at the National Archives.

*** U.S. DEPARTMENT OF THE NAVY. OFFICE OF NAVAL INTELLIGENCE:
Investigatory records on Gerald Ford, applicant for a commission, 1941-1942 (1975)
(less than one foot)**

Federal records: part of National Archives Record Group 289.

Included is the Office of Naval Intelligence's background investigation of Gerald Ford, who had applied for a commission in the intelligence branch of the Naval Reserve in December 1941. Mr. Ford waived his privacy rights to permit this file's release.

**U.S. DEPARTMENT OF THE NAVY. OFFICE OF NAVAL PERSONNEL:
Microfiche of Gerald Ford's military service records, 1942-**

Copy of Federal records part of National Archives Record Group 24.

U.S. ENERGY RESOURCES COUNCIL:

Records, 1974-1976 (2 feet)

Part of the Gerald Ford Papers.

The Energy Resources Council was a high-level interagency body that coordinated policy pending creation of a Department of Energy. Included are background papers, records of action, and other material from ERC executive committee meetings. Topics span production, conservation, and importation of various energy forms.

***U.S. MARINE CORPS. HISTORY AND MUSEUMS DIVISION:**

Copies of oral histories on the *Mayaguez* action and related Marine unit operational records, 1965-77. (2.5 feet)

(Non-record copies given by Marine Corps)

Compact disks of oral histories (audio files only) with Marines who participated in the *Mayaguez* action. Also includes compact disks containing operational records of Marine units participating in the *Mayaguez* action. Some of these units also participated in the evacuations of Phnom Penh and Saigon, as well as other actions dating to 1965. As an additional convenience to researchers, the operational records dated from the Ford presidency have been printed to paper.

U.S. NATIONAL AERONAUTICS AND SPACE ADMINISTRATION.

HISTORICAL OFFICE:

Oral histories and publications, 1972-93 (less than one foot)

(Non-record copies given by NASA)

Copies of material concerning the early Space Shuttle program, including NASA publications, near-print items, and oral histories with John Erlichman, James Fletcher, Don Rice, H. Guyford Stever, and Caspar Weinberger.

*** U.S. NATIONAL SECURITY AGENCY:**

Radio messages from the helicopter evacuation of U.S. Embassy, Saigon, 29-30 April 1975 (less than one foot)

(Non-record copies given by the NSA)

The NSA recorded these radio transmissions of helicopter pilots as they flew to and from the US Embassy on the last day of the evacuation.

***U.S. NATIONAL SECURITY COUNCIL:**

Institutional/historical records, 1974-77 (47 feet)

Ford-era files retained by the NSC until the Clinton administration for continuity of government. Much of the material relates to the preparation of National Security Study and Decision Memoranda; briefing papers and minutes from NSC committee, working group, and panel meetings; and the history, organization, and administration of the NSC itself.

NOT FULLY DESCRIBED IN PRESNET

*** U.S. NATIONAL STUDY COMMISSION ON THE RECORDS AND DOCUMENTS OF FEDERAL OFFICIALS:**

Selected duplicate records, 1974-77 (8 feet)

Extra copies from commission records in National Archives Record Group 220.

The Public Documents Commission, as it was popularly known, studied and recommended action on the control, disposition, and preservation of documents produced by federal officials, particularly the President. Transcripts of public hearings, commissioned studies and reports, and print material compose the bulk of the collection.

**** indicates the collection is open at least in part***

*** U.S. PRESIDENT'S COMMISSION ON CIA ACTIVITIES WITHIN THE UNITED STATES (Rockefeller Commission):**

Files, (1947-74) 1975 (41 feet)

Part of the Gerald Ford Papers.

In 1975, the Rockefeller Commission investigated the CIA for alleged illegal domestic activities, including plans to assassinate foreign leaders and possible involvement in the assassination of President Kennedy. In compliance with the President Kennedy Assassination Records Act of 1992, Ford Library staff have searched for all files in this collection that relate to the assassination of President Kennedy or to the anti-Castro activities that some people allege are connected to the assassination. The Assassination Records Review Board then coordinated the release, redaction and partial release, or continued restriction of these items. The results of this work are open to research.

Most of this collection, however, relates to neither the Kennedy assassination nor anti-Castro operations. These other materials remain unprocessed and restricted. NOT FULLY DESCRIBED IN PRESNET.

*** U.S. PRESIDENT'S COMMISSION ON OLYMPIC SPORTS:**

Records, 1975-76 (45 feet)

Federal records: part of National Archives Record Group 220.

Ford created the commission in response to continuing conflicts among U.S. amateur sports organizations and declining performance by the U.S. in the Olympic Games and other international competitions. There are extensive files on individual sports and related organizations, especially the Amateur Athletic Union, the National Collegiate Athletic Association, and the United States Olympic Committees. NOT FULLY DESCRIBED IN PRESNET.

U.S. SECRET SERVICE. EXECUTIVE PROTECTIVE SERVICE:

White House gate logs and appointment slips, 1974-77 (31 feet)

Part of the Gerald Ford Papers.

*** UNIVERSITY OF MICHIGAN. LAW SCHOOL:**

Student case file of Gerald Ford, 1937 (1973). (Less than one foot)

Application, transcript, and other items regarding Ford's enrollment in the 1937 summer term.

