

BOARD, ELIZABETH: Files, 1985-1989 – REAGAN LIBRARY COLLECTIONS

This collection is available in whole for research use. Some folders may still have withdrawn material due to Freedom of Information Act restrictions. Most frequent withdrawn material is national security classified material, personal privacy, protection of the President, etc.

BOARD, ELIZABETH: Files, 1985-1989

Office of Media Relations: Television Office; Special Assistant to the President and Director (Television Office), 1985-1987

Office of Media Relations; Special Assistant to the President and Director of the Office of Media and Broadcast Relations, 1987-1989

The Office of Media Relations handled all press contacts with the White House other than the actual White House press corps. It was created in the fall of 1981 from the Office of Media Liaison in the Press Office and the Television Office from the Office of Communication. The office had various names throughout the administration including: Media Liaison; Office of Media Relations and Planning; Office of Media Relations and Broadcasting; Office of Media and Broadcasting Relations. The staff, physical location in the White House, and general functions remained exactly the same during these various name changes. For ease of use and to reflect their organizational unity the Library is naming this office: Office of Media Relations.

Preliminary Scope & Content Note

The White House receives a multitude of requests for Presidential messages for organization meetings, tributes to particular individuals, public service announcements on behalf of various causes and charitable fundraising, and taped endorsements for political candidates. During the Reagan administration this became a highly developed function, and the President regularly sat for tapings for these requests. The Television Office coordinated all aspects of the multiple tapings and coordinating the scripts of these messages. In addition, the Television Office coordinated all the arrangements with outside media for taped interviews with the President, nationally televised press conferences and nationally televised addresses. Elizabeth Board became the Director of the Television Office when it briefly functioned as a separate unit from the Office of Media Relations from 1985-1987. The office was recombined with Media Relations in 1987 and Board became the Director of the combined offices until the end of the administration.

Elizabeth Board was assisted by a series of television coordinators: Caroline Heinz; Flo Taussig; Caroline Rhoden and John Peschong. The files resulting from the multiple tapings have been gathered together and form a series within the Media Relations Office collection. The tapings are in chronological order.

SERIES I: CORRESPONDENCE, 1985-1989 (Boxes 1-3; 1 l.ft.)

This series consists of correspondence in various formats including memos, letters, notes and forms. It is concerning the tapings of Presidential messages and contacts with outside media. It is arranged by year and whether it was incoming or outgoing correspondence.

SERIES II: SUBJECT FILE, 1985-1989 (Boxes 4-19; 5.5 l.ft.)

This series consists of folders regarding various subjects including specific events or issues, personnel for the office and administrative matters for the Office of Media Relations. The subject file is arranged alphabetically.

SERIES III: BRIEFINGS, 1987-1989 (Boxes 19-24; 1.5 l.ft.)

This series contains memos, papers, transcripts, and correspondence regarding briefings the Office of Media Relations held for out-of-town media on various issues. The material is for 1987-1989 when Board was running the combined functions of media relations and the television office. Earlier briefing material can be found in the Small-Stringer collection, the Mathis-Richard collection and the Elmetts collection. The material is arranged chronologically.

SERIES IV: INTERVIEWS, 1985-1989 (Boxes 24-26; 0.5 l.ft.)

This series contains the memos, notes, scheduling needs for the Presidential interviews by outside media personalities or organizations held at the White House. These files are arranged chronologically. Material for the first administration interviews can be found in the Elmetts collection and the Mahan-Duval collection.

SERIES V: PRESS CONFERENCES, 1985-1989 (Boxes 26-27; 0.5 l.ft.)

This series contains the memos, notes, correspondence and scheduling needs for broadcast outlets for televised press conferences. These files are arranged chronologically. Material for the first administration press conferences can be found in the Elmetts collection and the Mahan-Duval collection.

SERIES VI: SPEECHES AND ADDRESSES, 1985-1989 (Boxes 27-31; 1 l. ft.)

