

URSOMARSO, FRANK: Files, 1981 – REAGAN LIBRARY COLLECTIONS

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**URSOMARSO, FRANK: Files, 1981 (3.1 l.ft.; Box 1-8)**

Office of Communication, Deputy Assistant to the President and Director of Communications

Frank Ursomarso was appointed as Deputy Assistant to the President and Director of Communications effective February 23, 1981. He reported to David Gergen, who was Deputy to the Chief of Staff at the time. Following the injury to Press Secretary James Brady in the assassination attempt on President Reagan, communications responsibilities were revamped and revised. David Gergen was named Assistant to the President for Communications and Director of the Office of Communications. This office then became an umbrella office covering the White House Press Office, Office of Communications (Public Affairs) and Speechwriting. With the revision, Ursomarso eventually resigned in September, 1981.

We have created this collection from Ursomarso material found within the collection of Michael Baroody. Baroody had been Ursomarso's assistant in Communications and eventually became the Director of the Office of Public Affairs.

This collection is arranged in four series: SERIES I: Subject File; SERIES II: Calendars; SERIES III: Chronological File and SERIES IV: Personnel File.

**SERIES I: SUBJECT FILE (2.5 l.ft.; Box 1-7)**

This series consists of material relating to agendas, background papers and minutes for Cabinet and Cabinet Council meetings for the first seven months of the Reagan administration; publications on the President's new economic initiatives and first one hundred days in office; reports on debt collection, reports on fraud & waste, and reports on the President's regulatory relief program; hand-written senior staff meeting notes; personnel recommendations and resumes; communication planning for selling the President's economic program and for the Ottawa Summit in July 1981; and media briefings on the President's economic program and social security commission findings.

**SERIES II: CALENDARS (0.3 l.ft.; Box 7-8)**

This series consists of material relating to event schedules for members of the Reagan administration including agency officials, Cabinet Secretaries and White House officials. It is arranged by type of calendar and then chronologically.

**SERIES III: CHRONOLOGICAL FILE (0.2 l.ft.; Box 8)**

This series consists of material relating to replies to job seekers; request for photos and autographs; cover memos for recommendations on communications; communication plans for the Ottawa Summit and tax relief efforts; and routine administrative requests regarding the Office of Communications. It is arranged chronologically.

SERIES IV: PERSONNEL FILE (0.1 l.ft.; Box 8)

This series consists of material relating to personnel actions for the Office of Communications staff including resumes, actions to upgrade salaries or hourly information, invoices for part-time employees, financial disclosure reports, and applications for insurance. It is arranged alphabetically by the employee's last name.

CONTAINER LIST

SERIES I: SUBJECT FILE

Box 1

100 Days Project

"Afternoon Summary," ICA, 05/26/1981-06/04/1981

"Afternoon Summary," ICA, 06/05/1981-06/18/1981

"Afternoon Summary," ICA, 06/19/1981-06/30/1981

"Afternoon Summary," ICA, 07/01/1981-07/14/1981

"Afternoon Summary," ICA, 07/15/1981-07/23/1981

"Afternoon Summary," ICA, 07/24/1981-08/10/1981

"Afternoon Summary," ICA, 08/11/1981-08/19/1981

"Afternoon Summary," ICA, 08/20/1981-08/31/1981

"Afternoon Summary," ICA, 09/01/1981-09/11/1981

American Council for Coordinated Action

*America's New Beginning: A Program for Economic Reform*, 02/18/1981

*Apathy and the Media* – Kenneth Quade

*Fiscal Year 1982 Budget Revisions* – March 1981

Bureau of Alcohol, Tobacco and Firearms Response to NRA

*A Business Perspective on Technological Innovation*

[Cabinet Information]

[Cabinet Council Information]

Cabinet Council on Commerce and Trade (1)

Box 2

Cabinet Council on Commerce and Trade (2)-(5)

Cabinet Council on Economic Affairs (1)-(9)

Cabinet Council on Food and Agriculture

Cabinet Council on Resources and Environment (1)-(5)

*Capitol Hill* - Magazine of the Republican National Club, Summer 1981

Civil Service Retirement Claims – OPM News

Box 3

Communications – Administrative Support

Computer Systems at the White House (1)-(4)  
*Construction Equipment*, September 1981 – [Reagan Interview]  
Correspondence (1)(2)  
Economic Program Communications Plan (1)-(4)  
Economic Summit, Ottawa, July 1981 (1)-(6)  
Federalism (1)(2)