UNIVERSITY OF MICHIGAN. OFFICE OF VICE PRESIDENT FOR DEVELOPMENT AND COMMUNICATIONS. GERALD FORD LIBRARY AND MUSEUM FUND:

Records, 1977-87 (16 feet)

URSOMARSO, FRANK:

Papers, 1974-76 (13 feet)

Scheduling and Advance Office: Advanceman for President Ford.

*** VALIS, WAYNE H.:**

Files, 1973-77 (7 feet)

Public Liaison Office: Director of Planning and Research.

Valis was general assistant to Melvin Laird in 1973 and then to William Baroody, Public Liaison head. The qualitatively and topically diverse files concern personnel, consumer protection, and matters ranging from a 4-H Club briefing to an encounter with a Soviet Embassy official. There is little on planning and research despite Valis's title.

***VAN ATTA, DALE:**

Papers, 1968-76 (five feet)

Journalist

A small number of intelligence reports on diverse topics have been declassified and released from this otherwise unprocessed-closed collection.

*** VANDER TILL, GORDON:**

Papers, 1970-76 (less than one foot)

Director of Representative Ford's Grand Rapids office.

The main topics are a movement to make Ford the running mate of Richard Nixon in 1960, and Ford's 1970 and 1972 congressional campaigns. Material on the Reverend Billy Zeoli and Ford's book *Portrait of the Assassin* are among miscellaneous other items.

*** VICKERMAN, JOHN C.:**

Files, 1974-77 (15 feet)

Public Liaison Office: Director for Business and Trade Associations.

Vickerman organized meetings and briefings for the benefit of such groups as the American Retail Federation and the Business Council.

***VISSER, ROBERT P.:**

Papers, 1972-78 (8 feet)

General Counsel, President Ford Committee

Major 1976 campaign topics include ballot security, delegate selection and other convention rules, state and federal election laws, Federal Election Commission, campaign finance rules, insurance, volunteers, candidate travel costs, and the campaign organization's incorporation and liquidation.

***WAGNER, BRUCE S.**

Papers, 1975-76 (2.5 feet)

President Ford Committee: executive vice president and chief operating officer, Campaign '76 Media Communications, Inc.

Wagner headed the advertising operation of the Ford campaign throughout the primary elections in spring 1976. Memos and other files from this work comprise the collection.

**** indicates the collection is open at least in part***

*** WALDRON, AGNES M.:**

Files, 1976-77 (8 feet)

Communications Office: Director of Research; Editor, President's Daily News Summaries.

From August 1976-January 1977, Waldron published *News and Comment* for White House staff members. It was a daily news summary of articles, editorials, and political cartoons from the national print and television press. See the James Shuman Files for earlier issues. Waldron also accumulated a small research file on 1976 campaign issues, coverage, and Ford opponents.

WALKER, WILLIAM:

Papers, 1974-75 (3 feet)

White House Presidential Personnel Office: Director

*** WARREN, GERALD L.:**

Papers, 1974-75 (1984) (One foot)

Press Secretary's Office: Deputy Press Secretary and Communications Office Director.

A reference file primarily of newspaper and magazine articles, interview and press briefing transcripts, speech texts, and press releases regarding Ford's presidency and Nixon's early post-presidency.

*** WARREN, GERALD L. and MARGITA WHITE:**

Files, 1974-76 (14 feet)

Press Secretary's Office: Deputy Press Secretary (Warren); Assistant Press Secretary (White); Directors of Communications.

Warren and his successor, White, provided information for the out-of-town press, helped organize special events for media groups (e.g., a Booth Newspapers breakfast meeting), and mobilized agency public affairs officers on behalf of administration goals. The files suggest a restrained Communications Office approach in the wake of Watergate. John Anthony Maltese's *Spin Control: The White House Office of Communications and the Management of Presidential News* (1992) contains a history of the office.

*** WATKINS, BIRGE:**

Files, 1974-77 (3 feet)

Office of Presidential Assistant for Economic Affairs: Staff Assistant.

Routine courtesy correspondence drafted for L. William Seidman's signature, reference files of press releases and similar nearprint material on consumer protection and youth employment, and office procedure items, typify the collection.

WAYNE, STEPHEN

See HYDE, JAMES F. C., Jr.

Gerald R. Ford Library Guide: Collections, A-Z

*** WEIDENFELD, SHEILA:**

Files, (1924) 1974-77 (26 feet)

First Lady's Staff: Press Secretary.

The collection includes extensive files on Mrs. Ford's background, views on public issues, daily activities, press coverage, and domestic and foreign travels. Also, there are files on the Ford children, a newsclips file on Mrs. Ford dating to 1924, and Weidenfeld's notes from research and advice-seeking meetings prior to assuming her post.

Because the East Wing press corps also covered social events, there are files on arrival ceremonies and state dinners for visiting dignitaries. Weidenfeld recounted her experiences in *First Lady's Lady* (1979).

WEIDENFELD, SHEILA:

Papers, 1974-79 (11 feet)

*** WHEAT, I. DAVID, JR.:**

Files, 1974-75 (1 foot)

Staff Assistant to Anne Armstrong, Counsellor to the President; Staff Assistant to L. William Seidman, Assistant to the President for Economic Affairs.

This fragmentary file of modest value includes material on the Economic Policy Board, the Legacy of Parks Program, and the Rome World Food Conference.

*** WHITE, MARGITA:**

Papers, 1975-76 (2 feet)

Press Secretary's Office: Assistant Press Secretary. Communications Office: Director.

