

INTRATER, ARNOLD: Files, 1985-1988 – REAGAN LIBRARY COLLECTIONS

Material noted **in bold** within this collection is currently available for research use. If a folder is available for research use it may still have withdrawn material due to Freedom of Information Act restrictions. Most frequent withdrawn material is national security classified material, personal privacy, protection of the President, etc. Any non-bolded folder is closed for research.

The non-bolded folders are subject to Freedom of Information Act (FOIA) requests under the provisions of the Presidential Records Act (PRA).

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INTRATER, ARNOLD: Files, 1985-1988

Administration, Office of: Director's Office, 1985-1988 - General Counsel

During the 1980s, two organizations provided administrative services to the White House staff and the President. The two organizations were the Administrative Office of White House Operations and the Office of Administration. The description of these two organizations is provided from the 1988 Executive Office of the President staff manual:

“Administrative Office – The White House Administrative Office is responsible for a wide variety of administrative functions including accounting, budget, equipment, expense reports, parking permits, purchasing, the ordering of supplies, newspapers, magazines, duplicating machines, and the issuance of travel advances and the processing of travel vouchers both official and political.

The *White House Administrative Office* should not be confused with the *Office of Administration*, which is a totally separate agency within the Executive Office of the President and provides messengers, print shop, personnel and payroll processing and data processing services.”

“Office of Administration – The Office of Administration (O/A) is a separate EOP entity; its mission is to provide efficient and cost-effective administrative services to the EOP. The O/A Director supervises the following divisions: *Administrative Operations Division... Financial Management Division... Information Resources Management Division...Library and Information Services Division...Personnel Division...*

Additionally the O/A Director supervises four staff offices: *Office of Facilities Management... Office of the General Counsel* [for the Office of Administration]...*Office of Preservation... Office of Security and Investigations...*”

While having fairly distinct duties, the essential record difference in these two offices is one of budgeting and control. The Administrative Office is within the White House Operations office

and is funded from the White House budget. Therefore all of their records are Presidential records. The Office of Administration is technically a federal agency created and budgeted by separate legislation in the late 1970s. The Library has followed White House record keeping practices and only treats the *Director* of the Office of Administration as a Presidential record. Since the Reagan administration was the first to function under this newly devised administrative framework, some of the material for the Office of Administration comes from non-Presidential functions, but for ease of use we have placed all of this material within the Office of Administration: Director's Office collection.

The record-keeping system of treating the Director of the Office of Administration as a Presidential record was naturally boosted by actual work practices during the Reagan administration. John F.W. Rogers was appointed Special Assistant to the President for Administration in early 1981. He requested he have dual responsibility for both White House Operations and the Office of Administration to ease the functionality of the new agency and to settle some long standing differences between the two organizations. This was granted in August 1981 and he became both Director of White House Operations and the Director of the Office of Administration. This dual function continued throughout the administration and subsequent Directors: Jonathan Miller and Chris Hicks. It ended in August 1987 when Claire O'Donnell became Special Assistant to the President for White House Operations and John Riggles was appointed Director of the Office of Administration.

Rogers required the White House Administrative Officer to be a part of an "Administrative Council." Therefore, the Administrative staff office collections - Theresa Elmore, Jean Lamb, Betty Ubbins and Richard White - all contain material regarding staff meetings and interactions between the White House administrative staff and the Office of Administration. To add to the intermingling of records, several administrative functions were initially handled in the Office of Administration Director's Office and then later transferred to the Administrative Office. The Library maintains these records within the Administrative Office – the most notable being parking privileges and passes. For the most complete understanding of the administrative functions at the White House during the 1980s, please see all of the collections of the Office of Administration: Director's Office and the Administrative Office, White House Operations.

Arnold Intrater served as the General Counsel for the Office of Administration from 1985-1988. His collection consists of two series: Series I: Office of Administration Legal Issues and Series II: White House Counsel Issues.

SERIES I: OFFICE OF ADMINISTRATION LEGAL ISSUES (.2 l.ft., Box 1)

This series consists of Office of Administration legal issues such as contracts for various work projects at the White House, ethical and contracting legal issues for Executive Office of the President personnel such as the United States Trade Representative, and other general issues regarding ongoing investigations and personnel. All of Mr. Intrater's material was sent to the Library as an accession in 1992. It appears this is not a complete set of files for Intrater, merely material found at the White House and sent to the Library at this time. The material is arranged alphabetically by folder title and covers primarily 1986-1988.

