

SHEPHERD, KATHERINE (CHARLEY): Files, 1981-1989 – 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 Some folders may still have withdrawn material due to Freedom of Information Act restrictions. Most frequent withdrawn material is national security classified material, personal privacy, protection of the President, etc.

SHEPHERD, KATHERINE (CHARLEY): Files, 1981-1989 (0.8 l.ft.; Box 1-4)

Correspondence, White House Office of: Staff Assistant

Katherine “Charley” Shepherd came to the White House after numerous occupations in Republican circles including time as a Congressional aide, staffer and consultant. Shepherd also worked in the 1968 and 1972 President Nixon inaugural committees. As a Congressional staff member, she worked for Senator Gordon Humphrey. In the mid 1970s she worked with conservative California Republican Bruce Hershenson.

It appears Shepherd’s only White House responsibility was the handling of the President’s personal mail. In this, she worked closely with the President’s personal secretary, Kathleen Osborne and with his aide, Jim Kuhn.

Her small collection consists of material from Spring, 1986 regarding correspondence from persons who had previous meetings with President Reagan; requests for meetings with the President; notes on addresses for personal contacts of the President; correspondence from individuals of note including Regis Toobin, Red Adair, and Victor Borge; multiple letters, clippings and invitations from the President’s Dixon, Illinois friends, William and Jean Thompson, regarding creating a museum out of the Reagan home and birthplace; and newspaper clippings and fact sheets on President Reagan, Michael Deaver, and presidential pets. It also includes a very small amount of personal correspondence of Shepherd.

The collection also includes a set of “rolodex” index cards created by Shepherd for the purpose of answering President Reagan’s personal correspondence. The rolodex cards contain the names of people from Ronald Reagan’s high school (Dixon High School) and college (Eureka College), people who served in the army with President Reagan and people who worked with Reagan in the movie industry. The cards are color coded by ink to indicate each type of person:

Black	Dixon High School
Red	Eureka College
Blue	First Motion Picture Unit (FMPU)
Green	Movie Industry

There are also cards with cast and crew information for most of President Reagan’s films.

CONTAINER LIST

Box 1

[Memos, Fact Sheets, News Clippings, 1986]
[Incoming Correspondence to Reagan, April 1986-July 1986]
[Personal Correspondence, 1986]
[Reagan Personal Correspondence] (1)-(3)

Box 2

Rolodex Cards – President Reagan Personal Acquaintances – A
Rolodex Cards – President Reagan Personal Acquaintances – B
Rolodex Cards – President Reagan Personal Acquaintances – C
Rolodex Cards – President Reagan Personal Acquaintances – E
Rolodex Cards – President Reagan Personal Acquaintances – F
Rolodex Cards – President Reagan Personal Acquaintances – G

Box 3

Rolodex Cards – President Reagan Personal Acquaintances – H
Rolodex Cards – President Reagan Personal Acquaintances – I
Rolodex Cards – President Reagan Personal Acquaintances – J
Rolodex Cards – President Reagan Personal Acquaintances – K
Rolodex Cards – President Reagan Personal Acquaintances – L
Rolodex Cards – President Reagan Personal Acquaintances – M
Rolodex Cards – President Reagan Personal Acquaintances – N
Rolodex Cards – President Reagan Personal Acquaintances – O
Rolodex Cards – President Reagan Personal Acquaintances – P
Rolodex Cards – President Reagan Personal Acquaintances – Q
Rolodex Cards – President Reagan Personal Acquaintances – R

Box 4

Rolodex Cards – President Reagan Personal Acquaintances – S
Rolodex Cards – President Reagan Personal Acquaintances – T
Rolodex Cards – President Reagan Personal Acquaintances – U
Rolodex Cards – President Reagan Personal Acquaintances – V
Rolodex Cards – President Reagan Personal Acquaintances – W
Rolodex Cards – President Reagan Personal Acquaintances – X, Y & Z