Included are notes from White House senior staff meetings, June 1975 - July 1976, a small subject file, and chronological correspondence and memorandums files. See also the Warren-White Files for more material on the activities of White and her predecessor in the Communications Office, Gerald Warren.

WHITE HOUSE ACCOUNTS, PURCHASES AND PAYROLL OFFICE: Travel expense files, 1974-76 (2 feet)

*** WHITE HOUSE ADMINISTRATIVE OFFICE:**

Files, 1974-76 (14 feet)

Open to research is an initial accession of materials, mostly printed, relating to White House Office budgets and appropriation hearings for fiscal years 1975-77. Later accessions are unprocessed.

*** WHITE HOUSE CENTRAL FILES, 1974-77 (2,730 feet)**

This important and voluminous collection is described in detail in Part III of this guide.

**** indicates the collection is open at least in part***

*** WHITE HOUSE CENTRAL FILES, OFFICE OF THE:**

Files, 1974-77 (less than one foot)

Included are a set of signed statements by departing White House staff on the disposition of their files; records of changes to the Central Files filing manual; and name stamps for senior staff.

*** WHITE HOUSE CONGRESSIONAL MAIL FILES, 1974-77** (38 feet)

Included are detailed logs and abstracts of letters from each Senator and Representative, arranged by both name and date. In addition, there are logs and copies of letters from the White House to Members, arranged by both date and name. There are miscellaneous other materials as well. *See Introduction, 2.7 Must I make advance arrangements to see certain "open" collections?*

*** WHITE HOUSE GIFT UNIT:**

Files, 1974-77 (13 feet)

The files concern the disposition of gifts received by members of the First Family from foreign and domestic donors. Included are a head of state gift exchange register, declarations of receipt, gift lists, card catalogs, acknowledgements, packing lists, and more.

NOT FULLY DESCRIBED IN PRESNET.

WHITE HOUSE MAIL ROOM:

Gift control cards, 1974-77 (2 feet)

This collection has been transferred to the Ford Museum.

*** WHITE HOUSE MILITARY AIDE'S OFFICE:**

Flight manifests and other files, 1973-77 (less than one foot)

Included are passenger lists for jet and helicopter flights made by President Ford or the First Family, and a 1973-1975 invitations file for military aide Richard Lawson.

WHITE HOUSE PERSONNEL OFFICE:

Files, 1974-77 (250 feet)

*** WHITE HOUSE PHOTOGRAPHIC OFFICE:**

Files, 1974-76 (2 feet)

Routine requests for photographs and related services are the bulk, with scattered items on management of the office.

*** WHITE HOUSE PRESS RELEASE UNIT:**

Key phrase and word index to Presidential statements, 1974-77 (31 feet)

White House volunteers created this detailed card index to press releases of Ford's speeches, announcements, interviews, statements, press conferences, and messages. Over 200,000 entries give keyword or phrase, the context phrase, and full text citation. In addition to country, personal name, or place entries, there are entries for phrases, e.g. "legal order occurs only through...", and entries for topics, e.g. "Women in Government" or "Mutual and Balanced Force Reduction." *Entries are not accessible via the PRESNET database.*

*** WHITE HOUSE PRESS RELEASES and PRESS POOL REPORTS, 1974-77 (20 feet)**

This is an apparently complete set, arranged by date.

*** WHITE HOUSE RECORDS OFFICE:**

Enrolled bill case files, 1974-77 (28 feet)

When Congress passed a bill, the Office of Management and Budget (OMB) usually collected analyses and comments from the federal agencies most concerned. OMB summarized, commented on, and forwarded this material to the White House, where selected staff members added comments and, sometimes, drafts of Presidential statements. The case file went to the President before he made his final veto or sign decision. The materials tend to be analytic and legalistic, with political concerns muted, and there are no case files for some bills.

*** WHITE HOUSE SENIOR STAFF MEETING NOTES, 1974-77. (2 feet)**

White House senior staff met about three times weekly, usually for 30 minutes and without the President, but they apparently created no systematic records of their meetings. Various attendees, however, sometimes made informal notes that can be found in their respective collections. In 1993, archivists searched open collections, found items on over 325 senior staff meetings, reproduced them, and compiled this set arranged by meeting date. The items vary greatly in research value and legibility. This set of reproductions is not subject-indexed in PRESNET, but most of the scattered originals were previously indexed.

*** WHITE HOUSE SPECIAL FILES UNIT:**

Presidential files, 1974-77 (5 feet)

The Ford Special Files Unit was a remnant of the office that administered sensitive Presidential papers for Richard Nixon. Nonetheless, there are small but often significant files on Ford-Carter debate preparations, busing, Indochina refugees, aid to New York City, a nuclear policy review, Panama Canal negotiations, Puerto Rico, science and technology advice, Secret Service protection, federal executive salaries, the Republican legislative agenda, and Ford's federal budget review decisions. There is also material on the Special Files Unit itself.

**** indicates the collection is open at least in part***

*** WHITE HOUSE TELEGRAPH AND TRAVEL SECTION:**

Telegrams sent and received, 1974-77 (2 feet)

The telegraph staff created three copies of routine telegrams sent and, especially, received. Incoming telegrams from the general public comprised the overwhelming majority. One copy went to the White House Central Files staff, and a second copy went to the White House sender/recipient. The telegraph staff kept the third set, in chronological order. This is a two percent sample from the third set, since destroyed.