This series contains the memos, notes, correspondence and scheduling needs for television, radio and live audience speeches and presidential addresses made during the second administration. It is arranged chronologically. Material for the first administration can be found in the Mahan-Duval collection.

SERIES VII: EVENTS, 1985-1989 (Boxes 31-33; 0.5 l.ft.)

This series contains memos, notes, correspondence and scheduling forms for the coordination of televised events for outside media that is not a Presidential speech, interview or press conference.

SERIES VIII: TAPINGS, 1985-1989 (Boxes 34-36; 1 l.ft.)

This series contains memos, notes, correspondence primarily related to, but not the same as, the multiple Presidential taping sessions in the Media Relations Office Records series.

CONTAINER LIST

SERIES I: CORRESPONDENCE, 1985-1989

Box 1

Al Snyder - USIA / 20th Century-Fox Media June 1985

[Chron File] October 1987

Chron November 1987 (1)-(3)

[Chron File] December 1987 (1)(2)

[Chron File] January 1988 (1)-(3)

[Chron File] February 1988 (1)-(3)

[Chron File] March 1988 (1)-(3)

[Chron File] April 1988 (1)(2)

[Chron File] May 1988

Box 2

[Chron File] June 1988 (1)(2)

[Chron File] July 1988 (1)(2)

[Chron File] August 1988 (1)(2)

[Chron File] September 1988 (1)(2)

[Chron File] October 1988 (1)(2)

[Chron File] November 1988 (1)(2)

[Chron File] December 1988

January 1989 Chron

Elizabeth Board Correspondence

Historical Research Foundation - Frank Van der Linden April 1985

Letters To / From Elizabeth Board -1985 (1)(2)

Box 3

Letters To / From Elizabeth Board -1985 (3)-(6)

Letters To / From Elizabeth Board -1986 (1)-(8)

Letters To / From E. Board - 1987 (1)-(6)

Box 4

Letters To / From E. Board – 1987 (7)-(8)

Memorandums To / From Caroline Heinz 1985

Memos to Elizabeth Board (1)(2)

Memos from Elizabeth Board (1)-(3)

Miscellaneous Messages for Television Office

Regrets 1989

SERIES II: SUBJECT FILE

Box 4 cont.

Administration / Computer (1)(2)

Administration General (1)(2)
[Administrative Contact Meeting 04/23/1986]
AIDS
AIDS File
Air Force One (1)-(3)
David Aldrich - Associated Press Communications (1)-(4)

Box 5
Carl Anderson's Media List (1)(2)
Betsy's Chicago Trip
Beyond War
Biographies (1)-(3)
Blackwell
[Bork] Actualities
Bork-General Background/Miscellaneous (1)-(5)
Bork-Media Files [I] (1)-(4)
Bork-Media Files [II] (1)(2)

Box 6
Bork-Media Files [II] (3)-(5)
Bork-Media Files [III] (1)-(4)
Bork-Media Files [IV] (1)-(4)
Bork Nomination (1)(2)
Bork Nomination: Arkansas
Bork Nomination: "Media Memos" - Things I've Booked, etc.
Bork Nomination: National Speakers and Booking Forms
Bork Nomination: Mailings (Not Ever Done)

Box 7
Bork Nomination: Betsy – Bork (1)(2)
Bork Nomination: Betsy – Bork: Bio 2
Bork Nomination: Betsy – Bork: Newspapers (Notes on OP/ED Placement)
Boy's Nation 1988
Nick Brady Interviews
Budget [I]
Budget [II]
Budget 1988
Budget 1989
Burton and Smith
C Flags
White House Cable Project
Calendars (1)-(5)

Box 8
Calendars (6)-(9)
Calendars: Contact list, blank schedules

Camp David Maryland Public Television
[Cancer: The Second and Final War" by Harry Mantel (Script)] (1)-(4)
Central America / Contras (1)-(4)
Central America – Media (1)-(4)

