

SPEECHWRITING, WHITE HOUSE OFFICE OF: Records, 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 Some folders may still have withdrawn material due to Freedom of Information Act restrictions. Most frequent withdrawn material is national security classified material, personal privacy, protection of the President, etc.**

**SPEECHWRITING, WHITE HOUSE OFFICE OF: Records, 1981-1989**

Actual office records for Speechwriting were very limited during the Reagan Administration. Materials for the office were filed in two large filing blocks – Speechwriting Office, Speech Drafts and Speechwriting Office, Speech Research. The Library treats these two filing systems as separate collections. Please see the inventories for these collections for further information about their contents and availability.

The Speechwriting Office records are arranged in four series: Series I: Speech Schedules and Memos; Series II: Speech Index; Series III: Speechwriter's Office Resumes; and Series IV: Administrative Files.

**SERIES I: SPEECH SCHEDULES AND MEMOS, 1981-1989 (2.4 l.ft.; Boxes 1-7)**

This series consists of speech scheduling charts for the entire Reagan administration and a small amount of Memorandum to the Director of Communications office regarding volume of work done in the speech office. This material is divided into two subseries: Subseries A: Schedules, 1981-1989 and Subseries B: Memos on Speechwriting Volume.

**Subseries A: Schedules, 1981-1989 (2 l.ft.; Boxes 1-7)**

This material was kept in a chart format. The appearance of the chart and information gathered changed slightly over the eight years. The basic information contained within the charts was: date of a Presidential speech, assigned writers, draft due dates, final due dates, Due to "Ben" or "Tony" (Ben Elliott and Anthony Dolan – Directors of Speechwriting Office), Due to Senior Staff, and comments. It is arranged chronologically.

**Subseries B: Memos on Speechwriting Volume, 1981-1983 (.4 l. ft., Box 7)**

This subseries consists of a single folder containing memos from the Speechwriting Office to Nance Roberts and Joanna Bistany in the Director of Communications Office (David Gergen). The Library has memos from 1981 and 1983 only. The memos contain the current statistics of work done in the Speechwriting office, including number of presidential addresses, radio addresses, non-presidential addresses, etc. Some of the memos contain a breakdown of number of speeches produced per speechwriter.

**SERIES II: SPEECH INDEX, 1981-1988 (.4 l.ft., Box 7)**

This series consists of an index for each calendar year of material produced by the Speechwriting staff. It is a simple text document consisting of date, speech type, general name for the speech, and speech writer. After 1982 the name of the speech researcher was also added to the list. The index is in chronological order and it goes through December 31, 1988. The 1981-1982 index folder also contains a breakdown of speeches by type.

**SERIES III: SPEECHWRITERS' RESUMES, 1981-1984 (.8 l.ft., Boxes 8-9)**

This series consists of resumes, samples of work, interview notes, White House employment forms, and memos and correspondence about various candidates for employment in the White House Speechwriting Office. The majority of the material is for interviews and candidates from 1981 with the exception of the folder for Peggy Noonan. Very few of the actual Speechwriting staff are included in these resumes. The material is arranged in alphabetic order by the last name of the person applying for a job.

**SERIES IV: ADMINISTRATIVE FILES, 1981-1989 (.8 l.ft, Boxes 10-11)**

This series consists of memorandums, binders, copies of Executive Orders, and various other briefing materials that would have been maintained by the office for quick reference. The majority of these materials pertain to the standards of conduct for Federal employees, ethics, conflicts of interest, and financial disclosure requirements.

**CONTAINER LIST**

**SERIES I: SPEECH SCHEDULES AND MEMOS**

**Subseries A: Schedules 1981-1989**

**Box 1**

Speech Planning Schedules [01/26/1981-03/13/1981]  
Speech Planning Schedules [03/17/1981-06/11/1981]  
Speech Planning Schedules [06/12/1981-12/18/1981]  
Speech Planning Schedules [01/04/1982-02/03/1982]  
Speech Planning Schedules [02/04/1981-03/22/1982]  
Speech Planning Schedules [03/25/1982-06/25/1982]  
Speech Planning Schedules [07/02/1982-09/17/1982]  
Speech Planning Schedules [09/20/1982-12/22/1982]  
Speech Planning Schedules [01/03/1983-02/17/1983]  
Speech Planning Schedules [02/18/1983-04/26/1983]

**Box 2**

Speech Planning Schedules [04/29/1983-06/30/1983]  
Speech Planning Schedules [07/06/1983-08/12/1983]  
Speech Planning Schedules [08/15/1983-09/28/1983]  
Speech Planning Schedules [09/29/1983-11/01/1983]  
Speech Planning Schedules [11/03/1983-12/30/1983]  
Speech Planning Schedules [01/03/1984-01/31/1984]

Speech Planning Schedules [02/01/1984-02/29/1984]  
Speech Planning Schedules [03/01/1984-03/29/1984]

Box 3

Speech Planning Schedules [03/30/1984-05/07/1984]  
Speech Planning Schedules [05/08/1984-05/25/1984]  
Speech Planning Schedules [05/29/1984-06/28/1984]  
Speech Planning Schedules [07/02/1984-08/27/1984]  
Speech Planning Schedules [08/28/1984-09/27/1984]  
Speech Planning Schedules [10/01/1984-12/19/1984]  
Speech Planning Schedules [01/02/1985-02/20/1985]  
Speech Planning Schedules [02/22/1985-04/02/1985]