WHITE HOUSE TELEPHONE OFFICE:

Long distance telephone call ticket stubs and telephone logs of Mrs. Ford and some staff members, 1974-77 (2 feet)

*** WHITE HOUSE USHER'S OFFICE:**

Staff appointments logs, 1974-77 (6 feet)

Included are oversized daily appointment logs that show the names and times of certain visitors to White House staff in the West Wing. These visitors may have lacked White House passes.

*** WHYTE, WILLIAM:**

Scrapbook, 1974-75 (less than one foot)

Personal friend of Gerald Ford. U.S. Steel Corporation executive.

These newspaper and magazine articles concern Whyte's friendship with Gerald Ford and his role as an unofficial adviser.

WILDEROTTER, JAMES A.:

Files, 1975-77 (8 feet)

Office of the Counsel to the President: Associate Counsel to the President.

*** WILSON, JAMES M.:**

Papers (1952), 1964-77 (2 feet)

State Department official.

In 1972, Wilson was detailed to the White House as U.S. Deputy Representative for Micronesian Status Negotiations. In 1975 he took the new post of State Department Coordinator for Humanitarian Affairs, handling human rights and refugees issues. The collection has substantive material from both posts. Wilson served as U.S. Minister in Thailand and the Philippines, 1964-70, and as Deputy Assistant Secretary of State for East Asia and Pacific, 1970-72. Miscellaneous material from these posts is also included.

WIMER, DAVID

See WHITE HOUSE PERSONNEL OFFICE FILES

*** WOLTHUIS, ROBERT K.:**

Files, 1974-77 (2 feet)

Congressional Relations Office: Special Assistant to the President.

Wolthuis was the immediate deputy to Max Friedersdorf, the office head. This small but valuable collection is most notable for minutes of several Presidential meetings with Republican and bipartisan congressional leadership, September 1975-June 1976, on domestic, foreign, and political affairs.

*** ZARB, FRANK:**

Papers, 1974-78 (5 feet)

Federal Energy Administration: Administrator. Energy Resources Council: Executive Director.

Memorandums to Ford and a limited subject file concern the production, importation, and conservation of energy resources.

PART III.

THE WHITE HOUSE CENTRAL FILES

INTRODUCTION

The White House Central Files (WHCF) was a filing and retrieval system shared by President Ford and his staff. It includes many of their communications with each other, federal agencies, Members of Congress, and individuals and institutions across the spectrum of American public and private life. Some routine foreign government correspondence is included as well. A President's WHCF begins the day he takes office and ends the day he leaves (for Ford, August 9, 1974-January 20, 1977).

The Ford Domestic Council and National Security Council staffs also used the WHCF. The latter mostly limited its use to unclassified and "Confidential" (least sensitive) classified material. Vice President Nelson Rockefeller and his staff did not use WHCF, nor did the many federal agency personnel who worked in the White House building complex.

The Ford WHCF did not use computers except for some correspondence tracking and form letter applications. Thus, it relied heavily on cross-references (photocopied and annotated cover pages) to provide multiple access points to individual documents. The result is a complex system that provides good retrieval accuracy but which can briefly confuse a first-time user. *See Appendix for illustration and explanation of WHCF file markings.*

Gerald R. Ford Library Guide: The White House Central Files

*** WHCF SUBJECT FILE, 1974-1977 (970 feet)**

The heart of the WHCF is its Subject File. It contains information on nearly everything and everyone associated with the Ford administration. Sixty basic subject categories divide into over 1,000 subcategories using alphanumeric file codes, *e.g.* CO-Countries has a subcategory CO 75 Japan, and FI-Finance has a subcategory FI 4 Budget-Appropriations. Generally higher level materials are in yellow-labeled "Executive" folders, while samples of public opinion mail and similarly routine materials are in green-labeled "General" folders. The primary Subject File categories are

AG	Agriculture (2')	ME	Messages (46')
AR	Arts (2')	ND	National Security- Defense (30')
AT	Atomic Energy (1')	NR	Natural Resources (6')
BE	Business-Economics (39')	OS	Outer Space (<1')
CA	Civil Aviation (9')	PA	Parks-Monuments (2')
CM	Commodities (6')	PC	Peace (<1')
CO	Countries (25')	PE	Personnel Management- Federal Gov't. (5')
DI	Disasters (4')	PL	Political Affairs (38')
ED	Education (2')	PO	Postal Service (<1')
FA	Federal Aid (8')	PP	President-Personal (80')
FE	Federal Government General (3')	PQ	Procurement (<1')
FG	Federal Government Organization (88')	PR	Public Relations (66')
FI	Finance (13')	PU	Publications (2')
FO	Foreign Affairs (20')	RA	Real Property (1')
GI	Gifts (16')	RE	Recreation-Sports (3')
HE	Health (6')	RM	Religious Matters (1')
HI	Highways-Bridges (<1')	RS	Reports-Statistics (2')
HO	Holidays (10')	SA	Safety-Accident Prevention (1')
HS	Housing (1')	SC	Sciences (1')
HU	Human Rights (6')	SO	Social Affairs (4')
IM	Immigration- Naturalization (2')	SP	Speeches (38')
IN	Indian Affairs (1')	ST	States-Territories (4')
IS	Insurance (2')	TA	Trade (12')
IT	Internat'l Orgs. (6')	TN	Transportation (3')
IV	Invitations (31')	TR	Trips (31')
JL	Judicial-Legal (13')	UT	Utilities (7')
LA	Labor-Management (5')	VA	Veterans Affairs (2')
LE	Legislation (2')	WE	Welfare (11')
LG	Local Governments (6')	WH	White House Administration (4')
MA	Medals-Awards (7')		
MC	Meetings-Conference (8')		

Researchers can locate information in the Subject File by using both a subject index to the file system and narrative summaries of the material located under each file heading. The Subject File is also described in PRESNET.