Box 4

Invitations FAU (Frank A. Ursomarso) (1)-(5)  
Long Range Planning – Minutes, 03/18/1981  
Media Briefing 04/15/1981 (1)-(4)  
Media Master List 04/15/1981  
Media Master List 04/21/1981 (1)(2)  
[Media Briefing 07/22/1981] (1)(2)  
Office Report July 1981 (1)(2)  
Personnel – [Minorities]  
Phil Donahue  
Public Relations Society of America Conference 06/21/1981-06/23/1981  
Radio Free Europe Research (1)(2)  
Regulatory Reform Program (1)(2)

Box 5

Regulatory Reform Program (3)  
*Report on Strengthening Federal Credit Management - Debt Collection Project – OMB,*  
January 1981  
Resumes – Recommendations, A-BAN  
Resumes – Recommendations, BAO-BAR  
Resumes – Recommendations, BAS-BZ  
Resumes – Recommendations, C  
Resumes – Recommendations, D  
Resumes – Recommendations, E-G  
Resumes – Recommendations, HA-HN  
Resumes – Recommendations, HO-KH  
Resumes – Recommendations, KI-KZ  
Resumes – Recommendations, LA-LN  
Resumes – Recommendations, LO-LZ  
Resumes – Recommendations, M-MD  
Resumes – Recommendations, ME-MZ

Box 6

Resumes – Recommendations, N-PE  
Resumes – Recommendations, PF-RH  
Resumes – Recommendations, RI-RO  
Resumes – Recommendations, RP-SN  
Resumes – Recommendations, SO-V  
Resumes – Recommendations, W-Z

Senior Staff Meetings Minutes (1)-(3)  
Social Security  
Social Security Associated Press Broadcasters Briefing 06/04/1981  
Talking Papers for Special Interest Groups  
*Task Force on Stature and Role of Public Relations: Report and Recommendations*  
Television Analysis (1)-(4)  
U.S. Grain Embargo  
*University Bookman* – Spring 1981

Box 7

Ursomarso Resignation  
Warning Reports  
Waste, Fraud and Abuse (1)-(3)  
Weekly Updates, July 1981  
Weekly Updates, 08/10/1981  
Weekly Updates, 08/17/1981  
Weekly Updates, 08/24/1981

SERIES II: CALENDARS

Box 7, cont.

Calendar – Communications & Outreach Events 05/04/1981-07/04/1981  
Calendar – Communications & Outreach Events 08/17/1981-10/10/1981  
Calendar – Selected Events - Week of 05/18/1981 & 05/25/1981  
Calendar – Selected Events – Week of 06/15/1981 & 06/29/1981 & 07/06/1981 &  
07/13/1981  
Calendar of Events – Week of 06/01/1981  
Calendar of Events – Week of 06/15/1981  
Calendar of Events – Week of 07/13/1981 & 07/27/1981  
Calendar of Events – Week of 08/03/1981 & 08/10/1981  
Calendar of Events – Week of 08/17/1981 & 08/24/1981  
Calendar of Events – Week of 08/31/1981 & 09/07/1981  
Calendar of Events – Week of 09/14/1981 & 09/21/1981  
Calendar of Events – Week of 09/27/1981 & 10/04/1981  
Calendar of Events – Management Summary Week of 07/27/1981-08/31/1981

Box 8

Calendar of Events – Management Summary Week of 09/07/1981-10/04/1981  
News Calendars – January 1981-04/11/1981  
News Calendars – 04/12/1981-May 1981  
News Calendars – June 1981-July 1981

SERIES III: CHRONOLOGICAL FILES

Box 8, cont.

Chrons – March 1981 (1)(2)  
Chrons– April 1981 (1)(2)  
Chrons – May 1981 (1)(2)

Chrons – June 1981 (1)(2)  
Chrons – July 1981 (1)(2)  
Chrons – August 1981

**SERIES IV: PERSONNEL FILES**

Box 8, cont.

Baroody, Mike  
Gleason, Barbara  
Graham, Anne  
Hoffman, Tricia  
Howell, Lugene  
Kazanjian, Dodie  
Lilly, Frank  
Lowe, Pamela  
Mahan, Jann  
Mongoven, John  
Pond, Judy  
Potter, Nanc  
Rizzuto, Christopher