Box 4

Speech Planning Schedules [04/05/1985-04/17/1985]  
Speech Planning Schedules [04/18/1985-05/21/1985]  
Speech Planning Schedules [05/23/1985-06/27/1985]  
Speech Planning Schedules [07/01/1985-09/30/1985]  
Speech Planning Schedules [10/04/1985-12/23/1985]  
Speech Planning Schedules [01/03/1986-01/21/1986]  
Speech Planning Schedules [01/24/1986-03/13/1986]  
Speech Planning Schedules [03/14/1986-05/12/1986]  
Speech Planning Schedules [05/14/1986-06/24/1986]

Box 5

Speech Planning Schedules [07/01/1986-08/07/1986]  
Speech Planning Schedules [08/08/1986-10/06/1986]  
Speech Planning Schedules [10/07/1986-12/23/1986]  
Speech Planning Schedules [01/05/1987-03/30/1987]  
Speech Planning Schedules [04/01/1987-05/21/1987]  
Speech Planning Schedules [05/26/1987-06/26/1987]  
Speech Planning Schedules [07/01/1987-07/08/1987]  
Speech Planning Schedules [07/13/1987-08/21/1987]  
Speech Planning Schedules [09/09/1987-10/16/1987]

Box 6

Speech Planning Schedules [10/19/1987-12/17/1987]  
Speech Planning Schedules [01/11/1988-01/26/1988]  
Speech Planning Schedules [01/28/1988-04/08/1988]  
Speech Planning Schedules [04/12/1988-05/19/1988]  
Speech Planning Schedules [05/23/1988-06/30/1988]  
Speech Planning Schedules [07/05/1988-08/17/1988]  
Speech Planning Schedules [08/23/1988-09/15/1988]  
Speech Planning Schedules [09/16/1988-10/07/1988]  
Speech Planning Schedules [10/11/1988-10/31/1988]

Box 7

Speech Planning Schedules [11/02/1988-01/17/1989]

Subseries B: Memos On Speechwriting Volume

Box 7, cont.

Memos on Speechwriting Volume 1981-1983

SERIES II: SPEECH INDEX 1981-1988

Box 7, cont.

1981-1982 Speech Index

1983 Speech Index

1984 Speech Index (1)(2)

1985 Speeches

1986 Speech Index

1987 Speech Index

1988 Speech Index

Index of Major Presidential Addresses, 1988 (1)-(3)

SERIES III: SPEECHWRITERS OFFICE RESUMES 1981-1984

Box 8

Abraham, Spencer

Andrews, Julie Rae

Arkes, Hadley

Kent, L. Barry

Bergner, Jeffrey T.

[Julie Cave]

Clark, Barbara P.

Cropsey, Seth

Eastland, Terry

[Bently T.Elliott]

English, Mary Catherine

Grant, Gene

Hansen, Richard

Jones, Daniel H. III

Kelly, Mike

[Dahna, Kraft]

Lazar, Tex

Frayda B. Levin

Martin, Josie

Masty, Stephen J.

Nevins, Jane

[Noonan, Margaret (Peggy)]

Reilly, Martin

Cheryl Riedmiller

Box 9  
Robinson, Jim  
Saunders, Fleming  
Smith, Craig  
Smith, Curt  
Smith, Robert  
Stone, Sam  
Tisdale, Kim  
[Speechwriters' Salaries]

SERIES IV: ADMINISTRATIVE FILES, 1981-1989

Box 10  
[Memorandum for Prospective Appointees]  
[Memorandum for Robert P. Bedell, re Nixon Paper Regulations]  
[Columbia Law Review: The Place of Agencies in Government: Separation of Powers  
and the Fourth Branch, April 1984] (1)(2)  
Conflicts of Interest Reference Manual (1)-(6)  
Corporate Initiatives for a Drug Free Workplace (1)-(8)  
[Compensation of the President] (1)

Box 11  
[Compensation of the President] (2)(3)  
Hare Krishna in the USSR, Dec 1988  
Financial Reporting Requirements (1)(2)  
[Supreme Court Briefing] (1)(2)  
[Office of Government Ethics Briefing Book] (1)(2)  
[Executive Order 12356 National Security Information]  
[Executive Order 11030]  
[Freedom of Information Act] (1)-(3)  
[General Counsel to the President Memoranda]  
[IBM Antitrust Litigation]  
[Conflict of Interest Statutes]  
[Independent Counsel]  
[General Federal Ethics and Standards of Conduct] (1)-(6)

The following Oversize Attachment has not been included in the series arrangement for this office. The Library will do arrangement and provenance work on this box at a later time.

OA 11092

(The following material consisting solely of computer disks has been transferred to the computer disk storage facility. The Library is currently incapable of printing out the material from these diskettes. It will probably be assigned to associated speechwriter's collections. )

8 8" Disks - One Program Disk, One Unidentified Disk and Six Disks Associated with Peter Robinson.

- 9 Diskettes - Associated with Clark Judge, October 1986-August 1987
- 8 Diskettes - Associated with Peter Robinson, 10/04/1986-August 1987
- 9 Diskettes - Associated with Peter Robinson, 1986-11/04/19875
- 8 Diskettes - Associated with Peter Robinson
- 21 Disks - Miscellaneous (See Transfer Sheet for Detailed Listing)
- 8 Diskettes - Associated with Peter Robinson (See Transfer Sheet for Listing)
- 2 Diskettes - Associated with Peter Robinson