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*** WHCF NAME FILE, 1974-1977 (1,420 feet)**

The WHCF Name File is a name index to the Subject File. Cross-references to the Subject File are filed under the names of Senators and Representatives; organizations, corporations, and institutions; local, state, and foreign government officials; businesspersons, educators, celebrities, and office seekers; and many private citizens. A few projects are also indexed, at least partially, e.g. "Swine Flu Program." The Name File also includes many items deemed too unimportant for the Subject File.

The Name File has only marginal value for names of White House staff and certain other Executive branch officials. It cites them sparingly. However, Subject File category FG 6-11-1/(name) is useful when a White House staff member was the subject of a memo or letter, e.g. a resignation letter. The President's Daily Diary database, searchable by name, can compile the dates and times of anyone's access to the President. *See Introduction, 2.7 Must I make advance arrangements to see certain "open" collections?*

NOT FULLY DESCRIBED IN PRESNET.

*** WHCF BULK MAIL FILE, 1974-1977 (285 feet)**

Most public mail was sorted by broad subject but otherwise left unarranged and undescribed. The White House answered the mail by form postcard, form letter, or not at all. The Ford Library has destroyed about 1,350 feet of this material, saving samples, records of the sampling process, and a few complete sections such as letters for and against the Nixon pardon. Weekly public mail tabulations and summaries are in WHCF Subject File subcategory WH 4-1 and in the Robert Hartmann Papers, boxes 139-144. *See Introduction, 2.7 Must I make advance arrangements to see certain "open" collections?*

NOT FULLY DESCRIBED IN PRESNET.

*** WHCF CHRONOLOGICAL FILE, 1974-1977 (31 feet)**

Chronologically arranged carbons of letters sent over the President's facsimile signature and, occasionally, his real signature. Almost all are form letters and messages. *See Introduction, 2.7 Must I make advance arrangements to see certain "open" collections?*

WHCF COMPUTER PRINTOUTS ON PUBLIC MAIL, 1974-1977 (29 feet)

*** WHITE HOUSE SOCIAL OFFICE CENTRAL FILES, 1974-1977 (337 feet)**

This filing system was shared by the White House East Wing staff, who assisted Mrs. Ford and the Ford children in their public activities. It includes a Subject File, Name File, and Bulk Mail File that are comparable to the separate system used by the President and his staff in the West Wing. Correspondence with the general public comprise most, but not all, of the material. The material concerns views on public issues, expressions of support or criticism, holiday greetings, invitations, schedule requests, and plans, assistance requests and offers, and other matters. A Social Office File Manual serves as the finding aid to this collection. *See Introduction, 2.7 Must I make advance arrangements to see certain "open" collections?*

NOT FULLY DESCRIBED IN PRESNET.

PART IV.
COLLECTIONS LISTED BY WHITE HOUSE OFFICE

INTRODUCTION

This section describes the office structure of the Ford White House and cites the collections that came from each office.

The following collection titles omit many personal names that would appear in any roster of office personnel. This is because the files of many staff were incorporated into the files of a successor or a more senior colleague. In other cases, departing White House staff may have retained files for their personal future use. The library actively collects such materials.

Finally, some record systems stay in the White House complex from one President to the next. For example, the White House Curator, Chief of Payroll, the Intelligence Oversight Board, the Secret Service, and the National Security Council retained some or all of their files into the next administration.

Finding aids on the Ford Library web site –
<http://www.fordlibrarymuseum.gov/library/guide.asp>

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CONGRESSIONAL RELATIONS OFFICE

The CRO handled White House liaison with Congress and its members on such topics as pending legislation, program oversight, Presidential appointments, and consultation in foreign affairs. Routine services such as photo opportunities were part of the job as well. *See collection entries for*

Friedersdorf, Max	O'Donnell, Patrick
Kendall, William	Timmons, William
Loen, Vernon	White House-Cong.
Marsh, John	Wolthuis, Robert

COUNSEL TO THE PRESIDENT, OFFICE OF

The office provided legal advice and services to the President, his family, and White House staff. It advised on legislation, constitutional and administrative powers and duties, campaign law, judicial appointments, and regulatory issues and agencies. It also drafted legal documents, defended against legal actions, coordinated the screening of Presidential appointees for security or conflict of interest problems, and assisted in clemency and pardon issues. *See collection entries for*

Buchen Philip	Kilberg, Barbara
Casselmann, William	Lazarus, Kenneth
Chapman, Dudley	Roth, Barry
Dannenbauer, Jane	Schmults, Edward
French, Jay	Wilderotter, James