Box 9

China Central Television Delegation
Choice in Education (1)-(3)
Close-up
Christmas Open House
Christmas Tree Lighting 12/11/1986
Christmas Tree Lighting 12/07/1987
Christmas Tree Lighting 12/15/1988
Cinema Sound
Civil Rights
Coin Toss 01/20/1985
Collegiate List
Communications Calendar
Conservative Digest
Crews Cinema Sound
Department of Defense Authorization Bill
Department of Energy - Lauro Cavazos
Deregulation
Distinguished Rank Awards 1988
Drought
Drought Bill 08/11/1988
Drugs (1)(2)

Box 10

Drugs (3)
Duberstein/Transition 11/30/1988
Duggan, Juanita
Easter Egg Roll 1987 (1)(2)
Easter Egg Roll 1988(1)(2)
Edmunds, Tom
Ellis Memo
Fairness Doctrine
Fetal Research
Form Requests Etc.
Ginsburg Nomination [I] (1)-(4)
Ginsburg Nomination [II] (1)-(3)

Box 11

Goodwill Games (1)(2)
Grove City (1)(2)
Iakena 03/25/1988

Information/Trivia - First Lady
Information/Trivia - Miscellaneous
Information/Trivia - President Reagan (1)-(3)
Interns [I]
Interns [II]
Interns [II]: Fall Intern Applications 1988 (1)(2)
Interns [II]: Applications for Summer Internship 1988 (1)(2)

Box 12

Interns [II]: Hold File (1)-(5)
Interns [III] (1)(2)
Intern Resumes
Intern Resumes: Intern Resumes
Previously Employed Interns (1)-(3)
Interviews for Bookings Position "Interview Coordinator" (1)-(4)

Box 13

Issue Advertising
Job Applicants March 1986 (1)(2)
Judicial Nominees
Kennedy Nomination (1)-(4)
Judge Kennedy Clippings (1)-(9)

Box 14

Lighting – Fiorentino
McQuay (1)(2)
[Material for Meeting with Bob Tuttle - 1988] (1)(2)
Media and Broadcast Relations Central Files
Media and Broadcast Relations Travel and Entertainment Budget
Media Info
Media Information (1)(2)
Media Interviews
Fall Media Plans 1988 (1)-(3)
Media Relations: Mailing List Reporters
Media Relations Subscriptions
Minimum Wage Law
Monthly Highlights
[National Public Radio] (1)(2)

Box 15

[National Public Radio] (3)(4)
National Security Council
900 Number (1)(2)
900 Number Letters (1)-(5)
Office Stuff (1)-(4)
Olympians (1)(2)

Box 16

George O'Neill Photo
Op Ed File (1)(2)
OP/EDs (Memos)
OP/EDs (Miscellaneous) (1)-(5)
Alaska OP-ED
California OP-ED
Connecticut OP-ED
Hawaii OP-ED
Nevada OP-ED
Oregon OP-ED
PA [Pennsylvania] OP-ED
TX [Texas] OP-ED
Washington OP/ED
Charles Hobbs [OP-ED]
Op/Ed – Rowny
Pamphlets, Brochures
Dolly Parton / ABC Request
Pat's Goodbye Gift
Pending 1985-1986
Pending 1987

Box 17

Personnel Former Employees
Personnel/Vacations Miscellaneous
Photo Ops 10/29/1987
Photo Ops 11/09/1987
Photo Ops 11/16/1987
Photo Ops 11/23/1987
Photo Ops 12/06/1987
Planning – Memos (1)-(3)
Position Descriptions
Publications
[Radio Talk Shows] (1)(2)
Resumes 1985-1986 (1)-(3)
Resumes 1987-1988
Rhoden, Caroline
Miscellaneous Scheduling
Old Schedules
John Slack Stuff

Box 18

Elliott Sluhan / Splendid Misery (1)(2)
Soviets
Surveys/Opinion Polls [Bork, Iran Air Incident, Oliver North/Iran Contra]

POTUS Tax Reform Proposal 1985
Television Central Files
Television Coordinator Position
Television Office 1985-1989
“Television Studio”
Tokyo Summit 1986
Trade Bill (Notebook) (1)-(8)
Trade Policy
Ukrainian Girl
Venice Summit - June 1987 (1)(2)