SERIES II: WHITE HOUSE COUNSEL ISSUES (1 l.ft.; Boxes 1-4)

This series consists of White House Office of Records Management (WHORM) Subject File case files which were referred to Arnold Intrater as the action officer by the White House Counsel's office. We have no documentation regarding this use of Intrater by the Counsel's Office. All of his personnel documentation and all of our internal documentation (phone books, personnel charts, etc.) show Mr. Intrater as the Counsel for the Office of Administration exclusively. But apparently he assisted the Counsel's office, it appears most notably while the Counsel's office was dealing with the demands of the Iran-Contra affair and at the very end of the administration. The majority of this correspondence consists of complaints without much merit including contracting and personnel issues. Most of the folders contain a photocopy of the original WHORM case files and maybe some notes for action by Mr. Intrater. There appears to be no arrangement to the material and it is in its original order.

Box 1

SERIES I: Office of Administration Legal Issues

[Bello, Judith--ACRA]

Deaver Issues (1)-(3)

[Deaver Issues:] Turk, Randy (Deaver Case)

Ethiopian Relief Case (J. Miller) (1)(2)

[Howard, David]

[Intrater Notes re: Various Personnel & Ethics Issues]

[Pennsylvania Avenue Barriers Project]

[Personnel, Ethics Issues]

Phase IV [Swimming Pool]

[Suburban Contractors, Inc – Swimming Pool]

[USDA Graduate School Jackets]

[Use of Personal Computers in Federal Offices]

USTR Issues (1)(2)

SERIES II: White House Counsel Issues (WHCI)

Box 1, cont.

WHCI: Dale, Henry--Requests Help Joining the U.S. Navy

WHCI: Frooms, Dorothy - Letter

WHCI: Lancaster, Sharon - Concerning Allegations of Violations of Laws

WHCI: Federal Budget Controls Program

WHCI: Harrison, David & Associates Cordova, Alaska Industrial Park (1)-(3)

WH Counsel Issues: White House Jurisdiction

WHCI: Hemphill, Thomas, Audit Update on European/Anglican Trust

Box 2

WHCI: Johnson, Karl, re: Selection of Manicure/Haircut Service for President

WHCI: Ivers, Donald – Veterans Administration - Administrator Use of Government Transportation Home to Work

WHCI: Chan, Sherwin - Commission on Civil Rights Applicant
Collins, Marva - Requesting Assistance with the IRS
WHCI: Cozart, Charlene - Correspondence from Donnis Rice Daniel
WHCI: Phillips, Lucille M. Busey - Damages of \$4,000,000
WH Counsel Issues: Leon Wing (1)-(4)
WHCI: Wray, Henry, Request for Info re: Chandler Van Orman (1)(2)
WHCI: Wertheimer, Fred
42288-02 [Carolyn Taylor]
WHCI: Taylor, Carolyn – Medical Bills
61488-01 [Sharon Lancaster]
WHCI: Renneker, Alvin L. - Ongoing Matter
WHCI: Weiseman, Mary F., OSC File No. 12-8-70161 GSA Administrator Investigation
- Contractors
WHCI: Deming, Jean - Use of President's Name in Advertising
WHCI: deVos, L.
WHCI: Bridges, Alfred – Civil Rights
WHCI: Andraszcyk, Teri – Billiu Family
WHCI: Balboa Insurance – Paintco, Inc.
WHCI: Bennett, Sandra - Agriculture Issue
WHCI: Andre Degarza
WHCI: Morgan, Jasper R – Review of Manuscript
WHCI: Winters, Andrew – Penn State
WHCI: W. H. Longnecker Correspondence
WHCI: Arsenault, Ted - Requests Return of All Correspondence (1)

Box 3

WHCI: Arsenault, Ted - Requests Return of All Correspondence (2)(3)
WHCI: Feliu, Elina J.
**WHCI: White, John Alnin – Veterans Administration Problems of Self and Other
Disabled Veterans**
[WHCI: Arjay Associates – Court of International Trade]
John S. R. Shad, Working File (1)-(3)
[WHCI: Riley, Lawrence – re: Compensation]
WHCI: Roddam, Clyde (1)-(7)
WHCI: Senator Grassley (1)(2)
WHCI: Lyons, Jerome P. – Litigation (1)

Box 4

WHCI: Lyons, Jerome P. – Litigation (2)-(11)
WHCI: Shuttie, Zois - USIA
WHCI: Henderson, Alan – Release
WHCI: Hewette, James B. – re: Mail Route Business (1)-(3)
[WHCI: Supreme Court Nominees Issue]
[WHCI: Hnatio, Carroll]