COUNSELLORS TO THE PRESIDENT

This is an artificial grouping of diverse Presidential advisers who had the title "Counsellor." Some were Nixon advisers who remained briefly under Ford. John Marsh and Robert Hartmann, by contrast, were central figures in the Ford White House. Marsh oversaw the Congressional Relations and Public Liaison Offices, and Hartmann directed the Editorial and Speechwriting Office. Assistants who worked on a few special projects are listed below, indented. *See collection entries for*

Armstrong, Anne	Marsh, John
Burch, Dean	Cargill, R. Mason
Hartmann, Robert	Mueller, Merrill
Anderson, Gwen	McCracken, Paul
Calkins, John	Morton, Rogers C.B.
	Rush, Kenneth

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DOMESTIC AFFAIRS ASSISTANT/DOMESTIC COUNCIL STAFF

The Assistant to the President for Domestic Affairs provided policy advice and directed Domestic Council staff. James Cannon held the post, preceded briefly by Nixon-appointee Kenneth Cole. Between five and nine Domestic Council associate directors specialized in different subject areas. Assistant directors and staff assistants aided them. There was significant personnel turnover and a reorganization in 1975, accompanied by some mingling and splitting of files. *See collection entries for*

Barnes, Dennis	Lissy, David
Bennett-Alexander, D.	McConahey, Stephen
Buckles, Andre	Massengale, Sarah
Cannon, James	May, F. Lynn
Cavanaugh, James	Moore, W. Allen
Cole, Kenneth	Myer, Paul
Domestic Council	Needham, Pamela
Falk, James	Overman, Dean
Fletcher, Arthur	Parsons, Richard
Halper, Samuel	Quern, Arthur
Hanzlik, Rayburn	Raoul-Duval, Michael
Hope, Judith	Semerad, Roger
Hullin, Tod	Ross, Norman
Humphreys, George	Ryan, Kathleen
Johnson, Spencer	Schleede, Glenn
Johnston, Judith	Shepard, Geoffrey
Leach, Paul	

ECONOMIC AFFAIRS ASSISTANT

The Assistant to the President for Economic Affairs, L. William Seidman, advised on domestic and international economic issues and was Executive Director of the Economic Policy Board (EPB). The EPB's executive committee included the administration's senior economic policy officials, and it met several times each week to coordinate policy. *See the following collection entries for files of Seidman, his staff, and two temporary colleagues in the White House. The Arthur Burns Papers, William Simon Papers, Sidney Jones Papers, and the U.S. Council of Economic Advisers Records also deserve mention here, although these are not part of the files of White House staff.*

Gorog, William	Seidman, L. William
Kosters, Marvin	Watkins, Birge
McCracken, Paul	Wheat, I. David, Jr.
Rush, Kenneth	

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EDITORIAL/SPEECHWRITING STAFF

Specialized divisions drafted Presidential speeches, composed brief Presidential articles and messages as requested by various groups and politicians, wrote form responses to routine public correspondence, and checked the factual accuracy of speeches and other public statements. Paul Theis headed the staff until January 1976 and reported to Robert Hartmann, who himself drafted key Presidential speeches. Robert Orben succeeded Theis as immediate head of the speechwriters. David Gergen's files on campaign speeches are closely related, but Gergen was not part of this office. *See collection entries for*

Anderson, Gwen	Hasek, Eliska
Denison, George	McCall, Thomas
Elliot, Roland	President's Speeches
Hartmann, Robert	Theis, Paul

FIRST LADY'S STAFF

The staff handled press relations, public appearances, scheduling, speeches, correspondence, honors and affiliations, and other matters for Mrs. Ford and the Ford children. In addition, a Social Entertainments Office worked with Mrs. Ford and others to coordinate menu planning, guest lists, decorations, and entertainment for social events at the White House, Camp David, and occasionally aboard the Presidential yacht. *See collection entries for*

Armentrout, Russell	Pullen, Frances
Downs, Maria	Sorum, Peter
O'Neill, Elizabeth	Weidenfeld, Sheila
Porter, Susan	

NATIONAL SECURITY ADVISER/NSC STAFF

The Assistant to the President for National Security Affairs advised on defense and foreign affairs matters, and he directed the National Security Council staff. Henry Kissinger held the post until November 1975, and Brent Scowcroft succeeded him. Their files are intermingled. *See the many collection entries that begin "National Security Adviser..."*

See also the collection entry "U.S. National Security Council: Institutional Records from the Ford Administration"

PERMANENT OPERATING OFFICES

The majority of personnel working within the White House complex are support staff who remain as administrations change. In the Ford administration, they kept payroll accounts, created keyword indices to presidential statements, did calligraphy, provided filing and correspondence services, and much more. The vast majority of their records remain in the White House indefinitely, but selected files were customarily treated as the President's papers. *See most of the collection entries that begin "White House."*

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PRESIDENTIAL PERSONNEL OFFICE

A President may have some 5,000 positions to fill over a full term. The Presidential Personnel Office identifies these positions and recruits candidates, coordinates selection and political clearance, provides orientation, and helps evaluate performance. David Wimer, William Walker, and Douglas Bennett successively headed the office.

PRESIDENT'S OFFICE

The office assisted with the President's personal affairs and accounts, secretarial needs, and requests for autographed photos. *See collection entries for*

Downton, Dorothy
Kamstra, Anne

Leonard, Mildred

PRESS SECRETARY'S OFFICE/COMMUNICATIONS OFFICE

The Press Secretary and his staff spoke for the President at daily press briefings, monitored press coverage and summarized it for the President and staff, briefed the President for his own press conferences and other media encounters, advised on press relations, helped the press gather information, and provided logistical support to the press.