Box 19
Venice Summit - June 1987 (3)-(5)
Vestron
Video Monitoring
Video Tape Archives
Week of 10/10/1988-10/14/1988 (1)-(6)
Welfare Reform [I]
Welfare Reform [II]
Women
Youth 2000

SERIES III: BRIEFINGS

Box 19 cont.
08/11/1987 - AIDS Briefing (1)(2)

Box 20
12/11/1987 - Gorbachev Summit and INF Treaty [Briefing] (1)-(5)
12/11/1987 - Gorbachev - INF (Continued) [I] (1)-(4)
12/11/1987 - Gorbachev - INF (Continued) [II] (1)-(3)
12/11/1987 - Gorbachev - INF (Continued) [III] (1)-(5)

Box 21
12/11/1987 - Reagan - INF (Continued) (1)(2)
01/19/1988 - Mayors Briefing
01/20/1988 and 01/22/1988 Constituent Briefings
01/26/1988 - State of the Union [Briefing] (1)-(4)
01/27/1988 - Drug Briefing (1)(2)
03/07/1988 - Drug Briefing
03/07/1988 - Drug Abuse Prevention [Briefing] (1)-(4)
06/06/1988 Clips
[06/08/1988 Regional Press Briefing - Steve Bell KYW-TV Philadelphia]
06/08/1988 - Post Summit Briefing [I] (1)(2)

Box 22
06/08/1988 - Post Summit Briefing [I] (3)-(6)

06/08/1988 - Post Summit Briefing [II] (1)-(5)
06/08/1988 - Post Summit Briefing [III] (1)-(5)
[06/08/1988 - Regional Press Briefing] Abortion
06/08/1988 Clips (1)-(3)
06/08/1988 Clips: Press Clippings from Regional Briefing

Box 23

08/03/1988 - Central America [Briefing] (1)-(7)
09/15/1988 - Hispanic Briefing [I] (1)-(6)
09/15/1988 - Hispanic Briefing [II] (1)-(5)

Box 24

01/10/1989 - Budget Briefing
01/10/1989 - Budget Briefing
Sperling Breakfast

SERIES IV: INTERVIEWS

Box 24 cont.

01/26/1985, Independent Radio Network Interview
04/29/1985 Foreign Correspondents POTUS Interview
09/09/1985, POTUS Interview / North American Network (1)-(3)
POTUS Interviews with Radio Stations (Ranch August 1985)
09/16/1985 ABC Jennings / Koppel Interview
11/12/1985 Pre-Summit Foreign Correspondents Interview
01/26/1986 POTUS Brokaw Interview SBS
02/25/1986 Walters Interview (1)(2)
03/12/1986 Regan Interview
05/23/1986 Interview with William Rusher
06/07/1986 Radio Marti Interview
04/14/1987 Peter Jennings Stand - Up For "We The People"
05/27/1987 USIA Pre-Venice TV Interview
10/09/1987 POTUS Interview with CNN
10/26/1987 USIA Interview with Foreign Journalists
11/02/1987 The Next President, Frost (1)(2)

Box 25

11/23/1987 Howard Baker PBS Interview
12/03/1987 Interview with Four Network Anchors
12/18/1987 BBC Interview
03/10/1988 USIA Interview with Foreign Journalists
[03/19/1988 "One on One" Interview with Howard Baker]
03/30/1988 POTUS
03/30/88 POTUS Interview Norman Cohen
April 1988 Godfrey Hodgson Interviews (1)-(3)
04/26/1988 Lavin Trip Interviews
05/19/1988 Foreign Journalist Interview

05/20/1988 Soviet TV Interview
06/17/1988 Economic Interview
08/04/1988 Veto Interviews
09/12/1988 John Wayne [PBS Interview]
12/21/1988 Brinkley Interview
Chicago Trip 1988 [I] (1)(2)
Chicago Trip 1988 [II]
01/06/1989 Mike Wallace Interview (1)-(4)

Box 26

01/12/1989 Bernard Shaw/CNN Interview
01/13/1989 POTUS & Cardinal O'Conner Interview (1)(2)
01/17/1989 NBC/Tom Brokaw
Hobbs Trip Interviews 1987-1988
Interview Requests 1988
Interviews 1988 (1)(2)
Interviews – Complete (1)-(3)
Planning Interviews 1988-1989 (1)(2)
USIA - Post NATO Summit Interviews

SERIES V: PRESS CONFERENCES

Box 26 cont.

