

## PRESIDENTIAL DIARIST WORKING FILES: Records, 1981-1989 – 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 If a folder is available for research use it may still have withdrawn material due to Freedom of Information Act restrictions. Most frequent withdrawn material is national security classified material, personal privacy, protection of the President, etc.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).

If you are interested in submitting a FOIA request for access to any of the unavailable records or have any questions about these collections or series, please contact our archival staff at 1-800-410-8354, outside the US at 1-805-577-4012, or email [reagan.library@nara.gov](mailto:reagan.library@nara.gov).

### **PRESIDENTIAL DIARIST WORKING FILES: Records, 1981-1989**

#### **Scope and Content Note**

The Presidential Diarist worked within the Office of Appointments and Scheduling at the Reagan White House. The Diarist Working Files are treated as a collection of that office at the library

The President's Daily Diary is a day-by-day record of Ronald Reagan's eight years as President. It chronicles such activities as meetings, briefings, press conferences, telephone calls, photo sessions, meals, travel, and recreation. Presidential Diarist Ellen Jones (McCathran), a National Archives employee detailed to the White House, had chief responsibility for creating the Diary, based on documents provided by various White House units. The Diarist Working Files are compilations of various documents and copies of documents used to compile the daily diary. The material often contains the President's daily schedule with handwritten annotations to indicate the exact times of meetings and appointments and additions or deletions from the formal daily schedule. The Diarist used all of this material to compile the formal Presidential Daily Diary.

The Reagan Library holdings for the Diarist Working Files are organized in two series: Series I: White House Office of Records Management File Copies and Series II: Daily Diary Working File

#### **SERIES I: WHITE HOUSE OFFICE OF RECORDS MANAGEMENT FILE COPIES (4 l.f., CFOAs 593-596)**

This series consists of photocopies of the Daily Diary with annotated references to White House Office of Records Management (WHORM) subject files. These copies were used for WHORM's input of the Daily Diary into "Diary," a component of the IBM STAIRS White House records management database. The material is arranged in accordion folders by month and are in straight chronological order. Some of the earliest month folders also contain some background information used to input the Diary. The date span of the material is January 1981-January 1985. WHORM did not continue this subject coding practice in the second term.

SERIES II: DAILY DAIRY WORKING FILE, 1981-1989  
(40 l.f., CFOAs 816-834; 997-1008; 1101-1105)

This series consists of notes, memos, schedules, reports, daily movement sheets, manifests, attendance lists, gate lists, and press releases used by the diarist to create the clean copy of the Daily Diary. These folders are arranged by day and are in chronological order. They begin on January 20, 1981 and end on January 12, 1989. Since the Daily Diary contained some gaps, we used material found in the Diarist Working File to make a complete record within the Daily Diary collection. Material pulled from the Diarist Working File for the Daily Diary is noted by a transfer sheet within these day-by-day folders.

Container List

SERIES I: WHITE HOUSE OFFICE OF RECORDS MANAGEMENT FILE COPIES,  
1981-1985

CFOA 593

January 1981 Diary

February 1981 Diary

March 1981 Diary

April 1981 Diary

May 1981 Diary

June 1981 Diary

July 1981 Diary

August 1981 Diary

September 1981 Diary

October 1981 Diary

CFOA 594

November 1981 Diary

December 1981 Diary

January 1982 Diary

**01/08/1982 (part of the January 1982 Diary folder)**

February 1982 Diary

March 1982 Diary

April 1982 Diary

May 1982 Diary

June 1982 Diary

July 1982 Diary

August 1982 Diary

Sept 1982 Diary

Oct 1982 Diary

Nov 1982 Diary

CFOA 595

January 1983 Diary  
February 1983 Diary  
March 1983 Diary  
April 1983 Diary  
May 83 Diary  
June 1983 Diary  
July 1983 Diary  
August 1983 Diary  
October 1983 Diary  
September 1983 Diary  
**September 1983 (09/28/1983) (part of the "September 1983 Diary" folder)**  
November 1983 Diary  
December 1983 Diary