The Press Secretary necessarily collected information on many diverse topics. A Communications Office was often truly, and always nominally, part of the Press Secretary's Office. It handled White House relations with federal agency public information officers, and it represented the President to the non-Washington press corps. *See collection entries for*

Carlson, John
Collins, Helen
Gergen, David
Greener, William
Miltich, Paul
Nessen, Ron
Phelan, Wanda
Roberts, J. W.

Savage, Edward
Shuman, James
Slight, Frederick
ter Horst, Jerald
Waldron, Agnes
Warren, Gerald
White, Margita
Rosenberger, Eric

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PUBLIC LIAISON OFFICE

The office cultivated White House links with interest groups, voter blocs, and groups of influential citizens. Briefings and meetings at the White House and town hall-type meetings around the country were important vehicles for these liaisons, along with participation in events sponsored by various organizations, and other, less visible, activities. William Baroody, Jr., directed the office under the general oversight of John Marsh. Some important liaison duties were discharged by White House staff in other offices: Bradley Patterson and Norman Ross (Native Americans), David Lissy (Jewish organizations), and Rayburn Hanzlik (public forums). *See collection entries for*

Aranda, Thomas	Maduro, Reynaldo
Baroody, William	Marrs, Theodore
DeBaca, Fernando	Mitler, Milton
Eves, Jeffrey	Powell, Pamela
Knauer, Virginia	Scott, Stanley
Kuropas, Myron	Valis, Wayne
Lindh, Patricia	Vickerman, John

SCHEDULING AND ADVANCE OFFICE

The scheduling unit helped prioritize the President's time, and it developed the President's daily and long-term schedules. It helped the President and his staff prepare for his daily appointments. The advance unit helped set criteria for and make decisions on Presidential travel. For both domestic and international trips, the advance unit orchestrated the overall planning and managed the onsite arrangements. *See collection entries for*

Cavaney, Byron	President's Daily Diary
Hendricks, Warren	Rustand, Warren
Jones, Jerry	Sorum, Peter
Martin, Robin	Ursomarso, Frank
O'Donnell, Terrance	

SECRETARY TO THE CABINET

The Secretary to the Cabinet organized and documented Cabinet meetings, supported communications between the President and individual Cabinet members, and helped the President remain accessible to his Cabinet. It was not a full-time post; Warren Rustand and his successor James Connor each had other duties. *See collection entries for*

Cabinet Meetings	
Connor, James	Rustand, Warren

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STAFF SECRETARY'S OFFICE

Staff Secretaries Jerry Jones and successor James Connor coordinated the flow of paperwork to and from the President. For example, they ensured that memorandums to the President incorporated the views of all pertinent advisers. They also provided special file storage for the President. More routine duties included management of staff perquisites such as parking and mess privileges, and oversight of the Chief Executive Clerk and his Permanent Operating Offices. *See collection entries for*

Connor, James	President's Daily News
Farrell, Michael	President's Handwriting
Hoopes, David	President's Paperwork Log
Jones, Jerry	President's Telephone Log
President's Daily Diary	White House Special Files

WHITE HOUSE OPERATIONS OFFICE

This office was central to the management of the White House Office. The Cabinet and Staff Secretaries and the heads of the Presidential Personnel and Scheduling/Advance Offices all reported to the head of White House Operations. Alexander Haig, Donald Rumsfeld, and Richard Cheney held the post in succession. Few Presidential advisers, if any, had better access to Ford than did the latter two. The office head might advise on any domestic, foreign, or political issue, and in 1976 Cheney and his immediate staff became very active in the Presidential campaign. *See collection entries for*

Chanock, Foster	Haig, Alexander
Cheney, Richard	Raoul-Duval, Michael
Field, H. James	Reichley, A. James
Gergen, David	White House Photo Office
Goldwin, Robert	

PART V. AUDIOVISUAL MATERIALS

INTRODUCTION

The Ford Library has extensive audiovisual holdings in many formats. Most items are among the historical materials donated to the U.S. Government by President Ford, but material has come from many other sources as well.

Publishers and news organizations make heavy use of the collections, ordering reproductions by mail and telephone. On-site users are more typically students and scholars supplementing their research in papers. They may look at photographs in order to describe an NSC meeting more vividly, for example, or they may watch videotapes of news broadcasts to better understand press relations.

The audiovisual reference staff can help you find, use, and buy copies of what you need. The following descriptions summarize the library's audiovisual holdings and provide a basis for requesting further help from library staff. When publishing photographs, researcher's credit line should read "Courtesy, Gerald R. Ford Library."

Much of the audiovisual materials, including all White House-produced photographs, motion picture films, and audiotapes, are in the public domain. Other material, such as donated items and White House Communications Agency news videotapes, are subject to copyright law (see Introduction 2.13 How does copyright law affect research?). The Ford Library makes copyrighted material and reproductions available solely for private study, scholarship, or research. Audiovisual researchers must obtain permission from the copyright holder to publish or display materials, or deposit them in other institutions. It is the researcher's responsibility to determine copyright status. The library will provide what information it can, upon request.