Press Conference 01/09/1985
Presidential Press Conference 02/21/1985
Press Conference 03/21/1985
Presidential Press Conference 06/18/1985
Press Conference 09/17/1985
Press Conference 01/07/1986

Box 27

Press Conference 02/11/1986
Press Conference 04/09/1986
[Press Conference] 06/11/1986
POTUS Press Conference Chicago 08/12/1986
POTUS Press Conference 11/19/1986
Press Conference 03/19/1987
Press Conference 10/22/1987
Press Conference 02/24/1988
Press Conference 12/06/1988
General File / Press Conferences
Log POTUS Press Conferences

SERIES VI: SPEECHES AND ADDRESSES

Box 27 cont.

02/06/1985 State of the Union
04/24/1985 POTUS Oval Office Address

05/28/1985 Oval Office Tax Reform Speech
05/28/1985 Oval Office Speech - Production Notes
11/14/1985 Oval Office Address
11/21/1985 POTUS Address to Joint Session of Congress
01/28/1986 State of the Union (1)(2)
01/01/1986 POTUS Message to the Soviet Union
02/26/1986 Defense Speech (1)(2)
04/14/1986 Oval Office Address on Libya

Box 28

05/13/1986 High School Address (1)(2)
07/22/1986 South African Speech
08/05/1986 Knights of Columbus Chicago
08/15/1986 White House Conference on Small Business Speech
09/14/1986 President / Mrs. Reagan Speech on Drugs
10/13/1986 Post Iceland Summit Speech
11/13/1986 Speech on Iran
01/15/1987 Martin Luther King Address to Student
01/27/1987 State of the Union
01/28/1987 POTUS NASA Address
03/04/1987 POTUS Speech
06/15/1987 POTUS Address
08/12/1987 Oval Office Address
08/26/1987 Town Hall of California Speech
10/14/1987 Oval Office Address
11/03/1987 Worldnet Address
12/10/1987 Oval Office Address (Slides for speech stored in Audio/Visual for
Preservation)
01/25/1988 State of the Union (1)(2)
02/02/1988 Oval Office Address Contra Aid
02/23/1988 Worldnet Address
09/21/1988 UN Speech (1)(2)

Box 29

11/14/1988 President's Address to School Children (1)-(3)
01/11/1989 POTUS Address to the Nation
United Nations 1985 and 1986 [and 1988] (1)-(3)
Summit Speech 1987
Oval Office Address Graphics
Oval Office Address Log
Correspondence Regarding Radio Address (1)-(6)
Book on Radio Addresses
RR Broadcasting Magazine Article
Radio Speeches 1985-1989 [1986] (1)-(3)

Box 30

Log Radio Address
Saturday Radio Address
President Reagan's Radio Addresses / General Memos [1985-1986]
Radio Address: General Memos 1987
Armed Forces Day Radio Address 05/17/1986
Radio Address Speeches (1)-(8)
Radio Address: Clearance Memos
Radio Address Voice of America 11/09/1985 (1)(2)
Radio Address / Mutual Dispute [1986]
Spanish Radio (1)(2)
Book on Radio Addresses 1st Term
Lists of Radio Address Radio Stations (1)(2)

Box 31

Radio Address Radio Stations (1)(2)
First Radio Address FLOTUS and POTUS Address
Worldnet Address - Radio Address 05/23/1988
POTUS Taping of Radio Address Berlin Wall 08/08/1987
Ellis / Radio

SERIES VII: EVENTS

Box 31 cont.