CFOA 596  
January 1984 Diary  
February 1984 Diary  
March 1984 Diary  
April 1984 Diary  
May 1984 Diary  
June 1984 Diary  
July 1984 Diary  
August 1984 Diary  
September 1984 Diary  
October 1984 Diary  
November 1984 Diary  
December 1984 Diary  
January 1985 Diary

**SERIES II. DAILY DIARY WORKING FILE, 1981-1989**

CFOA 816  
01/20/1981-05/03/1981

CFOA 817  
05/04/1981-07/19/1981

CFOA 818  
07/20/1981-10/10/1981

CFOA 819  
10/11/1981-12/28/1981

CFOA 820  
12/29/1981-01/07/1982

**01/08/1982**

01/09/1982-03/21/1982

CFOA 821

03/22/1982-06/14/1982

CFOA 822

06/15/1982-09/15/1982

CFOA 823

09/16/1982-11/29/1982

CFOA 824

11/30/1982-02/18/1983

CFOA 825

02/19/1983-02/27/1983

**02/28/1983**

03/01/1983-04/30/1983

CFOA 826

04/01/1983-05/22/1983

**05/23/1983**

05/24/1983-06/06/1983

**06/07/1983 (1)(2)**

06/08/1983-06/29/1983

CFOA 827

06/30/1983-07/07/1983

**07/08/1983**

**07/09/1983**

**07/10/1983**

**07/11/1983**

07/12/1983-09/23/1983

CFOA 828

09/24/1983-10/03/1983

**10/04/1983**

10/05/1983-12/05/1983

CFOA 829

12/06/1983-02/22/1984

CFOA 830

02/23/1984-02/25/1984

**02/26/1984**

02/27/1984-05/08/1984

CFOA 831

05/09/1984-07/20/1984

CFOA 832

07/21/1984-10/02/1984

CFOA 833

10/03/1984-12/31/1984

CFOA 997

01/01/1985-01/28/1985

**01/29/1985**

01/30/1985-02/23/1985

**02/24/1985**

02/25/1985-03/07/1985

**03/08/1985**

03/09/1985-03/24/1985

**03/25/1985**

CFOA 998

03/26/1985-04/17/1985

**04/18/1985**

04/19/1985-05/31/1985

CFOA 999

06/01/1985-09/17/1985

CFOA 1000

09/18/1985-12/06/1985

CFOA 1001

12/07/1985-12/15/1985

**12/16/1985**

12/17/1985-02/22/1986

**02/23/1986**

02/24/1986-02/28/1986

CFOA 1002

03/01/1986-04/04/1986

**04/05/1986**

**04/06/1986**

**04/07/1986**

**04/08/1986**

**04/09/1986**

**04/10/1986**

**04/11/1986**

**04/12/1986**

**04/13/1986**

**04/14/1986**

**04/15/1986**

04/16/1986-05/31/1986

CFOA 1003

06/01/1986-06/04/1986

**06/05/1986**

06/06/1986-08/31/1986

CFOA 1004

09/01/1986-10/31/1986

CFOA 1005

11/01/1986-02/10/1987

**02/11/1987**

02/12/1987-02/21/1987

**02/22/1987**

02/23/1987-02/28/1987

CFOA 1006

03/01/1987-05/31/1987

CFOA 1007

06/01/1987-09/15/1987

CFOA 1008

09/16/1987-12/14/1987

CFOA 1101

12/15/1987-02/20/1988

**02/21/1988**

02/22/1988-03/15/1988

CFOA 1102

03/16/1988-05/31/1988

CFOA 1103

06/01/1988-09/13/1988

CFOA 1104

09/14/1988-10/12/1988

**10/13/1988**

**10/14/1988**

10/15/1988-11/15/1988

CFOA 1105

11/16/1988-12/20/1988

**12/21/1988**

**12/22/1988**

**12/23/1988**

**12/24/1988**

**12/25/1988**

**12/26/1988**

**12/27/1988**

**12/28/1988**

**12/29/1988**

**12/30/1988**

**12/31/1988**

**01/01/1989**

**01/02/1989**

01/03/1989-01/12/1989