GERALD R. FORD PRESIDENTIAL MATERIALS

WHITE HOUSE PHOTOGRAPHIC OFFICE (ca. 285,000 photos)

The office provided still-photographic coverage of Mr. Ford's day-to-day activities as Vice President and President. David Kennerly, a photojournalist whom Ford met while Vice President, and four other photographers, took approximately 285,000 photos of Mr. Ford and his staff and family. They took the photos in White House meeting rooms, offices, and the family residence; at Camp David and aboard Air Force One; during trips overseas, vacations in Colorado, and campaign swings. Kennerly enjoyed exceptional access to the President. White House photographers also documented Vice President Rockefeller's activities, but the Ford Library has no negatives and only some photos from this work.

The photos in this collection may be viewed in binders of "contact sheets," or small images on photographic paper of each roll of film, arranged by the date the film was developed. These prints and negatives are in the public domain, and copies may be purchased and used without copyright restriction. There is no subject index to the collection, but library staff can offer a variety of strategies to help locate items.

NETWORK NEWS VIDEOTAPES (765 tapes)

The White House Communications Agency (WHCA) videotaped the CBS, NBC, and ABC nightly news broadcasts and edited them to delete stories unrelated to the President. WHCA broadcasted the summaries via cable throughout the White House complex. WHCA also taped all major broadcasts involving the President, including Ford's and Nelson Rockefeller's Vice-Presidential confirmation hearings, the Nixon resignation, the Nixon pardon announcement and the subsequent Hungate Committee hearings, Ford's State of the Union addresses and other appearances before Congress, news conferences, much of the Republican National Convention, and the Ford-Carter campaign debates.

The videotapes are subject to network copyrights. Although such public events as news conferences are not copyrighted, the networks hold copyrights to their reporters's commentaries and any other supplemental information or images they provided. Researchers may acquire copies of the videotapes, but use of the copyrighted portions is restricted to private study and "fair use" in scholarship and research under copyright law.

WHCA kept a daily log of its videotaping, and this log serves as an inventory of the collection. In addition, library staff have compiled a few topical lists of videotaped programs, August 1974-January 1977: Vietnam War; Vice President Rockefeller; Watergate and Richard Nixon; the Middle East; and intelligence activities, investigations, and oversight. Researchers can also find nightly news stories by using *Television News Index and Abstracts*, published by the Vanderbilt Television News Archives.

WHITE HOUSE COMMUNICATIONS AGENCY AUDIOTAPES (2,600 tapes)

WHCA taped President Ford's speeches, news conferences, and other public statements. It also taped the daily press briefings by the press secretary and his staff. Whenever White House staff, Cabinet members, Members of Congress, or other persons gave a press briefing at the White House, WHCA taped it. There are no copyright restrictions on these tapes, and daily WHCA logs inventory and describe them.

NAVAL PHOTOGRAPHIC CENTER FILM (710,000 feet of film)

Navy film crews covered the President, mostly at ceremonial events and major news events. Their films are 16-mm color, and most have magnetic sound tracks. A cross-reference index and shot cards for each reel of film are available. There are no copyright restrictions on this film.

SUMMARY OF OTHER AUDIOVISUAL HOLDINGS

AUDIOVISUAL COLLECTIONS DONATED

Many individuals have donated audiovisual items and collections. For example, the Joseph McIntosh photo collection documents the donor's and Ford's 1929 Eagle Scout guide experience at Mackinac Island State Park, Michigan. The Peter Vogt collection comprises materials accumulated in the production of the film *Gerald R. Ford: The Presidency Restored*. Hofstra University donated audiotapes and videotapes of its "Conference on the presidency of Gerald R. Ford" (1989). There are numerous other donors.

GERALD R. FORD COLLECTIONS

Photographs, audiotapes, motion picture film, videotapes, and film strips have been segregated from various segments of Gerald Ford's non-presidential materials. The audiovisual archives keeps them as the Ford Scrapbook Collection (1886) 1913-1992; Personal Collection, 1913-1992; Congressional Collection, 1933-1973; Vice-Presidential Collection, (1932) 1973-1974; and Post-Presidential Collection, 1977-1991.

GERALD R. FORD LIBRARY AND MUSEUM EVENTS COLLECTION

Included are audiotapes, videotapes, and still photographs produced by or for the library and museum. They document events, especially conferences, held at, or directly associated with, the library or museum. Among the conferences are "Congress, the Presidency, and Foreign Policy;" "New Weapons Technologies and Soviet-American Relations;" "The Presidential Nomination System;" "First Ladies: Private Lives, Public Duties;" "Humor and the Presidency;" and "The Presidency and the Constitution."

**ITEMS TRANSFERRED FROM COLLECTIONS OF PAPERS,
RECORDS, AND INTERVIEWS**

Collections of personal papers, institutional records, and research interview transcripts, often contain audiovisual items, sometimes in large number. For preservation purposes, archivists segregate these items and transfer them to the audiovisual collection. For example, the files of Mrs. Ford's press secretary, Sheila Weidenfeld, contained hundreds of items on the First Lady and her interests. Lists of segregated audiovisual items are attached to the finding aids of the papers where they were found.

PRESIDENT FORD COMMITTEE MATERIALS

Included are 32 primary and 71 general election Ford campaign commercials, a 30-minute biographical film aired election night, and miscellaneous commercials taped off the air from the campaigns of Ronald Reagan, Jimmy Carter, and others. Also included are videotape, audiotape, and motion picture film used in creating the Ford commercials. The President Ford Committee donated to the people of the United States copyright to the material it produced.