02/11/1985 Saudi Arrival Ceremony
04/22/1985 Volunteer / Action Awards Luncheon - Clement Stone
04/26/1985 President Chun of Korea Visit
06/12/1985 Gandhi State Visit
06/13/1985 Jacques Cousteau Appointment
09/10/1985 Denmark Arrival Ceremony
09/16/1985 Brazilian Press Secretary's Visit - Mr. Mesquita
12/12/1985 Christmas Tree Lighting
01/28/1986 RR's Message: Shuttle Tragedy
05/21/1986 Close-up (1)(2)
01/02/1987 Fiesta Bowl
01/18/1987 POTUS Phone Call "The Conservatives"
05/07/1987 Administrative Time: Smullin Family
05/27/1987 Senator Baker / Senator Gorton Tribute
10/22/1987 Administrative Time Corporation for Public Broadcasting
12/07/1987-12/10/1987 U.S./USSR Summit (1)(2)
12/10/1987 Departure Ceremony Gorbachev
01/06/1988 "Conversations with the Presidents" (1)(2)
01/28/1988 Task Force on Adoption (1)-(3)

Box 32

02/22/1988 Governor's Conference (1)-(4)
02/25/1988 Administrative Time
02/26/1988 Drug Free America [empty]

03/08/1988 Olympians
03/29/1988 Cancer Event (1)(2)
03/30/1988 Super Collider Event
04/14/1988 Administrative Time
04/14/1988 Administrative Time - Linda Arey, Presidential Academic Fitness Award
Winners
04/15/1988 Lt. Governors' Association
04/18/1988 Youth Volunteers Event
04/19/1988 Pete Dawkins / Heisman Trophy (1)(2)
04/26/1988 Education Event (1)(2)
04/26/1988 Wrestling Team Photo-Op
05/06/1988 John Nester/Baker
05/10/1988 Small Business Event
05/16/1988 Schools Without Drugs (1)(2)

Box 33

05/19/1988 Nurserymen
05/20/1988 Cuban Independence Day
05/23/1988 "E" Awards
06/16/1988 Scholars
06/24/1988 POWs
07/05/1988 PBS Inaugural Program
07/13/1988 Farmers
07/15/1988 Science and Technology Medals Ceremony
07/18/1988 POTUS Trip to Davenport, IA and WOC Radio (1)-(3)
07/26/1988 Take Pride (1)-(4)
08/09/1988 National Medal of Arts
08/10/1988 Japanese Internment Bill Signing Ceremony
09/13/1988 Hispanic Heritage
09/14/1988 St. Louis Trip (1)-(4)
09/20/1988 Jaycees
12/15/1988 Indian Event

SERIES VIII: TAPINGS

Box 34

Generic Drug Tape Requests (1)(2)
Generic Tape Message
Footage Requests (1)(2)
POTUS Audio Recording Yalta Statement 02/26/1985
Generic Independence Day Tape Requests 1985
POTUS Remarks on Hostages 06/30/1985
POTUS Video Tape on Tax Reform
Tappings Rejected [March 1985-January 1986] (1)-(6)
Tappings Rejected II [July 1985-August 1986] (1)-(3)

Box 35

Tapings Rejected II [July 1985-August 1986] (4)-(6)
Tapings Rejected II: National Association of Evangelicals
Tapings Rejected II: Chinese Superbowl Transmission
Tapings Rejected II: Coalition for Space Defense Initiative
USIA / Responses to Satellite Coverage
Requests for Tape Reuses
Presidential Message Requests (1)(2)
Bicentennial Message Requests
Schedule Proposal Turn-downs and Tape Request Rejects (1)-(6)
Taping Dubs Requests
Fourth of July 1988
Generic Fourth of July (1)-(3)

Box 36
United Way Taping 09/09/1988 POTUS and FLOTUS
Lehigh University Tape Schedule Proposal
Taping Log
Chamber Foundation Television Spots
Turndowns 1988 (1)-(4)